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 to1200 | 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 (3040 Salt Creek Ln. Arlington Heights IL 60005)
Times to report for each: Written testing: 0845 | Skills lab: 0915

For fees and CE credits: See Policy E3