



~~HSHS St. Mary's~~ *EMS* System

# EMS Provider Licensing

## EMS Provider License Renewal

### I. PURPOSE

The purpose of this policy is to outline the steps for renewing an EMS provider license through the ~~HSHS St. Mary's~~ EMS System Office.

### II. DEFINITION – None.

### III. POLICY

- A. The EMS provider is responsible for completing and documenting the required number of continuing education hours (See Region 6 EMS Education Requirements).
- B. IDPH will send a renewal notice approximately 60 days prior to license expiration date. Included in the notice is the IDPH website for license renewal and a unique PIN number.
- C. EMS License renewal is a 2 step process:
  - 1. Step 1: Log on to the IDPH website to answer the questions regarding felony conviction and child support and to pay the license renewal fee, if applicable. If paying the licensing fee by certified check or money order, the EMS Renewal Notice must be completed and sent with the payment by US mail.
  - 2. Step 2: Submit documentation of the appropriate number of CE hours to the ~~HSHS St. Mary's~~ EMS System office. A copy of a current CPR card must also be included. This must be completed at least 30 days prior to the license expiration date.
- D. The EMS office will review the CE hours and approve the license renewal in the IDPH database.
- E. A new EMS license is mailed to the EMS provider once all license renewal requirements have been completed.

### IV. REFERENCES

- Region 6 EMS Continuing Education Requirements

## Fee Waivers

### I. PURPOSE

The purpose of this policy is to establish a process for EMS providers to request a waiver of the EMS licensure fees.

### II. DEFINITION – None.

### III. POLICY

- A. EMS providers who serve exclusively as volunteers for units of local government or not-for-profit organizations that serves a service area with a population base of less than 5,000 may apply for a waiver of licensure fees. To apply for a fee waiver:
1. Obtain the EMS License Fee Waiver application from the IDPH website or the ~~HSHS St. Mary's~~ EMS office.
  2. Complete the application and return to the EMS System office for the EMS System Coordinator's signature.
  3. Waiver requests must be submitted to the EMS System office at least 30 days prior to the expiration date on the license to ensure timely license renewal.
  4. The EMS System office will submit the waiver request to IDPH.

### IV. REFERENCES

– IDPH EMS License Fee Waiver Request

## Lapsed/Expired License

### I. PURPOSE

The purpose of this policy is to provide guidelines for obtaining an EMS license once the current license has lapsed or expired.

### II. DEFINITION – None.

### III. POLICY

- A. The license of an EMS Provider who has failed to file a completed application for renewal on time shall be invalid on the day following the expiration date shown on the license. EMS Providers shall not function on an expired license.
- B. EMS Providers whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees, including a late fee, online or by certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and no disciplinary actions are pending against the EMS Provider, IDPH will relicense the EMS Provider.
- C. Any EMS Provider whose license has expired for a period of more than 60 days shall be required to complete an EMS training program, pass any required exam, and pay any required fees for initial EMS licensure.

### VI. REFERENCES

– IDPH Administrative Rules, Section 515.590 EMS Personnel License Renewals

## Inactivation/Reactivation of EMS License

### I. PURPOSE

The purpose of this policy is to ensure a mechanism for requesting inactivation/reactivation of an EMS license.

### II. DEFINITION – None.

### III. POLICY

#### Inactive Status

- A. An EMS provider may request to be placed on inactive status prior to the expiration of the current license by providing the following to the EMS System office:
1. A written request for inactive status addressed to the ~~HSHS St. Mary's~~ EMS System Medical Director
  2. A completed IDPH Inactive Status form
  3. Original EMS license (both wall certificate and wallet card)
- B. All relicensure requirements must be met by the date of the application for inactive status.
- C. The EMS Provider shall not function at any level during inactive status.

#### Reactivation of Status

- A. An EMS provider who is on inactive status may request reactivation of status by providing the following to the EMS System office:
1. A written request to the ~~HSHS St. Mary's~~ EMS Medical Director for reactivation of status
  2. A completed IDPH Reactivation Request form.
- B. The ~~HSHS St. Mary's~~ EMS System Medical Director submits the form and includes a statement that the provider has been examined (physically and mentally) and found capable of functioning within the EMS system and that all system continuing education requirements have been met for reactivation.
- C. If the inactive status was based on a temporary disability, the ~~HSHS St. Mary's~~ EMS System Medical Director verifies that the EMS provider is no longer disabled.

### IV. REFERENCES

- IDPH Inactive and Reactivation Requests; Maintenance of Credentials Policy

### Voluntary Reduction in License Level

#### I. PURPOSE

The purpose of this policy is to provide guidelines for changes in EMS level of licensure.

#### II. DEFINITION – None.

#### III. POLICY

- A. At any time prior to the expiration of the current license, an EMT-I or EMT-P may revert to the EMT-B status for the remainder of the license period. The EMT-I or EMT-P must make this request in writing to the IDPH. To re-licensure at the EMT-B level, the individual must meet the EMT-B requirements for re-licensure.
- B. An EMT-I or EMT-P who has reverted to EMT-B status may be subsequently re-licensed as an EMT-I or EMT-P, upon the recommendation from the HSHS St. Mary's EMS System Medical Director who has verified that the individual's knowledge and clinical skills are at an active EMT-I or EMT-P level, and that the individual has completed any retraining, education or testing deemed necessary by the EMS MD for resuming EMT-I or EMT-P activities. Verification of knowledge and clinical skills is defined as:
1. Current Healthcare Provider CPR Card
  2. Current ACLS card
  3. Current Advanced ITLS or PHTSLS card
  4. Current Advanced PEPP or PALS card.
  5. Successful completion of an Advanced Skills Review
  6. Successful completion of Region 6 Advanced Protocol Exam (score of 80% or higher)
- C. At any time prior to the expiration of the current license, an EMT-Basic may revert to First Responder-Defibrillation (FR-D) status for the remainder of the license period. The EMT-Basic must make this request in writing to the IDPH. To relicense at the FR-D level, the individual must meet the FR-D level requirements for re-licensure.
- D. An EMT-Basic who has reverted to FR-D status cannot be re-licensed as an EMT-Basic. The individual must retake the EMT-Basic Course and successfully pass the state or national examination in order to become re-licensed as an EMT-Basic.

