



Central DuPage Hospital
Emergency Medical Services System
System Policy and Procedures

Title: EMD, EMT, EMT-P, PHRN, ECRN System Entry	
Section: System Entry / Licensing	Number: E-2
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 3

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy on system entry for providers wishing to operate within the CDHEMSS and ensure competency.

POLICY:

EMS personnel who have not graduated from a CDHEMSS Paramedic, ECRN or PHRN class within the past 90 days, or those who have not operated within the CDHEMSS within the past 90 days shall following the below listed steps for system entry.

1. The candidate's EMS Coordinator shall schedule their system entry no less than 72 hours prior to the start time.
2. The candidate shall bring with them, or have their coordinator send prior to testing the following:
 - a. A completed personnel form
 - b. A copy of a current EMS license
 - c. A copy of a current Driver's License
 - d. A copy a current AHA CPR for Healthcare Provider card
 - e. Any additional certifications the candidate possesses (i.e. ACLS, PALS, etc.)
3. Additionally, the following will be needed from the candidate's previous EMS system 72 hours prior to the scheduled test time:
 - a. Letter of good standing
 - b. Copy of any CE hours
 - c. If recently graduated from an EMT-P program and never worked as an EMT-P within an EMS system
 - i. A letter of completion including national standard taught from program / system coordinator.
4. In addition to the above listed items, the system entry process includes:
 - a. EMD
 - i. The agency EMS Coordinator shall have the system entry candidate perform 20 monitored calls with the EMS coordinator or their designee. Upon notification of completed monitored calls, the EMD will be system entered.
 - b. EMT
 - i. Written Test
 1. The candidate must achieve $\geq 80\%$ on the written test
 - a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks



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- b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.
- ii. Skills Validation
 1. After passing the written test the candidate shall complete skills validations.
 - a. Failure pass skills validations will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second skills validation will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd skills validation after 90 days will result in the candidate not being able to retest for 12 months.
 - iii. Upon successful passing of written and skills validation, the candidate will be granted privileges to operate within CDHEMSS.
- c. EMT-P
 - i. Written Test
 1. The candidate must achieve $\geq 80\%$ on the written test
 - a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.
 - ii. Skills Validation
 1. After passing the written test the candidate shall complete skills validations.
 - a. Failure pass skills validations will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second skills validation will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd skills validation after 90 days will result in the candidate not being able to retest for 12 months.
 - iii. Medical Director Interview
 1. After passing the Medical Director interview the candidate will be granted privileges to operate within CDHEMSS.
 - a. Failure pass the Medical Director interview will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second Medical Director interview will result in the candidate not being able to retest for 12 months.
- d. PHRN
 - i. Written Test
 1. The candidate must achieve $\geq 80\%$ on the written test



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- a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will results in the candidate not being able to retest for 12 months.
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- iii. Medical Director Interview
- 1. After passing the Medical Director interview the candidate will be granted privileges to operate within CDHEMSS.
 - a. Failure pass the Medical Director interview will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second Medical Director interview will result in the candidate not being able to retest for 12 months.
- e. ECRN
- i. From with Region 8 with current letter of Good Standing
 - 1. 10 monitored radio calls
 - ii. From outside Region 8
 - 1. The candidate must achieve $\geq 80\%$ on the written test
 - a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will results in the candidate not being able to retest for 12 months.
 - 2. 10 monitored radio calls

POLICY HISTORY:

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)	01 Mar 2019					