PURPOSE

To clarify the procedure of going on and returning from inactive status with Illinois Department of Public Health in regards to an individual’s EMS license.

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Presence Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

I. Prior to the expiration of the current license, an EMT may request to be placed on inactive status. The request shall be made in writing to the EMS Medical Director. The EMS Medical Director will apply to the Illinois Department of Public Health in writing and request that the EMT be placed on inactive status. The application shall contain the following information:

   A. Name and identification number of EMT

   B. Date and type of license (i.e., EMT-B, EMT-I, EMT-P)

   C. Circumstances requiring inactive status; and

   D. Statement that re-licensure requirements have been met by the date of the application for inactive status.

II. The Department will review requests for inactive status and notify the EMS Medical Director in writing of its decision based on subsection sub-section I of this policy.
III. If the request for inactive status is granted, the EMSMD shall forward the EMTs original license to the Illinois Department of Public Health.

IV. The EMT will not function as an EMT at any level during Inactive Status.

V. For the EMT to return to active status, the EMS Medical Director must:

A. Submit to the Illinois Department of Public Health an application for return to active status. The application must include a statement that the EMT has been examined physically and mentally and found capable of functioning within the system.

B. Require that the EMTs knowledge and clinical skills are at the Active EMT level for that individual’s license and that the EMT has completed all applicable refresher training deemed necessary by the EMSMD and approved by the Department.

C. If the Inactive Status was based on a temporary disability, a statement will be included to verifying that the disability has ceased.

Kevin Bernard
Department Leader

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.