#### IV. REFERENCES – IDPH Administrative Rules, Section 515.590 EMS Personnel License Renewals

## Introduction to Initial EMS Education Courses

### I. PURPOSE

This policy is to provide an overview of initial education courses offered through the HSHS St. Mary's EMS System.

### II. DEFINITION—None

### III. POLICY

The HSHS St. Mary's EMS System was developed to facilitate the provision of prehospital medical care to the population living in the region served by the participating EMS agencies. It allows any agency within the region wishing to participate in the EMS system as prehospital care providers to obtain initial training, continuing education classes and system orientation as required by the IDPH. Agencies wanting to participate must show a commitment to system policies and protocols, education requirements and care standards as mandated by the HSHS St. Mary's EMS System.

#### Initial Education Courses

- A. Courses for the initial education of all levels of providers (Emergency Medical Responder, EMT-Basic, EMT-Intermediate, EMT-Paramedic, Prehospital RN and Emergency Communications RN) are offered within the system.
- B. The frequency and location of educational offerings varies based on need. A schedule of system offerings will be determined. This schedule will be made available to all agencies in the HSHS St. Mary's EMS System. Additional courses may be developed and added to the schedule to meet staffing emergencies for particular agencies. These additional courses must be requested in writing to the HSHS St. Mary's EMS System Coordinator and Medical Director.
- C. It is the policy of the HSHS St. Mary's EMS System to consider all applicants for all courses listed above without regard to race, color, age, religion, gender, or national origin. All applicants selected for the program will be selected based on the admission requirements outlined in the class policies.
- D. All applicants for courses must complete an HSHS St. Mary's EMS System Application Form, in order to provide consistent demographic information to the HSHS St. Mary's EMS System office.

#### Course Locations

- A. All initial education courses are taught in a structured classroom at an approved location. All Advanced Level (EMT-I, EMT-P, PHRN) courses are taught at an HSHS St. Mary's EMS System-approved facility or at a community college.

- B. Structured classroom must have adequate seating and writing surfaces for students, appropriate audiovisual equipment available and sufficient space for skill labs.

**Initial Education Policies**

- A. All Initial Education Courses have accompanying course policies. The policies are reviewed during the orientation session to the class or during the first class session. Each student signs a statement indicating that he/she has read and understands the policies. These statements are kept in the student's file.

**IV. RESOURCES—None**



## Emergency Medical Responder (Initial Course Policy)

### I. PURPOSE

This policy is to provide an overview of the structure, content, and requirements of the Emergency Medical Responder Course offered through the HSHS St. Mary's EMS System.

### II. DEFINITIONS

### III. POLICY

#### Curriculum

Emergency Medical Responder courses offered by the HSHS St. Mary's EMS System follow the National EMS Education Standards. The courses consist of the minimum fifty-two (52) hours of core material with extra class time allotted by the individual instructor to allow for skills practice and testing if needed. Upon successful completion of the Emergency Medical Responder Course, the student is educated to perform patient care at the Emergency Medical Responder level.

#### Class Materials

An approved textbook, which follows the curriculum and approved by the HSHS St. Mary's EMS System, is made available to all students on or before the first class session. Each student will also receive a printed syllabus of the class indicating dates and times of class, topics to be covered, accompanying reading assignments, and dates of written and practical exams. Additional workbooks, handouts, and homework may be distributed at the Lead Instructors discretion. The First Responder course is a minimum of 52 hours of class room time.

For classes offered online, students must have access to a computer with an internet connection.

#### Admission Requirements

- A. Must be sixteen (16) years of age or older. (May not be licensed until the age of 18 years or older – see Requirements for IDPH Licensure)

#### Class Tuition and Fees

- A. The cost is based on the cost of books and materials, and supplemental instructors.
- B. All fees will be invoiced on or before the first class session.

#### Attendance/Tardiness Requirements

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.

- E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
- F. Classes cancelled due to weather will be announced by telephone call or through the Community College policy on weather emergencies.
- G. Absences due to military deployment will be handled in a case-by-case situation.

### **Grade Requirements**

- A. Each student must maintain an overall grade of 80% to complete the course.
- B. If an 80% is not being maintained, it is up to the lead instructor to discuss the student's options to remain or be dismissed from class.
- C. Exams: A comprehensive multiple choice final exam will be given at the end of the course.
- D. Homework/quizzes will be given at the instructor's discretion. It will be the student's responsibility to obtain any assignments/quizzes that are missed due to an absence from class.
- E. A copy of the final grade will be placed in the student's file in the ~~HSHS St. Mary's~~ EMS System office.

### **Student Evaluations**

- A. Students will receive a progress report at midpoint in the course.
- B. A final evaluation will be presented to the student at the completion of the course
- C. A copy of both evaluations will be placed in the student's class file.

### **Unacceptable Student Behaviors**

EMS Students are expected to follow Professional Conduct Standards while in the classroom. A student may be dismissed for any of the following behaviors:

- A. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom.
- B. Attending class under the influence of alcohol, illegal drugs or prescribed controlled substances.
- C. Intentional falsification of personal student records.
- D. Unauthorized use of or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
- E. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
- F. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
- G. The student exhibits an unprofessional attitude and behavior in the classroom.
- H. Disrespect toward anyone at any time will not be not be tolerated.
- I. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### Corrective Action

The normal progression of corrective action is as follows:

- A. Verbal Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. Written Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a means of correction detailed and the consequences of continued misconduct discussed, A written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.
- C. Dismissal: In cases of serious misconduct or continued misconduct, the HSHS St. Mary's EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the HSHS St. Mary's EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Course Completion

- A. Completion of all classroom requirements.
- B. Achieve an eighty percent (80%) average on all quizzes, homework and exams.
- C. Satisfactory attendance (no more than ten percent (10%) of the total scheduled hours missed for any reason.
- D. Satisfactory rating on all practical exams.
- E. Maintain compliance with all the policies outlined for the Emergency Responder Course. F. Course evaluation completed.

