



Peer Educator Process & Instructions

All forms and documents posted on website: www.nwcemss.org under Peer Educator Process tab

READ: Policy P-7: PEER EDUCATORS: I-IV / IDPH Lead Instructors plus the Peer Educator quick reference table to review eligibility and qualifications requirements for all levels.

Peer educators in the NWC EMSS are valued as instructors and are also expected to serve as role models characterizing best practice standards of excellence for their level of licensure. They must demonstrate core competencies that are the cornerstone to high quality learning and measurement experiences. These include but may not be limited to the ability to accurately teach to and measure all domains of learning within their scope of practice and span of authority and responsibility (for full description, please refer to Policy P-7).

Important notes:

- To be approved as a PM Student Field Preceptor or PM lab preceptor, all new candidates after 9-1-19 must first be recognized as a Peer II educator and then meet the additional requirements for Field Preceptor designation if that is the level of recognition desired.
- Previously approved Peer II lab preceptors and Field Preceptors who have met requirements in 2018 and 2019 are grandfathered in, will be given new certificates with expiration dates, and are exempt from these new application and lab requirements if they have maintained active EMS licensure and are up to date with all NWC EMSS CE and mandatory competencies. **No further action by them is necessary during this transition.** They will immediately be held to the policies on maintaining and renewing their status. If inactive from a field preceptor or lab preceptor role for 2 years or longer, NWC EMSS EMS CE is not current, or competency validation is requested by the EMS MD, the individual will be evaluated on a case by case basis for a reinstatement plan.

NEW CANDIDATES: To open a file –

Provide a legible and readable copy of the **APPLICATION form** (fully completed PDF fillable) - **4 parts** to the form:

- Demographic information** plus professional credentials; current Peer Educator status and level desired; and teaching experience
 - Recommendation from agency:** An agency administrator or a Resource Hospital (RH) lead instructor (LI) must attest to the candidate's qualifications and sign their recommendation (handwritten or official electronic) on the form.
 - Attach a copy of the **candidate's reasons for requesting Peer Educator status** (written statement)
 - If seeking Peer II, III, or IV status: Rating of required attributes/recommendation from assigned hospital:**
 - Current NWC EMSS member:** Forward form to assigned hospital EMSC/educator (HEMSC) or nursing supervisor to rate the required attributes and sign their recommendation (handwritten or electronic).
 - Recent graduates** not affiliated with a NWC EMSS agency: Forward form to PM course LI to complete the rate & recommend section.
 - Independents** (Former NWC EMSS paramedics not currently affiliated with a Provider Agency): Forward form to the RH EMS Administrative Director to rate and recommend.
- If a concern is raised by the HEMSC/Educator that a candidate may not be qualified or appropriate based on guidelines and observed performance, a discussion shall take place between the HEMSC/ed. and the Agency Chief/EMS CEO, nursing supervisor, or their designee to clarify objections and reach consensus before submitting.

Submit completed Application form and attachment to the NWC EMSS office -Pam Ross (pross@nch.org)

Skills Labs (Peer I and II)

When the above is received, a file will be opened and the EMS Secretary will facilitate scheduling of the candidate into the next available Peer I or Peer II lab (based on current and desired status). The purpose of this credentialing process is to measure competence in three domains of learning: knowledge of principles in the National EMS Education Standards & NWC EMSS SOPs, policies & procedures; precision in performing and teaching/precepting select skills required by our scope of practice; and professional attributes.

- Peer I:** Must attend an NCH EMT class with a scheduled lab in which the EMT LI shall validate a candidate's ability to perform, teach and measure competency for BLS skills to include: BLS airways, O₂ delivery; application of CPAP; in-line nebulization of bronchodilators; restraint competency; eye irrigation; and spine motion restriction.
- Peer II:** In addition to the above, must attend a System Entry or Peer II Educator lab where the RH CE Coordinator or designee shall validate a candidate's ability to perform, teach and measure competency for select ALS skills to include:
 - DAI using King Vision, channeled blade and bougie (drugs: ketamine, etomidate, midazolam, and fentanyl); insertion and monitoring of i-gel airways
 - Bougie assisted surgical cric
 - IO: tibial and proximal humerus sites (unconscious and conscious pt - use of lidocaine prn)
 - 12 L ECG lead placement; tracing acquisition; interpretation of ischemia/ infarction
 - Dynamic ECG rhythm identification and treatment; transitioning between SOPs – adaptive competence
 - Pit crew approach to cardiac arrest management using quality high perfusion CPR, ResQPod, capnography, real-time CPR feedback device, apneic oxygenation, BLS to ALS airways, appropriate ventilation technique, immediate and delayed defibrillation; vascular access, drug administration (epinephrine/amiodarone); minimizing pauses in compressions for rhythm check/defib; dual sequential defibrillation, consideration of the Hs and Ts; recognition and treatment of ROSC; mixing and titrating a norepinephrine drip
 - Needle pleural decompression

