



System-Entry Process & Instructions

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

READ: Policy E3: System ENTRY: Credentialing and Practice Privileges (9-11-23) **To open a file:**

Contact Pamela Ross (pamela.ross@endeavorhealth.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: (5 packets in total) **4 SOP self-assessments** (Cardiac/Fundamentals/Medical/Trauma) for the 2022 SOPs and the **Policy Manual Self-Assessment**. 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 must be submitted in order to receive full privileges. This content will not be tested on.**

Due dates: Submit completed self-assessments for the next scheduled exam sections electronically or in paper format to **Nichole Junge** (nichole.junge@endeavorhealth.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

Prerequisites: Completed file, approved self-assessments, written exams passed. **Copies of skills sheets used and signed off on by agency assigned Peer Educator must be electronically submitted prior to or handed in prior to the start of the lab.**

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 ProVu VL (drugs: ketamine, etomidate, midazolam, and fentanyl)
- **I-gel extraglottic airway**
- **Surgical cric** (Bougie assisted)
- **Needle cric**
- **Pleural Needle Decompression (PND)**
- **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 (pamela.ross@endeavorhealth.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

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