### Requirements for IDPH Licensure

- A. Must be 18 years of age or older to obtain full licensure as an Emergency Medical Responder. Students between the ages of 16-17 years of age may apply for a provisional license.
- B. Must submit a child support/felony conviction statement form and the appropriate licensure fee to the IDPH.
- C. If student meets the requirements for waiver of licensure fees, an appropriate form must be completed and returned to the HSHS St. Mary's EMS System office for signature prior to being submitted to the IDPH.

## Emergency Medical Technician – Basic (Initial Course Policy)

### I. PURPOSE

This policy is to provide an overview of the structure, content and requirements of the EMT-Basic course offered through the ~~HSHS St. Mary's~~ EMS System.

### II. DEFINITIONS

### III. POLICY

#### Curriculum

Emergency Medical Technician-Basic (EMT-Basic) courses offered by the ~~HSHS St. Mary's~~ EMS System follow the National EMS Education Standards. The courses consist of both on-line learning modules (self-study) and actual face-to-face class time with extra class time allotted by the individual instructor to allow for skills practice and testing if needed. Clinical experience is obtained outside of the regular classroom time. Upon successful completion of the EMT-Basic Course, the student is educated to perform patient care at the Basic Life Support Level. The EMT-Basic course is a minimum of 125 hours of classroom and 25 hours of clinical time.

#### Course Materials

Students will be required to obtain a textbook and an access code for the on-line learning system, which follows the curriculum and is approved by the ~~HSHS St. Mary's~~ EMS System. Students will receive a printed course schedule indicating dates and times of class, topics to be covered, accompanying assignments and dates of written and practical exams. Additional workbooks, handouts and homework may be distributed at the Lead Instructor's discretion.

#### Admission Requirements

- A. Must be 18 years of age or older prior to taking the licensure examination.
- B. Must have high school diploma or equivalent.
- C. Must have current CPR card at the Healthcare Provider (American Heart Association) or Professional Rescuer (American Academy of Orthopedic Physicians) level.

#### Course Fees

- A. All courses offered by a community college will have tuition and fees based on the college's current charges.
- B. Fees for courses offered by ~~HSHS St. Mary's~~ EMS System will include the textbook with access code.
- C. Course fees do not include the licensure exam fee or State of Illinois Licensing fee.
- D. Course fees must be paid in full before the end of the second week of the course.

**Withdrawing from a Course and Reimbursement of Course Fees**

- A. Withdrawal and reimbursement from a community college course will be based on the withdrawal policies of the college.
- B. Any student withdrawing from an ~~HSHS St. Mary's~~ EMS System class prior to the start date will receive full re-imbursement of the amount paid minus the cost of the text book.
- C. Any student withdrawing from class within the first two weeks will be eligible for a 50% reimbursement of the amount paid minus the cost of the textbook.

**Attendance/Tardiness Requirements**

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.
- E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
- F. Classes cancelled due to weather will be announced by telephone call or through the Community College policy on weather emergencies.
- G. Absences due to military deployment will be handled in a case-by-case situation.

**Grade Requirements**

- A. Students must achieve an overall class average of 80% or higher to be eligible to take a licensing exam.
- B. If an overall class average of 80% is not being maintained, it is up to the Lead Instructor to discuss options with the student.
- C. Student letter grades in community college courses are based on the common grading scale of the college.
- D. A copy of the final grade will be placed in student's file maintained by the ~~HSHS St. Mary's~~ EMS System Office.
- E. Homework:
  - 1. Homework assignments are on-line for all chapters of the textbook.
  - 2. Additional homework may be assigned at the instructor's discretion.
  - 3. Missed homework assignments are posted in the grade book as a zero and averaged accordingly.

- F. Quizzes:
1. Quizzes are as noted on the course outline.
  2. Any missed quizzes are posted in the grade book as a zero and averaged accordingly.
- G. Practical Exams:
1. Practical exams are scheduled in the course outline.
  2. Students must achieve "adequate" or better on practical exams. Grades have a corresponding point score attached.
  3. Students may retake a practical exam once.
  4. Practical Exams count as 25% of the overall grade.
- H. Written Exams:
1. Written exams are scheduled in the course outline.
  2. There are no retakes of written exams for low grades.
  3. Written exams count as 30% of the overall grade.

### **Clinical Rotation**

- A. A minimum of 25 hours of clinical and field time is required at the sites made available by the Lead Instructor.
- B. Additional clinical experiences may be required by the Lead Instructor.
- C. Requirement for clinical rotations may be increased if deemed necessary by the Lead Instructor for remediation of students.
- D. Students are responsible for completing all requirements of the specific clinical site prior to any clinical rotation.
- E. Required clinical paperwork will be provided to the students by the Lead Instructor.
- F. Clinical Objectives include:
1. Apply skills learned in the didactic portion of the training, in a real, but supervised environment.
  2. Relate pathophysiology and clinical signs and symptoms to an actual patient.
  3. Observe and participate in patient care.
  4. Begin to develop organizational and decision-making ability regarding patient assessment and treatment.

### **Dress Code for Clinical**

- A. Collared shirt or blouse, polo shirts, and sweaters are acceptable, no t-shirts.
- B. Dress pants or a skirt at or below the knee, no jeans of any color.
- C. Dress shoes, or black and white leather athletic shoes with minimal color. All shoes must be clean and polished. No canvas tennis shoes.

- D. Professional service uniform is acceptable (fire or EMS).
- E. Post earrings in ear lobes are acceptable. No dangling earrings or other visible piercing are permitted. This includes tongue piercings.
- F. No visible necklaces, bracelets, decorative pins, etc. are to be worn during clinical.
- G. No cologne or perfume permitted.
- H. Attire must be clean and wrinkle free.
- I. Student ID badge provided by the clinical area must be worn.
- J. Skin art should be covered.
- K. Any student not meeting the above criteria will not be allowed to remain in the clinical setting.

### Student Evaluations

- A. Students will receive a progress report with an updated grade average after each written exam. A final evaluation will be presented to the student at completion of the class.

