

Methodist Health Services Corporation UnityPoint Health- Proctor	Page # 1 of 2	Section:	Policy #: 28
	Approved by:		Date: 6/2017 Review by: 6/2018
	Supersedes: Date Revised: 6/2017		
	Primary Responsible Parties: Dr. Ashley N. Huff Secondary Responsible Parties:		
	Joint Commission Standard:		
SUBJECT: SYSTEM ENTRY			

I. POLICY:  
System Entry

II. PURPOSE AND STANDARD:  
It is the responsibility of the Resource Hospital to confirm the credentials of the UnityPoint Health EMS System's prehospital providers. System participation is a *privilege* granted by the EMS Medical Director in accordance with the rules and regulations of the Illinois Department of Public Health.

III. POLICY SCOPE: Departmental

IV. GENERAL INFORMATION:

A. System Entry Process

1. A System applicant must hold a State of Illinois or National Registry license. EMS providers transferring in from another system or state must have all clinical and internship requirements completed prior to EMS system entry.
2. A *System Entry Application* must be completed and submitted to the EMS Office.
3. Letter of good standing from the EMS System applicant's current EMS Medical Director for each system in which he/she has worked in the last 5 years.
4. If the EMS System applicant has been out of training for less than 5 years, a letter of good standing from his/her Program Director is also required.
5. Proof of background check and negative drug testing.
6. Proof of all required vaccinations: Hep B, MMR, Tdap, chicken pox, seasonal flu, and a negative TB test.

7. The EMS System applicant must also submit current copies of the following:
  - IDPH license (FR-D, EMT, Intermediate, Paramedic, or PHRN)
  - National Registry certification (if applicable)
  - ACLS (Intermediate or Paramedic)
  - PHTLS or ITLS (Intermediate or Paramedic)
  - PEPP or PALS (Intermediate or Paramedic)
  - CPR (AHA Healthcare Provider or ARC Professional Rescuer)
8. The EMS System applicant must pass the appropriate UnityPoint Health EMS System Protocol Exam with a score of **80% or higher**. The applicant may retake the exam with the approval of the EMS Medical Director. A maximum of two (2) retakes are permitted.
9. Successfully complete any practical skills evaluations required by the EMS Medical Director.
10. Upon successful completion of the above requirements, the EMS System applicant must meet with the EMS Medical Director for a system active meeting and final approval. Once approval is granted, the applicant will receive a letter confirming credentialing in the EMS system.
11. Satisfactory completion of a **6 month** probationary period is required once system entry is granted.
12. The EMS Medical Director reserves the right to deny EMS System provider credentialing or to place internship & field skill evaluation requirements on any candidate requesting system entry at any level.