

# Northwest Community EMS System

# POLICY MANUAL

1/18/23

\* Minimum policies to have in each ambulance or accessible electronically

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Policy No.	Title	Implemented
A-1*	Patient Abandonment .....	3/12/15
A-2*	Use of Aeromedical Transport Vehicles..... Helicopter request worksheet (attached to policy)	1/12/23
A-3*	ALS -EMR Services; Police Dogs   Service Dogs .....	1/12/23
A-4	Use of Automated External Defibrillators .....	8/1/19
B-1*	Hospital Resource Limitation/Ambulance Bypass .....	11/11/22
	Hospital & Dispatch center notification numbers	
	Region IX/NWC EMSS Critical Capacity/Bypass Worksheet	
	Hospital Bypass Worksheet form	
C-1	State Licensure as an EMT or PM .....	7/1/10
C-2	Continuing Education Policy..... IDPH Training application (site code) form (IDPH EMS website) CE evaluation form (gold "half sheets") (NWC EMSS website) CE class report form (to be filled out by Educators prn) <u>Issued annually by Resource Hospital:</u> CE Verification form (EMS & ECRN)) NWC EMSS CPR certificate (used alternate year from AHA card)	11/14/19
C-3*	Crisis Response Plan   Medical Surge..... System-wide Crisis forms Resource & Associate Hospitals	10/1/04
C-5	Commendations/Certificate of Merit..... Commendation/Merit award application 4/1/13	4-1-13
C-6*	EMS Controlled Substances Program .....	3/1/20
	Controlled substance log Ambulance (10/1/20)	
	Controlled substance log NON-TRANSPORT Vehicles (10/1/20)	
C-7*	Confidentiality of Patient Records (HIPAA compliance).....	2/1/16
C-8*	Communications Policy .....	12-27-22
C-9	Documentation of EMS Communications Log.....	7/1/14
D-1	Due Process: Corrective coaching/Disciplinary Action..... Final Written Warning template	3/10/22
D-2*	Drug Replacement: soon to expire, outdated or damaged .....	5/1/05
D-3*	Drug-Pharmacologic Mgt: Approval, Issuing, Storage, Exchange, Disposal, Reporting .....	3/1/20
	Sample notice of ambulance restocking program	
	Latex-free supplies (Drug & Supply List)	
	Drug & supply list - ambulances (Obtain latest edition from System website)	
	Drug & supply list – alternate response vehicles (See Policy M9)	
D-4	Documentation of EMS Medical Records; Data Collection/Reporting/Submission e... 12/1/16	
D-5*	Do Not Resuscitate   Practitioner Orders for Life Sustaining Treatment (POLST)  Advance Directives   Healthcare Power of Attorney status..... IDPH POLST form & FAQs -22 (Serves as evidence of DNR status) POLST form education slide deck 2022 (See II POLST website) Advance Directives Act Durable Power of Attorney form	9/1/22
D-7	Emergency Medical Dispatcher.....	7/1/10