### Unacceptable Student Behaviors

EMS Students are expected to follow Professional Conduct Standards in the classroom and during clinical. A student may be dismissed for any of the following behaviors:

- A. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom or clinical setting.
- B. Engaging in conduct likely to deceive, defraud, or harm the public while functioning in a clinical setting.
- C. Physical impairment to the extent that the EMT-Basic student cannot physically perform the emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the physical impairment.
- D. Mental impairment to the extent the EMT Basic student cannot exercise the appropriate judgment skill and safety to perform emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the mental impairment.
- E. Attending class or clinical settings under the influence of alcohol, illegal drugs, or prescribed controlled substances.
- F. Intentional falsification of personal student records or making misrepresentation involving patient care in the clinical setting.
- G. Abandoning or neglecting a patient requiring emergency care in a clinical setting.
- H. Unauthorized use or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
- I. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
- J. Discriminating in the rendering of or withholding of emergency care as directed in the clinical setting because of race, sex, creed, religion, or national origin.
- K. Medical misconduct or incompetence, or a pattern of continued or repeated medical

- misconduct or incompetence in the provision of emergency care in the clinical setting.
- L. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
  - M. The student exhibits an unprofessional attitude and behavior in the classroom and/or clinical settings. Disrespect toward anyone at any time will not be tolerated.
  - N. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### Corrective Action

The normal progression of corrective action is as follows:

- A. Verbal Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. Written Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a means of correction detailed and the consequences of continued misconduct discussed, A written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.
- C. Dismissal: In cases of serious misconduct or continued misconduct, the ~~HSHS St. Mary's~~ EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the ~~HSHS St. Mary's~~ EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Completion

- A. Completion of all class requirements
- B. Successful completion of clinical time.
- C. Achieve an overall class average of 80% or higher.
- D. Satisfactory attendance (90%) of all scheduled classes.
- E. Satisfactory evaluations on clinical experience.
- G. Adequate compliance with the EMT Basic course policies.
- H. Complete confidential course evaluation.





## **HSHS St. Mary's EMS System**

### **Licensure Exam**

Students who complete the EMT Basic Course are required to register to take the National Registry of EMT Basic Certifying Exam, within thirty (30) days of the end of the course. Failure to register to test will result in the student having to retake the entire course in order to be eligible to take a licensing exam. The student will have three attempts at passing the exam. After three attempts, the student must take a 40 hour refresher course, and then will be able to apply for three further attempts at the exam. If unable to pass the exam after six attempts, the student will need to retake the class.

## Advanced Emergency Medical Technician (Initial Course Policy)

### I. PURPOSE

This policy is to provide an overview of the structure, content and requirements of the Advanced Emergency Medical Technician course offered through the HSHS St. Mary's EMS System.

### II. DEFINITIONS

### III. POLICY

#### Curriculum

Advanced Emergency Medical Technician courses offered by the HSHS St. Mary's EMS System follow the National EMS Education Standards. The courses consist of both on-line learning modules (self-study) and actual face-to-face class time with extra class time allotted by the individual instructor to allow for skills practice and testing if needed. Clinical experience is obtained outside of the regular classroom time. Upon successful completion of the A-EMT Course, the student is educated to perform patient care at the A-EMT Life Support Level. The Student must be an EMT-Basic with a valid license prior to taking the course. A minimum of 200 hours of classroom time is required.

#### Course Materials

Students will be required to obtain a textbook and an access code for the on-line learning system, which follows the curriculum and is approved by the HSHS St. Mary's EMS System. Students will receive a printed course schedule indicating dates and times of class, topics to be covered, accompanying assignments and dates of written and practical exams. Additional workbooks, handouts and homework may be distributed at the Lead Instructor's discretion.

#### Admission Requirements

- A. Must be 18 years of age or older prior to taking the licensure examination.
- B. Must have high school diploma or equivalent.
- C. Must have current CPR card at the Healthcare Provider (American Heart Association) or Professional Rescuer (American Academy of Orthopedic Physicians) level.
- D. Must have a valid EMT-Basic License

#### Course Fees

- A. All courses offered by a community college will have tuition and fees based on the college's current charges.
- B. Fees for courses offered by HSHS St. Mary's EMS System will include the textbook with access code.
- C. Course fees do not include the licensure exam fee or State of Illinois Licensing fee.
- D. Course fees must be paid in full before the end of the second week of the course.

### Withdrawing from a Course and Reimbursement of Course Fees

- A. Withdrawal and reimbursement from a community college course will be based on the withdrawal policies of the college.
- B. Any student withdrawing from an ~~HSHS St. Mary's~~ EMS System class prior to the start date will receive full re-imbursement of the amount paid minus the cost of the text book.
- C. Any student withdrawing from class within the first two weeks will be eligible for a 50% reimbursement of the amount paid minus the cost of the textbook.

### Attendance/Tardiness Requirements

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.
- E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
- F. Classes cancelled due to weather will be announced by telephone call or through the Community College policy on weather emergencies.
- G. Absences due to military deployment will be handled in a case-by-case situation.

### Grade Requirements

- A. Students must achieve an overall class average of 80% or higher to be eligible to take a licensing exam.
- B. If an overall class average of 80% is not being maintained, it is up to the Lead Instructor to discuss options with the student.
- C. Student letter grades in community college courses are based on the common grading scale of the college.
- D. A copy of the final grade will be placed in student's file maintained by the ~~HSHS St. Mary's~~ EMS System Office.
- E. Homework:
  - 1. Homework assignments are on-line for all chapters of the textbook.
  - 2. Additional homework may be assigned at the instructor's discretion.
  - 3. Missed homework assignments are posted in the grade book as a zero and averaged accordingly.
- F. Quizzes:



1. Quizzes are as noted on the course outline.
  2. Any missed quizzes are posted in the grade book as a zero and averaged accordingly.
- G. Practical Exams:
1. Practical exams are scheduled in the course outline.
  2. Students must achieve "adequate" or better on practical exams. Grades have a corresponding point score attached.
  3. Students may retake a practical exam once.
  4. Practical Exams count as 25% of the overall grade.
- H. Written Exams:
1. Written exams are scheduled in the course outline.
  2. There are no retakes of written exams for low grades.
  3. Written exams count as 30% of the overall grade.

