



System-Entry Process & Instructions

Tests / skills lab content and information

Documents posted on website: www.nwcemss.org under System Entrytab

READ: Policy E3: System ENTRY: Credentialing and Practice Privileges

To open a file: Contact Pamela Ross (pross@nch.org) | 847-618-4482

Provide current & legible copies of the following:

- ☐ **System entry authorization form** completed with signature of Provider EMSC or Chief/CEO
- ☐ Illinois **PM or PHRN license** | Out-of-state licensees must apply for reciprocity with IDPH and gain an Illinois license before SE may be completed. An NREMT card is NOT a state license to practice.
- ☐ AHA CPR for Healthcare Provider card
- ☐ Driver's license, DOB, phone/text number, and e-mail address
- ☐ **Letter of verification** from most recent EMS System including: System name, practice privileges awarded, dates of affiliation; if not in good standing, any practice issues requiring an action plan and/or barriers to reinstatement in good standing. Corrective action plans must be completed in the System of origin prior to NWC EMSS SE. If newly graduated and/or never employed in EMS: Submit a letter from the Training Program Director affirming their CoAEMSP # and date of graduation.
- ☐ All EMS **CE hours** accumulated since licensure (if in original licensure period) or the last renewal

The purpose of System entry credentialing is to assess and measure **your competence in three domains of learning:** knowledge of principles in the National EMS Education Standards & NWC EMSS SOPs, policies & procedures; precision in performing skills required in our System; and demonstrated professional characteristics.

1. Prerequisites: 4 SOP self-assessments (Cardiac/Fundamentals/Medical/Trauma)

The self-assessments highlight important practice points in the 2022 NWC EMSS SOPs and prep candidates for successful SE testing. Completed packets **must be reviewed for accuracy** and signed off by the Agency PEMSC or assigned Peer educator prior to submission.

The Policy manual self-assessment is temporarily suspended pending policy updates and not required.

Due dates: Submit completed self-assessments for the next scheduled exam section(s) electronically or in paper format to **Jennifer Dyer** (jdye@nch.org) **at least 1 week prior to testing** (Ex. Test scheduled on 1-10-23, submissions due by TU, 1-3-23 by 1730 hrs) to ensure time for grading / feedback. If they are not received on time / are incomplete / or contain substantially incorrect answers without resubmission and approval, the individual **will not be allowed** to test.

2. Written Exams

Four exams mirror the content divisions of the self-assessments:

- **Fundamentals** – SOPs tested: Introduction; General Assessment/IMC; Pain mgt; Radio report/Communications policy; Withholding or withdrawing resuscitation; Elderly; Extremely obese pts; Airway obstruction, Advanced airways/DAI; Allergic Reactions/anaphylactic shock; Asthma/COPD; Pts with Trachs/laryngectomy; Respiratory emerg; OB and Peds (whole sections)
- **Cardiac** (all cardiac SOPs) | - **Medical** (all medical SOPs) | - **Trauma** (all trauma SOPs)

Study: SOPs, self-assessments, and ECG study guide (prn). ECGs embedded in the cardiac exam.

CE credit: Awarded for time invested in completing the Self-assessments and studying for the exams as verified by the PEMSC up to the maximum hours specified in the System Entry policy.

Structure: Each exam consists of 70 multiple choice questions keyed to the SOPs.

Scoring: Exams are graded immediately. **Passing score for each: 75%** See SE policy for retest policies.

Timing: You will be allowed a maximum of one minute per question to complete each exam.

Scheduling: Offered on Tuesdays (unless a holiday) by prior appointment from 0900 to 1200
Maximum 2 exams at one sitting.

Temporary System Privileges are awarded after exams are passed and file is complete

3. Skills Lab

Prereqs: Completed file, approved self-assessments, written exams passed

Scheduling: Held monthly on the **first Monday** (unless a holiday) by prior appointment

CE credit: Hour for hour + **Full ALS System Privileges** are awarded upon successful completion

Skills tested: See website: System Standards of Practice tab / Procedure Manual for skill sheets

- **DAI** using King Vision, channeled blade and bougie (drugs: ketamine, etomidate, midazolam, and fentanyl); i-gel prn
- **Surgical cric** (Bougie assisted)
- **IO:** tibial and proximal humerus sites (unconscious and conscious pt - use of lidocaine prn)
- **12 L ECG:** skin prep; lead placement; tracing acquisition/documentation/transmission; interpretation of ischemia/infarction
- **C-PAP** (all indications); in-line nebulization of drugs for asthma
- **Cardiac arrest management** (bundled care approach): See SOP + Procedure Manual

Schedule written testing & skills lab with: Pam Ross (pross@nch.org) | 847-618-4482

Location for testing & lab: NWC EMSS office (NCH Kirchoff Center) | **See map** on website for parking directions

Times to report for each: Written testing: 0845 | Skills lab: 0915