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	Prehospital use of restraint	
E-2*	Nondisposable Equipment Exchange .....	1/1/14
	Non-disposable equipment exchange receipt (attached to policy)	
<b>E-3</b>	<b>Entry into the Northwest Community EMS System .....</b>	<b>1/12/23</b>
E-5*	Code of Ethics   Behavioral Expectations .....	5/13/21
	Code of Ethics Statement of Intent	
	NAEMT Code of Ethics; Fire Fighters Code of Ethics Oath of Geneva	
	ANA Code for Nurses; Ethics in Nursing; ENA Code of Ethics for Emerg Nurses	
	American College of Healthcare Executives Statement of Principles for Students	
E-6*	Episodic Mass Gathering Events .....	9/1/01
	Mass Gathering Patient Log Sheet attached to policy	
	IDPH Special Events Form	
E-7	Emergency Communications Registered Nurse (ECRN) .....	7/16/18
	Education/Licensure/CE/Relicensure/Extension/Inactive status	
F-1	First Responder/Emergency Medical Responder (EMR) .....	7/1/10
G-1	Grievance Recourse Step 1: Request for Clarification/Complaint Investigation .....	3/10/22
	RFC form	
	EMS QI Review / Complaint investigation form (3/2022)	
G-2	Grievance Recourse: System Review Board.....	1/12/23
	<b>2023 Review Board List</b>	
G-3	Grievance Recourse State EMS Disciplinary Review Bd. ....	7/1/03
I-1	Inactive Status (Inactivation and Reactivation requests) .....	12/1/16
	IDPH Inactive/Reactivation Request forms (2016)	
I-2*	Infection Control Measures/Communicable Disease Follow-up .....	1/1/16
	I2 Appendix – DICO listing for NWC EMSS	
	I2 Appendix – follow up of exposure events/DICOs .....	6/1/11
	I2 Request for Exposure Determination (1-1-16)	
	I2 Request Source Pt Testing Form (3/13)	
	I2: Cook County Dept. of Public Health Reportable Diseases	
I-3*	Invalid Assists.....	2/1/19
I-4*	Impaired behavior and Fitness for Duty .....	9/9/21
L-1	Law Enforcement on scene   Patients under custody .....	10/1/17
P-3*	Interaction with Police/Crime Scene Responses.....	7/1/05
L-2*	Safe Ambulance Operation: Use of Lights and Sirens .....	4/1/04
M-2	Mandatory Reviews .....	7/1/05
M-4*	Medical Examiner/Coroner Guidelines.....	5/1/96
<b>M-6*</b>	<b>MD/Physician Back-Up for ECRNs .....</b>	<b>1/12/23</b>
M-8*	Medical Device Failure/Malfunction   Incident reporting .....	4/1/18
	System report form (3/28/17)	
	FDA report forms 3500 Voluntary and 3500 A Mandatory	
M-9*	MedEngines/Alternate response vehicles.....	3/14/19
	IDPH non-transport vehicle system plan amendment form (IDPH website)	
	Alternate response vehicle BLS inspection form (IDPH website)	
	Alternate response vehicle ALS inspection form (NWC EMSS)	

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	Application for PM/PHRN Preceptor status (updates annually – see System website)	
	Preceptor agreement (updates annually – see System website)	
P-2*	Independent Physician/Nurse On Scene .....	7/1/05
P-4	Prehospital RN (PHRN). .....	12/1/21
P-5	System Plan Agreements.....	4/1/98
	IDPH EMS Provider System application form (See IDPH website for all forms)	
	Associate Hospital System Application	
	IDPH Ambulance inspection renewal notice (IDPH website)	
	IDPH Ambulance inspection criteria and form (IDPH website)	
P-6	System Plan Amendments: Providers .....	7/1/05
	IDPH Sys-Mod form (See IDPH website for current form)	
P-7	Peer Educator I –IV/IIIinois Lead Instructor.....	9/12/19
R-1	Relicensure/Reinstatement/Dropping to lower level of licensure: EMT/PM/PHRN .....	7/1/19
	IDPH license renewal notice - See IDPH website for all forms	
	IDPH Request for Reinstatement form	
	IDPH Extension form	
	IDPH Independent renewal request form	
R-2	Review and Maintenance of EMS Personnel Files .....	7/1/05
R-3	Relinquished Newborn (formerly A-5) .....	1/1/10
	Relinquished newborn protection checklist	
	Forms to provide to relinquishing parent	
R-6*	Patient Choice and Refusal regarding Treatment, Transport or Destination.....	3/9/18
	Release of liability forms English and Spanish	
	Consent for treatment of minors	
R-7*	Reportable Incidents   Sentinel event reporting .....	1/18/23
S-1*	Stress Intervention / CISM.....	7/1/10
S-2	Specialized EMS Vehicles .....	5/1/05
S3	EMS Staffing requirements (formerly M5).....	2/1/22
T-1*	Triple Zero/Non-Initiation of CPR .....	1/1/07
T-2*	Patient Disposition/Transport/Selection of Receiving Facility .....	3/10/22
V-1	Variance/Waiver Request.....	3/14/19
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	Staffing variance request form IDPH	
	Waiver request form – IDPH- see IDPH website	
V-2*	Violence: Suspected Child Abuse and Neglect .....	2/1/16
	Mandated reporter acknowledgment form (Cants 22 8/13)	
	Child Abuse report form (Cants 4)	
	Medical and non-medical indicators for suspected child abuse and neglect	
V-3*	Violence: Suspected Elder Abuse and Neglect .....	10/1/19
V-4*	Violence   Abuse: Domestic/interpersonal (Adults).....	3/1/96
	Domestic Violence Suggested History Questions	
	Domestic Violence Physical Exam Guidelines	
	Domestic Violence Resource Information to give to patient	
	Barriers facing healthcare providers from asking about domestic violence	