#### **Clinical Rotation**

- A. A minimum of 150 hours of clinical time is required at the sites made available by the Lead Instructor.
- B. Additional clinical experiences may be required by the Lead Instructor.
- C. Requirement for clinical rotations may be increased if deemed necessary by the Lead Instructor for remediation of students.
- D. Students are responsible for completing all requirements of the specific clinical site prior to any clinical rotation.
- E. Required clinical paperwork will be provided to the students by the Lead Instructor.
- F. Clinical Objectives include:
  1. Apply skills learned in the didactic portion of the training, in a real, but supervised environment.
  2. Relate pathophysiology and clinical signs and symptoms to an actual patient.
  3. Observe and participate in patient care.
  4. Begin to develop organizational and decision-making ability regarding patient assessment and treatment.

#### **Dress Code for Clinical**

- A. Collared shirt or blouse, polo shirts, and sweaters are acceptable, no t-shirts.
- B. Dress pants or a skirt at or below the knee, no jeans of any color.
- C. Dress shoes, or black and white leather athletic shoes with minimal color. All shoes must be clean and polished. No canvas tennis shoes.
- D. Professional service uniform is acceptable (fire or EMS).
- E. Post earrings in ear lobes are acceptable. No dangling earrings or other visible piercing are permitted. This includes tongue piercings.

- F. No visible necklaces, bracelets, decorative pins, etc. are to be worn during clinical.
- G. No cologne or perfume permitted.
- H. Attire must be clean and wrinkle free.
- I. Student ID badge provided by the clinical area must be worn.
- J. Skin art should be covered.
- K. Any student not meeting the above criteria will not be allowed to remain in the clinical setting.

### Student Evaluations

- A. Students will receive a progress report with an updated grade average after each written exam. A final evaluation will be presented to the student at completion of the class.

### Unacceptable Student Behaviors

EMS Students are expected to follow Professional Conduct Standards in the classroom and during clinical. A student may be dismissed for any of the following behaviors:

- A. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom or clinical setting.
- B. Engaging in conduct likely to deceive, defraud, or harm the public while functioning in a clinical setting.
- C. Physical impairment to the extent that the EMT-Basic student cannot physically perform the emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the physical impairment.
- D. Mental impairment to the extent the EMT Basic student cannot exercise the appropriate judgment skill and safety to perform emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the mental impairment.
- E. Attending class or clinical settings under the influence of alcohol, illegal drugs, or prescribed controlled substances.
- F. Intentional falsification of personal student records or making misrepresentation involving patient care in the clinical setting.
- G. Abandoning or neglecting a patient requiring emergency care in a clinical setting.
- H. Unauthorized use or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
- I. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
- J. Discriminating in the rendering of or withholding of emergency care as directed in the clinical setting because of race, sex, creed, religion, or national origin.
- K. Medical misconduct or incompetence, or a pattern of continued or repeated medical misconduct or incompetence in the provision of emergency care in the clinical setting.
- L. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.

- M. The student exhibits an unprofessional attitude and behavior in the classroom and/or Clinical settings. Disrespect toward anyone at any time will not be tolerated.
- N. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### Corrective Action

The normal progression of corrective action is as follows:

- A. Verbal Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. Written Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a means of correction detailed and the consequences of continued misconduct discussed, a written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.
- C. Dismissal: In cases of serious misconduct or continued misconduct, the ~~HSHS St. Mary's~~ EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the ~~HSHS St. Mary's~~ EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Completion

- A. Completion of all class requirements
- B. Successful completion of clinical time.
- C. Achieve an overall class average of 80% or higher.
- D. Satisfactory attendance (90%) of all scheduled classes.
- E. Satisfactory evaluations on clinical experience.
- G. Adequate compliance with the EMT Basic course policies.
- H. Complete confidential course evaluation.



## ~~HSHS St. Mary's~~ EMS System

### Licensure Exam

Students who complete Advanced-EMT Course are required to register to take the National Registry AEMT Certifying Exam, within thirty (30) days of the end of the course. Failure to register to test will result in the student having to retake the entire course in order to be eligible to take a licensing exam. The student will have three attempts at passing the exam. After three attempts, the student must take a 40 hour refresher course, and then will be able to apply for three further attempts at the exam. If unable to pass the exam after six attempts, the student will need to retake the class.

### IV. RESOURCES

## Emergency Medical Technician-Paramedic (Initial Course Policy)

### I. PURPOSE

This policy is to provide an overview of the structure, content and requirements of the Emergency Medical Technician-Paramedic course offered through the HSHS St. Mary's EMS System.

### II. DEFINITION—None

### III. POLICY

#### Curriculum

Emergency Medical Technician-Paramedic (EMT-P) courses offered by the HSHS St. Mary's EMS System follow the National EMS Education Standards. The courses consist of both on-line learning modules (self-study) and actual face-to-face class time with extra class time allotted by the individual instructor to allow for skills practice and testing if needed. Clinical experience is obtained outside of the regular classroom time. Upon successful completion of the EMT-Paramedic Course, the student is educated to perform patient care at the Advanced Life Support Level. The Student must be an EMT-Basic or EMT-Intermediate with a valid license prior to taking the course. A minimum of 500 hours of classroom time is required.

#### Course Materials

Students will be required to obtain a textbook and an access code for the on-line learning system, which follows the curriculum and is approved by the HSHS St. Mary's EMS System. Students will receive a printed course schedule indicating dates and times of class, topics to be covered, accompanying assignments and dates of written and practical exams. Additional workbooks, handouts and homework may be distributed at the Lead Instructor's discretion.

#### Admission Requirements

- A. Must be 18 years of age or older prior to taking the licensure examination.
- B. Must have high school diploma or equivalent.
- C. Must have current CPR card at the Healthcare Provider (American Heart Association) or Professional Rescuer (American Academy of Orthopedic Physicians) level.
- D. Must have a valid EMT-Basic License

#### Course Fees

- A. All courses offered by a community college will have tuition and fees based on the college's current charges.
- B. Fees for courses offered by HSHS St. Mary's EMS System will include the textbook with access code.
- C. Course fees do not include the licensure exam fee or State of Illinois Licensing fee.
- D. Course fees must be paid in full before the end of the second week of the course.



