

Policy Title: INACTIVE STATUS (Inactivation and Reactivation requests)**No. I - 1****Board approval: 4/15/04****Effective: 12/1/16****Supersedes: 7/1/10****Page: 1 of 2**

Reference: EMS Rules, Section 515.600 Inactive status (April 15, 1997) and current IDPH Inactive Request Form IOCI 16-156.

I. **POLICY**

A System member who meets eligibility criteria shall petition for inactive status prior to the expiration of their current license if they intend to return to active duty in the future. Eligibility criteria for such petitioning include but may not be limited to personal (i.e., active military service, sabbatical), physical, mental or emotional reasons if the inability to perform the essential duty elements within their licensure scope of practice **persists longer than six months.** During the inactive status, the EMT/PHRN/ECRN shall not function as an EMT/PHRN/ECRN at any level.

II. **Application for inactive status**

- A. To request inactive status, an EMT/PHRN or ECRN must have the approval of their employer and submit the request and supporting documents in writing to the EMS Administrative Director.
- B. **EMS INACTIVE Request** form prescribed by IDPH; signed by the individual (Find form on IDPH EMS website) including the petitioner's written request to the EMS MD for inactive status and verification that they will not function as an EMS provider at any level during the inactive status; and
- C. **CE verification:** Verification that CE is up to date. If not current, an explanation must be attached.
- D. **Original current EMS license:** Required to relinquish their current license to IDPH. No photocopies accepted. If they are not in possession of the original copy of the current license, they must attest to that fact in writing in their request for inactive status.
- E. When all required elements are received by the NWC EMSS office, the EMS Administrative Director will present the request to the EMS MD, gain their approval, and submit the request in writing to IDPH. IDPH will review all requests for inactive status and will notify the EMS MD in writing of their decision based on the EMS Rules and Regulations.

III. **Completion of EMS CE, mandatory reviews and testing during inactive status or medical leave**

- A. System members are not required to complete EMS CE, mandatory reviews or modular exams while on inactive status or during a medical leave of absence.
- B. If an individual desires to complete system CE, mandatory reviews and/or modular exams while they are on inactive status or medical leave, they must have the written approval of their employer.
- C. If the eligibility for inactive status is based on a physical or emotional medical leave, the person must submit written authorization from their personal physician attesting to their ability to participate in classroom activities if they chose to attend System CE classes.

IV. **REACTIVATION FROM INACTIVE STATUS**

In order for the individual to return to active status, the applicant must submit the current IDPH REACTIVATION REQUEST FORM to the EMS MD. The application must include a statement that the person has been examined (physically and mentally) and found capable of functioning within the EMS System; that their knowledge and clinical skills are at the active level for that individual's license; and that the EMT/PHRN/ECRN has completed any refresher training deemed necessary by the EMS MD and approved by IDPH. If the inactive status was based on a temporary disability, the EMS MD shall also verify that the disability has ceased.

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- A. The Resource Hospital must receive the IDPH REACTIVATION Request form (IOCI 16-578) from the individual with approval by the individual's employer to begin the process of returning the petitioner to active duty.
- B. If inactive status was granted for physical or emotional disability, the EMS MD must be provided with a signed statement from the EMT/PHRN/ECRN's Primary Care Practitioner (PCP) releasing them to full duty without restrictions
- C. The individual must complete all mandatory CE and make up sufficient In-station classes that were missed during the inactive period to render them in good standing within the System per System Policy C2 prior to returning to active duty. The EMS MD and EMS Administrative Director will review the EMT/PHRN/ECRN record with the assigned Hospital EMSC to determine what CE will be required.
- D. There shall be no charge to make up missed CE or exams. If the inactive period exceeded 6 months, competency must be demonstrated for required skills through lab simulations and supervised clinical practice prior to reinstatement. This may necessitate hospital clinical time in the ED and/or OR.
- E. The EMS MD reserves the option to further evaluate the person's fitness for EMS duty by conducting a physical exam.
- F. After the EMT/PHRN/ECRN meets all criteria for reactivation, the EMS MD will approve the Reactivation Request Form and forward to IDPH to request reinstatement to active status. Copies of the request shall be forwarded to the EMT/PHRN/ECRN's employer.
- G. The EMS MD may recommend a probationary period after the EMT/PHRN/ECRN is returned to active status during which time a System preceptor will monitor the individual's performance and report their findings to the EMS Administrative Director and the designee of the employer.
- H. An EMT/Paramedic/PHRN/ECRN cannot be relicensed/re-recognized while on inactive status. If the license expiration date passes while on Inactive status, the EMSS shall relicense the individual at the time the reactivation request is processed.

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