- **Peer III:** In addition to the above, provide evidence of Illinois LI licensure (recommended, not mandatory). Submit a class site code request with all required documents to the EMS Administrative Director to review and approve. See site code submission checklist and P7 policy, When approved, the EMS secretary shall schedule an on-site evaluation by the Administrative Director or designee when the Peer III candidate is teaching. If competency is not demonstrated after the 3rd observation, the candidate status will be reviewed by the panel below for a remediation plan or withdrawal of recommendation. An oral interview with the EMS MD may also be required.
- **Peer IV:** In addition to the above, provide evidence of RN and Illinois LI licensure. Attend at least one in-station class conducted by the Administrative Director or CE Coordinator to observe the expected approach to teaching; team teach at least one class with the CE Coordinator; and conduct in-station classes that are observed and evaluated by the Administrative Director or CE Coordinator. If competency is not demonstrated after the 3rd observation, the candidate status will be reviewed by the panel below for a remediation plan or withdrawal of recommendation.

Peer III and IV candidate applications and evaluations will be reviewed by a panel composed of the EMS Administrative Director, CE Coordinator, and EMS MD in consultation with the assigned hospital EMS Coordinator for the appropriateness of the candidate based on their qualifications and adherence to recommended guidelines.

Creation and distribution of initial Certificates: When a candidate has fully met all requirements for a particular level, the EMS secretary shall be directed by the RH educator responsible for verifying competency to create a Peer Educator certificate designating the level of recognition and expiration date. An electronic copy of the certificate shall be forwarded to the individual at their last known e-mail address, the educator's PEMSC and HEMSC/educator (if affiliated with the NWC EMSS). A copy shall be saved to the Peer educator's file at the RH. Their status shall also be entered into the master Peer Educator/Preceptor database.

Peer Educator Recognition periods and Expiration dates:

- All Peer Educator certificates shall expire on June 30th; only the years of expiration shall vary.
- **Initial recognition period:** The initial expiration date shall be set at three years plus the remaining months to the next June. Example: Status awarded October 2019 – expiration date June 2023.
- All subsequent Peer Educator certificates shall expire at 4 year intervals.

Renewal and Certificate updates

- **Logging of teaching assignments:** Peer educators each have renewal requirements specified in the P7 policy. When they complete any teaching assignment that counts toward renewal, they should note the activity on the back of their EMS CE form in the agency binders/files. Teaching activities may also be logged on the **Peer Educator CE Record** for those not affiliated with a System agency.
- **Annual audits:** Confirmation of Peer Educator annual teaching requirement completion and certificate renewal shall occur during the yearly CE hours/mandatory competency audits by the HEMSC/educator in June. Unaffiliated Peer Educator files shall be reviewed by the RH CE Coordinator. If a Peer Educator has not completed annual teaching requirements, they shall get a notice of impending status suspension when all other intent to suspend notices are forwarded.
- **Issuing new expiration dates:** If a certificate is due for renewal, and renewal requirements have been met, the assigned HEMSC/educator shall inform the EMS Administrative Director who shall enter a new expiration date into the master database.
- **Issuing updated certificates:** The EMS secretary shall be directed to create and forward an electronic copy of the updated Peer Educator certificate with the new expiration date to the individual at their last known e-mail address, the educator's PEMSC and HEMSC/educator (if affiliated with the NWC EMSS). A copy shall be saved to the Peer educator's file at the RH.

Peer Educator files shall be merged with existing Preceptor files (if they exist) or a new file will be created and will remain at the Resource Hospital.

Database: The Peer Educator; Preceptor; Lead Instructor database shall be updated as new designations and/or renewals occur. It shall be shared monthly with the Hospital and Provider EMSCs/educators at their standing meetings by the EMS Administrative Director or at longer intervals as changes occur.