### Withdrawing from a Course and Reimbursement of Course Fees

- A. Withdrawal and reimbursement from a community college course will be based on the withdrawal policies of the college.
- B. Any student withdrawing from an ~~HSHS St. Mary's~~ EMS System class prior to the start Date will receive full re-imbusement of the amount paid minus the cost of the text book.
- C. Any student withdrawing from class within the first two weeks will be eligible for a 50% reimbursement of the amount paid minus the cost of the textbook.

### Attendance/Tardiness Requirements

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.
- E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
- F. Classes cancelled due to weather will be announced by telephone call or through the Community College policy on weather emergencies.
- G. Absences due to military deployment will be handled in a case-by-case situation.

### Grade Requirements

- A. Students must achieve an overall class average of 80% or higher to be eligible to take a licensing exam.
- B. If an overall class average of 80% is not being maintained, it is up to the Lead Instructor to discuss options with the student.
- C. Student letter grades in community college courses are based on the common grading scale of the college.
- D. A copy of the final grade will be placed in student's file maintained by the ~~HSHS St. Mary's~~ EMS System Office.
- E. Homework:
  - 1. Homework assignments are on-line for all chapters of the textbook.
  - 2. Additional homework may be assigned at the instructor's discretion.
  - 3. Missed homework assignments are posted in the grade book as a zero and averaged accordingly.

F. Quizzes:

1. Quizzes are as noted on the course outline.
2. Any missed quizzes are posted in the grade book as a zero and averaged accordingly.

G. Practical Exams:

1. Practical exams are scheduled in the course outline.
2. Students must achieve "adequate" or better on practical exams. Grades have a corresponding point score attached.
3. Students may retake a practical exam once.
4. Practical Exams count as 25% of the overall grade.

H. Written Exams:

1. Written exams are scheduled in the course outline.
2. There are no retakes of written exams for low grades.
3. Written exams count as 30% of the overall grade.

- I. Successful completion of American Heart Association Pediatric Advanced Life Support (PALS), or Pediatric Education for Prehospital Providers (PEPP), and the American Heart Association Advanced Cardiac Life Support course (ACLS)

**Clinical Rotation**

- A. A minimum of 500 hours of clinical time is required at the sites made available by the Lead Instructor.
- B. Additional clinical experiences may be required by the Lead Instructor.
- C. Requirement for clinical rotations may be increased if deemed necessary by the Lead Instructor for remediation of students.
- D. Students are responsible for completing all requirements of the specific clinical site prior to any clinical rotation.
- E. Required clinical paperwork will be provided to the students by the Lead Instructor.
- F. Clinical Objectives include:
  1. Apply skills learned in the didactic portion of the training, in a real, but supervised environment.

2. Relate pathophysiology and clinical signs and symptoms to an actual patient.
3. Observe and participate in patient care.
4. Begin to develop organizational and decision-making ability regarding patient assessment and treatment.

### **Dress Code for Clinical**

- A. Collared shirt or blouse, polo shirts, and sweaters are acceptable, no t-shirts.
- B. Dress pants or a skirt at or below the knee, no jeans of any color.
- C. Dress shoes, or black and white leather athletic shoes with minimal color. All shoes must be clean and polished. No canvas tennis shoes.
  
- D. Professional service uniform is acceptable (fire or EMS).
- E. Post earrings in ear lobes are acceptable. No dangling earrings or other visible piercing are permitted. This includes tongue piercings.
- F. No visible necklaces, bracelets, decorative pins, etc. are to be worn during clinical.
- G. No cologne or perfume permitted.
- H. Attire must be clean and wrinkle free.
- I. Student ID badge provided by the clinical area must be worn.
- J. Skin art should be covered.
- K. Any student not meeting the above criteria will not be allowed to remain in the clinical setting.

### **Student Evaluations**

- A. Students will receive a progress report with an updated grade average after each written exam. A final evaluation will be presented to the student at completion of the class.

### **Unacceptable Student Behaviors**

EMS Students are expected to follow Professional Conduct Standards in the classroom and during clinical. A student may be dismissed for any of the following behaviors:

- A. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom or clinical setting.
- B. Engaging in conduct likely to deceive, defraud, or harm the public while functioning in a clinical setting.
- C. Physical impairment to the extent that the EMT-Basic student cannot physically perform the emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the physical impairment.
- D. Mental impairment to the extent the EMT Basic student cannot exercise the appropriate judgment skill and safety to perform emergency care and life support functions in the

- clinical setting for which he/she is required to perform. A licensed physician must verify the mental impairment.
- E. Attending class or clinical settings under the influence of alcohol, illegal drugs, or prescribed controlled substances.
  - F. Intentional falsification of personal student records or making misrepresentation involving patient care in the clinical setting.
  - G. Abandoning or neglecting a patient requiring emergency care in a clinical setting.
  - H. Unauthorized use or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
  - I. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
  - J. Discriminating in the rendering of or withholding of emergency care as directed in the clinical setting because of race, sex, creed, religion, or national origin.
  - K. Medical misconduct or incompetence, or a pattern of continued or repeated medical misconduct or incompetence in the provision of emergency care in the clinical setting.
  - L. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
  - M. The student exhibits an unprofessional attitude and behavior in the classroom and/or clinical settings. Disrespect toward anyone at any time will not be tolerated.
  - N. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### Corrective Action

The normal progression of corrective action is as follows:

- A. Verbal Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. Written Warning: The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a means of correction detailed and the consequences of continued misconduct discussed, a written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.
- C. Dismissal: In cases of serious misconduct or continued misconduct, the ~~HSHS St. Mary's~~ EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the HSHS St. Mary's EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Completion

- A. Completion of all class requirements
- B. Successful completion of clinical time.
- C. Achieve an overall class average of 80% or higher.
- D. Satisfactory attendance (90%) of all scheduled classes.
- E. Satisfactory evaluations on clinical experience.
- G. Adequate compliance with the EMT Basic course policies.
- H. Complete confidential course evaluation.

### Licensure Exam

Students who complete EMT-Paramedic Course are required to register to take the National Registry EMT-P Certifying Exam, within thirty (30) days of the end of the course. Failure to register to test will result in the student having to retake the entire course in order to be eligible to take a licensing exam. The student will have three attempts at passing the exam. After three attempts, the student must take a 40 hour refresher course, and then will be able to apply for three further attempts at the exam. If unable to pass the exam after six attempts, the student will need to retake the class.

