

WILL/GRUNDY EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: EMS LEAD INSTRUCTOR****POLICY: IDPH CODE 515.700**

All Will/Grundy EMS System education, training and continuing education courses for EMT-B, EMT-I, EMT-P, PHRN, ECRN, First Responder and Emergency Medical Dispatcher shall be coordinated by at least one approved EMS Lead Instructor. A program may use more than one EMS Lead Instructor. A single EMS Lead Instructor may simultaneously coordinate more than one program or course.

- I. An EMS Lead Instructor shall meet the following experience and education requirements:
 - A. A current license and an EMT-B, EMT-I, EMT-P, RN or physician;
 - B. A minimum of four years of experience in pre-hospital emergency care;
 - C. At least two years of documented teaching experience;
 - D. Documented classroom teaching experience, (i.e. BTLS, PHTLS, CPR, PALS);
 - E. Documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the DOT National Standard Guidelines for EMS Instructors.

- II. Upon the applicant's completion of the EMS Lead Instructor Course and examination with a score of at least 80 percent, the System will submit the individual's paperwork to IDPH for approval as an EMS Lead Instructor. The certification will be valid for four years. The applicant shall submit to the System:
 - A. A fee of \$50 in the form of a money order or certified check made payable to the Illinois Department of Public Health (cash or a personal check will not be accepted);
 - B. EMS Lead Instructor Course Certificate of Completion
 - C. Letter or verification of Course Post Test results of 80% or greater.

- III. EMT-I and EMT-P Lead Instructors shall attend an IDPH-approved curriculum review course whenever revisions are made to the National Standard Curricula for Basic, Intermediate, and/or Paramedic.

- IV. To renew for another four-year period, the EMS Lead Instructor shall submit to the System, at least 30 days prior to the license expiration: (The System will process with IDPH.)
 - A. The signed and appropriately checked IDPH child support statement form. A blank form may be printed from our website at www.willgrundyems.org.
 - B. Documentation of at least 10 hours of instructor CE annually. Programs used to fulfill other professional CE requirements may also be used to meet this requirement.

- V. IDPH shall, in accordance with Section 515.160 of the Rules and Regulations, suspend or revoke the approval of an EMS Lead Instructor, after an opportunity for a hearing, when findings show the EMS Lead Instructor has failed to conduct a course in accordance with the curriculum prescribed by the EMS Act and this policy; or to comply with protocols prescribed by this policy. The System Medical Director will submit to IDPH in writing, a recommendation for non-renewal if either of the above are not followed.

EFFECTIVE DATE: 04-30-92**REVISED DATE:** 06-10-08