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|  | | <p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES</p> | |
| TITLE: EMS LEAD INSTRUCTOR | | | |
| SECTION: EDUCATION AND LICENSURE | | POLICY NUMBER: C-26.0 | |
| APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR | | | |
| EFFECTIVE DATE: 09/01/2025 | | PAGE NUMBER: 1 OF 1 | |

PURPOSE:

To establish training criteria and define equivalent standards in compliance with IDPH rules and regulations.

POLICY:

1. All education, training and continuing education courses for EMT-B, EMT-I, EMT-P, Pre-Hospital RN, ECRN, First Responder and Emergency Medical Dispatcher shall be coordinated by at least one approved EMS Lead Instructor.
2. A program may use more than one EMS Lead Instructor.
3. A single EMS Lead Instructor may simultaneously coordinate more than one program of course.
4. To apply to take the EMS Lead Instructor's examination, the candidate shall submit:
 - a. Documentation of experience and education in accordance with sub section (5) of this section.
 - b. A fee of \$50 in the form of a money order or certified check made payable to the Department of Public Health (IDPH). Cash or personal check will not be accepted.
 - c. A letter from the EMS Medical Director saying he/she will approve the course conducted by the candidate.
 - d. An EMS Lead Instructor application form prescribed by the IDPH which shall include, but not be limited to name, address and resume.
5. An EMS Lead Instructor shall meet at least the following minimum experience and education requirements:
 - a. A current license as an EMD, EMT, A-EMT, EMT-I, Paramedic, RN, PHRN, PHPA, PHAPRN, or physician
 - b. A minimum of two years of experience in EMS or emergency care
 - c. At least one year of documented teaching experience
 - d. Documented classroom teaching experience, i.e., ITLS, PHTLS, CPR, PALS
 - e. Documented successful completion of the National Standard Curriculum for EMS Instructors or equivalent as approved by IDPH.
6. Upon completion of the EMS Lead Instructor examination with a score of at least 80%, IDPH will approve the individual as an EMS Lead Instructor. The approval is valid for 4 years.
7. Lead Instructors shall attend an IDPH-approved curriculum review course whenever revisions are made to the EMS National Standard Curriculum.
8. To renew approval for another 4 years, the EMS Lead Instructor shall submit to IDPH at least 30 days, but not more than 60 days, prior to your expiration:
 - a. A letter of support from an EMS Medical Director indicating that you have satisfactorily coordinated programs for the EMS System at any time during the four-year period.
 - b. Documentation of at least 10 hours of continuing education annually. (Programs used to fulfill other professional CE requirements, i.e. EMT, nursing, may also be used to meet this requirement)
9. IDPH shall, in accordance with the rules, 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
 - a. To conduct a course in accordance with the curriculum prescribed by the ACT or this policy: or

To comply with protocols prescribed by this part.

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| Effective Date: | 09/01/2025 | | | | |
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