## IV. RESOURCES

## **Prehospital Registered Nurse (PHRN)**

### **I. PURPOSE**

This policy is to provide an overview of the structure, content and requirements of the Prehospital Registered Nurse course offered through the HSHS St. Mary's EMS System.

### **II. DEFINITION—None**

### **III. POLICY**

#### **Curriculum**

Prehospital Registered Nurse courses offered by the HSHS St. Mary's EMS System meet or exceed the Illinois Department of Public Health Requirements. The courses consist of core material with extra class time allotted by the individual instructor to allow for skills practice and testing. Clinical experience is obtained outside of regular classroom time. Upon successful completion of the Prehospital Registered Nurse class, the Student will take the State EMT-Paramedic exam as the PHRN cognitive competency examination. Successfully passing this exam will enable the student to be licensed as PHRN and function in the field. The class is a minimum of 40 hours, with an additional 10 documented ALS runs.

#### **Course Materials**

Students will obtain the required textbooks, as determined by the instructor, which follow the curriculum and is approved by the HSHS St. Mary's EMS System. Students will receive a printed course schedule indicating dates and times of class, topics to be covered, accompanying assignments and dates of written and practical exams. Additional workbooks, handouts and homework maybe distributed at the Lead Instructor's discretion.

#### **Course Fees**

- A. All courses offered by a community college will have tuition and fees based on the college's current charges.
- B. Fees for courses offered by HSHS St. Mary's EMS System will include the textbook with access code.
- C. Course fees do not include the licensure exam fee or State of Illinois Licensing fee.
- D. Course fees must be paid in full before the end of the second week of the course.

#### **Admission Requirements**

- A. Be a Registered Nurse, licensed under the Illinois Nursing Act.
- B. Experience in a Critical Care Unit or Emergency Department.
- C. Current CPR for Healthcare Provider certification, current AHA ACLS certification, and current PALS certification.

### Withdrawing from a Course and Reimbursement of Course Fees

- A. Withdrawal and reimbursement from a community college course will be based on the withdrawal policies of the college.
- B. Any student withdrawing from an HSHS St. Mary's EMS System class prior to the start date will receive full re-imbusement of the amount paid minus the cost of the text book.
- C. Any student withdrawing from class within the first two weeks will be eligible for a 50% reimbursement of the amount paid minus the cost of the textbook.

### Attendance/Tardiness Requirements

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.
- E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
- F. Classes cancelled due to weather will be announced by telephone call or through the Community College policy on weather emergencies.

### Grade Requirements

- A. Students must achieve an overall class average of 80% or higher to be eligible to take a licensing exam.
- B. Students must achieve "adequate" or better on practical exams.

### Clinical Rotation

- A. The clinical rotations are to perform and become proficient at the skills learned in the didactic portion of the training. Clinical objectives include:
  - 1. Apply skills learned in the didactic portion of the training, in a real, but supervised environment.
  - 2. Relate pathophysiology and clinical signs and symptoms to an actual patient situation.
  - 3. Observe and participate in patient care.
  - 4. Begin to develop organizational and decision-making ability regarding patient assessment and treatment.
- B. It is the responsibility of each student to insure that all clinical experience requirements are completed and documented at the appropriate time.

- C. If the student will be late for or absent from a clinical rotation, the student must contact the clinical site immediately.
- D. Required clinical paperwork will be provided by the Lead Instructor to the students.

### **Field Internship**

- A. The field internship is set up for the student to care for the patient in a prehospital setting from scene size up to documentation including airway management, IV therapy, assessment, medication administration, and radio reports. This care is performed under the supervision of a preceptor. This is to be completed only after the clinical requirements are fulfilled, and the Lead Instructor has notified the preceptor that the student is ready to begin this process.
- B. Field internship consists of 10 successful team lead calls with at least 10 calls at the ALS level. Documentation of these calls is completed on a Field Evaluation Form by the preceptor and submitted to the course Lead Instructor.

### **Dress Code for Clinical**

- A. Collared shirt of blouse, polo shirts, and sweaters are acceptable, no t-shirts.
- B. Dress pants or a skirt at or below the knee, no jeans of any color.
- C. Dress shoes, or black and white leather athletic shoes with minimal color. All shoes must be clean and polished. No canvas tennis shoes.
- D. Professional service uniform is acceptable (fire or EMS).
- E. Post earrings in ear lobes are acceptable. No dangling earrings or other visible piercing are permitted. This includes tongue piercings.
- F. No visible necklaces, bracelets, decorative pins, etc. are to be worn during clinical.
- G. No cologne or perfume permitted.
- H. Attire must be clean and wrinkle free.
- I. Student ID badge provided by the clinical area must be worn.
- J. Skin art should be covered.
- K. Any student not meeting the above criteria will not be allowed to remain in the clinical setting.

### **Student Evaluations**

- A. Students will receive a progress report with an updated grade average after each written exam. A final evaluation will be presented to the student at completion of the class.

### **Unacceptable Student Behaviors**

EMS Students are expected to follow Professional Conduct Standards in the classroom and during clinical. A student may be dismissed for any of the following behaviors:





- A. Engaging in dishonorable, unethical, or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom or clinical setting.
- B. Engaging in conduct likely to deceive, defraud, or harm the public while functioning in a clinical setting.
- C. Physical impairment to the extent that the PHRN student cannot physically perform the emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the physical impairment.
- D. Mental impairment to the extent the PHRN student cannot exercise the appropriate judgment skill and safety to perform emergency care and life support functions in the clinical setting for which he/she is required to perform. A licensed physician must verify the mental impairment.
- E. Attending class or clinical settings under the influence of alcohol, illegal drugs, or prescribed controlled substances.
- F. Intentional falsification of personal student records or making misrepresentation involving patient care in the clinical setting.
- G. Abandoning or neglecting a patient requiring emergency care in a clinical setting.
- H. Unauthorized use or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
- I. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
- J. Discriminating in the rendering of or withholding of emergency care as directed in the clinical setting because of race, sex, creed, religion, or national origin.
- K. Medical misconduct or incompetence, or a pattern of continued or repeated medical misconduct or incompetence in the provision of emergency care in the clinical setting.
- L. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
- M. The student exhibits an unprofessional attitude and behavior in the classroom and/or clinical settings. Disrespect toward anyone at any time will not be tolerated.
- N. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### Corrective Action

The normal progression of corrective action is as follows:

- A. **Verbal Warning:** The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. **Written Warning:** The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a

means of correction detailed and the consequences of continued misconduct discussed, a written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.

