



System-Entry Process & Instructions

Tests / skills lab content and information

Documents posted on website: www.nwcemss.org under System Entry tab

READ: Policy E3: System ENTRY: Credentialing and Practice Privileges (7-1-23)

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 attitudes and behaviors.

1. Prerequisites: 4 SOP self-assessments (Cardiac/Fundamentals/Medical/Trauma) for the 2022 SOPs

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 sections electronically or in paper format to **Jennifer Dyer** (jdye@nch.org) at least **1 week prior to testing** to ensure time for grading / feedback. Testing cannot occur if submissions are late, incomplete or substantially incorrect (Score <75%).

2. Written Exams

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

- **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 are embedded in the cardiac exam.

Testing: Each exam consists of 70 multiple choice questions that align with the self-assessments and are keyed to the SOPs, procedure manual, or policies. Allowed 1 min/question to complete each exam. An ADA request for additional time accommodation must be submitted and approved in advance per policy.

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

Scheduling: Offered on the 2nd and 3rd Tuesdays of each month (unless a holiday) by prior appointment 0900 to 1200 | Each candidate will take 2 exams at each sitting unless a single retake exam is needed.

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

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

- **DAI** using King Vision, channelled blade and bougie (drugs: ketamine, etomidate, midazolam, and fentanyl); i-gel
- **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

Full ALS System Privileges are awarded upon successful completion

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

For fees and CE credits: See Policy E3