

**ILLINOIS STATE POLICE DIRECTIVE
OPS-040, EMERGENCY MEDICAL SERVICES/FIRST RESPONDER/BASIC LIFE
SUPPORT FOR HEALTHCARE PROVIDERS**

RESCINDS: OPS-040, 2010-057, revised 06-25-2010.	REVISED: 03-13-2013 2013-032
RELATED DOCUMENTS: PER-021	RELATED CALEA STANDARDS: 33.5.1, 61.2.3, 61.4.1

I. POLICY

The Illinois State Police (ISP) will provide initial as well as refresher First Responder (FR) and Basic Life Support (BLS) for Healthcare Providers training for all sworn personnel (officers and inspectors).

- I.A. All officers attending a Basic 400/480-hour Recruit Training course will receive Basic First Aid and Heartsaver® Automated External Defibrillator (AED) training.
- I.B. Additionally, any code employee wishing to voluntarily participate may attend any of the American Heart Association Heartsaver® trainings.

II. AUTHORITY

- Title 77, Chapter 1, Subchapter f, Part 515, Sections 515.500, 515.510, 515.520, 515.530, 515.560, 515.570, 515.580, and 515.725 of the Administrative Code: Department of Public Health
- 210 ILCS 50/3.50(d)(5), Emergency Medical Services (EMS) Systems Act

III. DEFINITIONS

- III.A. American Heart Association (AHA) – an organization that provides BLS guidelines and curriculum for Healthcare Providers and lay rescuers and designates AHA Community Training Centers.
- III.B. Annual - calendar year January 1 - December 31
- III.C. Automated External Defibrillator – a device used to administer an electrical impulse to an individual suffering from ventricular fibrillation or pulseless ventricular tachycardia.
- III.D. Basic Life Support for Healthcare Providers – training for personnel in providing cardiopulmonary resuscitation (CPR) and in using an AED for a patient in cardiac arrest.
- III.E. Cardiopulmonary Resuscitation (CPR) - an emergency medical care procedure performed by providing external cardiac chest compressions and ventilations to an individual in cardiac arrest.
 - III.E.1. The closed-chest method of circulating blood through the human body by providing external compressions to the heart between the lower sternum anteriorly and the vertebral column posteriorly.
 - III.E.2. Mouth-to-mouth resuscitation (may substitute mouth-to-mask or bag-valve mask) must be administered in conjunction with chest compressions.
- III.F. Emergency Medical Services (EMS) system - professional level of care provided by a chain of human resources linked together.
- III.G. EMS Coordinator - a person designated by the ISP Academy Commander to administer the statewide EMS program for the ISP.
- III.H. Emergency Medical Technician – Basic (EMT-B) – a person trained to deal with assessment and care of the ill or injured patient.
- III.I. First Responder – a person trained to provide initial care for patients suffering injury or sudden illness.
- III.J. Heartsaver® First Aid/CPR/AED – basic First Aid/CPR/AED training for lay rescuers.

III.K. Illinois Department of Public Health (IDPH) – an agency responsible for providing policies and guidelines for EMS Systems in the state of Illinois.

IV. RESPONSIBILITIES

IV.A. The ISP Academy is responsible for:

IV.A.1. Designating a Statewide EMS Coordinator.

IV.A.2. Establishing policies and procedures, protocols, and providing EMS training in accordance with IDPH, AHA, and U.S. Department of Transportation guidelines.

IV.A.3. Designating, teaching, and certifying FR/BLS/Heartsaver® instructor trainers as the need dictates. Based on operational needs, instructor trainers will be required to teach courses at the ISP Academy to maintain instructor trainer certification.

IV.A.4. Conducting:

IV.A.4.a. Initial FR courses

IV.A.4.b. Initial BLS courses for all Department cadet classes

IV.A.4.c. FR and BLS or Heartsaver® instructor certification courses as the need dictates

IV.A.4.d. Basic First Aid and Heartsaver® AED courses for recruits

IV.A.4.e. Heartsaver® First Aid/CPR/AED courses for code employees wishing to participate

IV.A.4.f. FR/BLS updates as the need dictates

IV.A.5. Maintaining:

IV.A.5.a. Equipment and materials to adequately complete EMS training

IV.A.5.b. Student records of successful course completion

IV.A.5.c. Instructor records of classes taught

IV.A.6. Issuing verification cards to personnel who successfully complete required:

IV.A.6.a. FR training and refresher courses

IV.A.6.b. Initial and refresher BLS courses

IV.A.6.c. Heartsaver® AED training

IV.A.6.d. FR and BLS instructor training

IV.A.7. Informing:

IV.A.7.a. AHA of students successfully completing basic and refresher BLS and Heartsaver® courses

IV.A.7.b. IDPH of any personnel who successfully complete an initial EMS training (i.e., FR/BLS/EMT-B) at the ISP Academy and who complete their required continuing education for recertification.

IV.B. District/Zone Commanders/Bureau Chiefs/Lab Directors (when sworn personnel work at a Lab)/Division of Internal Investigation (DII) Northern Commander/DII Southern Commander) are responsible for:

IV.B.1. Maintaining for sworn personnel, accurate, up-to-date, records of the certification/training status of their subordinates (this may be done by maintaining a copy of the Learning Management System (LMS) training roster and a copy of the American Heart Association Course Roster).

IV.B.2. Ensuring their personnel attend a mandatory six-hour FR/BLS refresher annually.