- C. Dismissal: In cases of serious misconduct or continued misconduct, the ~~HSHS St. Mary's~~ EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the ~~HSHS St. Mary's~~ EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Completion

- A. Completion of all classroom requirements
- B. Successful completion of clinical time and field internship
- C. Achieve an 80% or higher on the final written exam and Region 6 protocol exam.
- D. Adequate rating on all practical exams.
- E. Satisfactory attendance (90%) of scheduled classes and clinicals
- F. Complete a confidential course evaluation.
- G. Must take, and successfully pass the EMT-Paramedic National Assessment Exam

## ECRN Course

### I. PURPOSE

This policy is to provide an overview of the structure, content and requirements of the Emergency Communications Registered Nurse course offered through the ~~HSHS St. Mary's~~ EMS System.

### II. DEFINITION—None

### III. POLICY

#### Curriculum

- A. Emergency Communications Registered Nurse courses offered by the ~~HSHS St. Mary's~~ EMS System follow the recommendations set forth in the Illinois EMS Act. Consisting of at least 40 hours of classroom and practical education for both the adult and pediatric population, including *telecommunications, System standing medical orders, and procedures and protocols established by the EMS Medical Director*. Plus a minimum of 8 hours on an ALS ambulance, supervised by a Paramedic
- B. Upon successful completion of the Emergency Communication Registered Nurse, the student is educated to manage prehospital issues through the communication resources available in the Emergency Department of the ~~HSHS St. Mary's~~ EMS System.

#### Class Materials

- A. Study materials including system policies, the Region 6 Patient Care Protocols, lecture note handouts and other materials are made available to all students on or before the first class session. Each student will also receive a printed syllabus of the class indicating dates and times of class, topics to be covered, and dates of written and practical exams. Additional workbooks, handouts and homework may be distributed at the Lead Instructor's discretion.

#### Admission Requirements

- A. In order to take the ECRN Course, the candidate:
  - 1. Must be a licensed Registered Professional Nurse in the State of Illinois.
  - 2. Be employed for at least six (6) months in an Emergency Department associated with the ~~HSHS St. Mary's~~ EMS System.
  - 3. Must have met the prerequisites listed above.

#### Attendance/Tardiness Requirements

- A. Students are expected to attend all scheduled classes.
- B. Punctuality to scheduled classes is expected.
- C. Consistent tardiness of greater than 15 minutes on more than two occasions does not meet

- the requirements of course completion.
- D. Absences exceeding 10% of class time does not meet the requirements for completion.
  - E. If extraordinary circumstances arise (from illness or injury) that prevent attendance, the student must contact the EMS Lead Instructor as soon as possible.
  - F. Classes cancelled due to weather will be announced by telephone call.

### **Unacceptable Student Behaviors**

EMS Students are expected to follow Professional Conduct Standards in the classroom and during clinical. A student may be dismissed for any of the following behaviors:

- A. Engaging in dishonorable, unethical or unprofessional conduct during the delivery of patient care, while conveying patient information, or while otherwise functioning in the classroom
- B. Attending class or clinical settings under the influence of alcohol, illegal drugs, or prescribed controlled substances.
- C. Intentional falsification of personal student records
- D. Unauthorized use or removal of narcotic drugs, supplies, or equipment from any ambulance, health care facility, institution or work place.
- E. Performing, or attempting emergency care techniques or procedures without proper permission, licensure, training or supervision.
- F. Violation of patient confidentiality based on the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
- G. The student exhibits an unprofessional attitude and behavior in the classroom.
- H. Disrespect toward anyone at any time will not be tolerated.
- I. The use of cellular phones, texting or reading text messages, being connected to the internet, or having department pagers on during class or practical work.

### **Corrective Action**

The normal progression of corrective action is as follows:

- A. **Verbal Warning**: The EMS Lead Instructor informs the student in a face-to-face conference of the reported misconduct, discuss means of correction and inform the student of the consequences if the misconduct is not corrected. Documentation of this conference is placed in the student's file, and the student signs the documentation indicating that the warning was received.
- B. **Written Warning**: The EMS Lead Instructor informs the student in a face-to-face conference of the misconduct. At this time, the reported misconduct is explained, a means of correction detailed and the consequences of continued misconduct discussed, a written description of the misconduct is given to the student at the time of the conference. The student signs the warning indicating that it was received. The student keeps a copy of the written warning. Documentation of the written warning and conference are placed in the student's file.

- C. Dismissal: In cases of serious misconduct or continued misconduct, the ~~HSHS St. Mary's~~ EMS Medical Director, System Coordinator, and the EMS Lead Instructor may jointly decide to dismiss the student from the program. That decision is final.

Please note that cases of gross misconduct may result in a bypass of the normal corrective action process with immediate dismissal from the program.

Any student whose behavior is addressed with corrective action may appeal this action through the ~~HSHS St. Mary's~~ EMS System Medical Director. All appeals are held in face-to-face meetings with the System Medical Director, EMS System Coordinator and the Lead Instructor for the course.

### Requirements for Course Completion

- A. Completion of all classroom requirements
- B. Achieve a minimum of 80 percent on the final written exam
- C. Satisfactory rating on all practical examinations
- D. Satisfactory attendance.
- E. Maintain compliance with all the policies outlined in the Emergency Communications Registered Nurse Course.
- F. Course Evaluation Completed.
- G. Eight hours of prehospital clinical with an ALS ambulance
  - 1. To observe how EMTs perform their duties in the field.
  - 2. Observe care given and protocol functions.
  - 3. Observe radio, and cellular telephone communication with receiving facility.
- H. Clinical forms for ride time completed and signed by EMT.

### Requirements for IDPH License

- A. Must submit the appropriate license fee to the IDPH.