

To: All EMT-Paramedic Applicants to the Loyola University EMSS
From: Christine Chaput, RN, MSN, CEN
Loyola EMS System Coordinator
Subject: Registration and System Entry Process

Thank you for your interest in the Loyola Emergency Medical Services System. In order for your registration into the system to be processed, the following documentation is required:

- _____ Letter of Good Standing from Current Primary EMS System – ***Please call the day before your appointment to verify that your Letter of Good Standing has been received by Loyola EMS office.***
(Current system may fax to 708/327-2548.)
- _____ Photocopy of Current Illinois Paramedic License
- _____ Photocopy of Current Illinois Drivers License
- _____ Photocopy of Current **Healthcare Provider** CPR Card
- _____ Completed *Personnel Data* Form *
- _____ Completed *Background Check Verification* Form * signed by department Chief or EMS Coordinator **OR**
- _____ Completed *Authorization for a Criminal Background Check* Form *
- _____ System Entry Application Fee of \$30.00
(credit card, cashier's check or money order - payable to Loyola EMS or cash)

* form enclosed

You will not be allowed to test without submitting ALL of the above items.

Our goal in system entry is to assure competency in your paramedic practice through a sequence of varied evaluations. Your evaluation will consist of a written examination comprised of 100 questions – 25 based on the US Department of Transportation's Standard Curriculum for the EMT-Paramedic, 25 based on Loyola EMS Policies and 50 questions on the 2010 Region VIII SOPs. On successful completion of the written exam, there will be an oral exam. To assist you in preparing for these examinations, a System Entry Study Guide/Blueprint, our current Policies and the 2010 SOPs are included on this disk. A recommended study reference is Brady's Paramedic Care: Principles and Practices or Mosby's Paramedic Textbook.

System Entry testing is offered in our system office several times a month. Appointments must be scheduled at least three (3) days prior to the testing date. **Failure to notify our office that you are unable to keep your appointment will be recorded as a system entry failure.**

Should your first attempt at system entry be unsuccessful, you may schedule a retest. Prior to your retesting date there are options available to you that may assist you in identifying your strengths and weaknesses. Test review, tutoring sessions with an EMS instructor, and access to the EMS library reference materials are examples of study aids that may enhance the system entry process. A second unsuccessful system entry testing session will result in a mandatory waiting period of six months before a third scheduled retest.

We hope to assure that your entry into the Loyola EMS System will be completed in a smooth and effective manner. Please call us at **708-327-2547** with any questions or concerns.