- IV.B.3. Designating a District/Zone/Command/Bureau/Lab coordinating instructor who will:
 - IV.B.3.a. Advise the EMS Coordinator by memorandum or e-mail of tentative FR and BLS refresher programs specifying dates, times and locations.
 - IV.B.3.a.1) This action is to ensure statewide coordination and to provide the ISP Academy an opportunity to monitor the training to ensure effectiveness.
 - IV.B.3.a.2) The coordinating instructor will also enter this information into LMS.
 - IV.B.3.b. Ensure the availability of an adequate number of certified FR/BLS instructors to provide the required training.
 - IV.B.3.c. Monitor and assist instructor reporting and record keeping.
- IV.B.4. Budgeting (if they maintain their own training materials) for:
 - IV.B.4.a. FR/BLS training equipment and material.
 - IV.B.4.b. Repairs to FR/BLS training equipment and material.
- IV.C. FR/BLS instructors are responsible for:
 - IV.C.1. Teaching a minimum of two FR/BLS programs every year to retain instructor certification (an effective class size is eight students per instructor).
 - IV.C.2. Attending a FR/BLS instructor refresher course each year to maintain their instructor certification.
 - IV.C.3. Completing, forwarding, and/or retaining necessary training registration forms.
 - IV.C.4. Posting to each employee's LMS training transcript all records associated from all training they provide.
 - IV.C.5. Advising the appropriate commander when an officer assigned to a training session does not attend the session or does not successfully complete the training.
 - IV.C.6. Signing, when required, and distributing certification cards to those who have successfully completed FR/BLS courses.
 - IV.C.7. Reviewing medical ISP Field Reports for accuracy, facts, and legibility.
- IV.D. Instructor trainers are responsible for teaching a minimum of two BLS instructor courses and four FR/BLS classes every two years.
- IV.E. Sworn personnel (officers and inspectors) are responsible for:
 - IV.E.1. Successfully completing a FR/BLS course and each year thereafter successfully completing a six-hour FR/BLS refresher course in order to complete the IDPH requirement of 24-hours every four years.
 - NOTE:** Only those courses approved by the ISP Academy satisfy the successful completion requirement.
 - IV.E.2. Completing, signing, and returning the IDPH, EMS Systems Renewal Notice/Child Support/Personal History Statement to the ISP EMS Coordinator 15 days prior to certification expiration date. An officer's EMS certification will be suspended by IDPH if the officer fails to comply with renewal requirements.

- IV.E.3. The initial emergency care necessary to sustain life and to maintain life support until the victim of an accident or sudden illness is cared for by emergency medical personnel.
- IV.F. Any individual trained as an EMT-B for the ISP will attend 30-hours of continuing education each year in order to complete the IDPH requirement of 120-hours every four years.

PROCEDURES

IV.G. FR/BLS Training

- IV.G.1. The instructor will post to each employee's LMS training transcript, the current year, IDPH site code, and the appropriate AHA roster. The instructor will also forward the LMS training roster and the AHA roster to the ISP Academy within 15 days after course completion. Instructors will maintain records of classes taught.
- IV.G.2. The ISP Academy will use the LMS training roster and AHA roster to maintain records of:
 - IV.G.2.a. Sworn employees' training statuses.
 - IV.G.2.b. Code employees who voluntarily take courses.
 - IV.G.2.c. AHA and IDPH training verification.
- IV.G.3. With prior permission from their chain-of-command, ISP FR/BLS instructors may present instruction to community groups. The appropriate AHA roster will be used as registration documents, and the originals will be forwarded to the ISP Academy within 15 days after course completion.

IV.H. Emergency Medical Technician - Basic (EMT-B)

Upon completion of a continuing education course, the student or training coordinator must forward a copy of the training certificate or training roster containing an IDPH site code to the ISP Academy where records of EMT-B continuing education hours will be maintained.

V. REINSTATEMENT

- V.A.1. Sworn personnel who have failed to comply with EMS license renewal requirements must be reinstated. If an officer's EMS license is suspended because the officer failed to submit the required EMS Systems Renewal Notice/Child Support/Personal History Support Statement, the officer's license will be reinstated by IDPH provided the officer submits the renewal notice within 60 days of his/her EMS license expiration date. The general process of reinstatement applies only to personnel whose license has been expired for fewer than 36 consecutive months.
- V.A.2. Personnel requesting EMS reinstatement must complete the following IDPH requirements and submit all required documentation to the ISP EMS Coordinator:
 - V.A.2.a. Submit a copy of an approved CPR course completion card.
 - V.A.2.b. Submit satisfactory proof of completion of continuing medical education as required for the current licensure renewal period and in accordance with the following Administrative Code sections:
 - V.A.2.b.1) Continuing Education – Sections 515.560, 515.570, and 515.580.
 - V.A.2.b.2) EMT Training – Sections 515.500, 515.510, or 515.520.
 - V.A.2.c. Submit evidence of successful completion of an EMS System practical skills evaluation, as appropriate for licensure level.
 - V.A.2.d. All personnel who have not clinically practiced within the EMS System for more than 6 months must successfully complete an EMS System approved refresher course, as appropriate for licensure level.

- | V.A.2.e. Submit proof of completion of the EMS System Protocol examination with a minimum score of 80%, as applicable for licensure level.
- | V.A.2.f. Submit a completed IDPH, EMS Systems Renewal Notice/Child Support/Personal History Statement and an IDPH Transaction Form.
- | V.A.2.g. Submit a letter to IDPH requesting reinstatement and requesting to test for reinstatement at the appropriate licensure level.
- | V.A.2.h. Submit approval and a positive recommendation from an EMS Medical Director attests to the applicant's clinical qualifications for retesting. The EMS Medical Director shall verify that the applicant has demonstrated competency of all skills, as appropriate for licensure level.
- | V.A.2.i. Pass an IDPH-approved test in accordance with the Administrative Code, Section 515.530 and the EMS Act, Section 3.50(d)(5), as appropriate for licensure level.

| Indicates new or revised items.

-End of Directive-