

Northwest Community EMS System

POLICY MANUAL

4/1/20

* Minimum policies to have in each ambulance or accessible electronically

TABLE OF CONTENTS

Policy No.	Title	Implemented
A-1*	Abandonment vs. Prudent Use of EMS Personnel.....	3/12/15
A-2*	Use of Aeromedical Transport Vehicles.....	1/1/14
	Helicopter request worksheet (attached to policy)	
A-3*	ALS vs. BLS Services/Care/Scopes of Practice.....	6/1/19
A-4	Use of Automated External Defibrillators	8/1/19
A-5*	Abandoned Newborn Protection	1/1/10
	Abandoned newborn protection checklist	
	Forms to provide to relinquishing parent	
B-1*	Hospital Resource Limitation/Ambulance Bypass	8/1/19
	Hospital & Dispatch center notification numbers	
	Hospital Peak Census/Bypass Pre-alert form and Bypass Worksheet form	
C-1	Requirements for State Licensure as an EMT B or P	7/1/10
C-2	Continuing Education Policy	11/14/19
	IDPH Training application (site code) form (IDPH EMS website)	
	CE Verification form (issued annually by Resource Hospital)	
	Con Ed Direct Patient Care form	
	CE class report form (to be filled out by Educators pm)	
C-3*	Crisis Response Plan	10/1/04
	System-wide Crisis forms Resource & Associate Hospitals	
C-5	Commendations/Certificate of Merit	4-1-13
	Commendation/Merit award application 4/1/13	
C-6*	EMS Controlled Substances Program	3/1/20
	Controlled substance log Ambulance (1/1/20)	
	Controlled substance log Alternate Response Vehicles (1/1/20)	
C-7*	Confidentiality of Patient Records (HIPAA compliance).....	2/1/16
C-8*	Communications Policy	12/1/16
C-9	Documentation of EMS Communications Log.....	7/1/14
D-1	Due Process: System Disciplinary Action (Suspensions).....	1/1/16
	Final Written Warning template (12-15)	
D-2*	Drug Replacement: soon to expire, outdated or damaged.....	5/1/05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	
	Drug & supply list - ambulances (Obtain latest edition from System website)	
	Drug & supply list – alternate response vehicles (See Policy M9)	
D-4	Data Collection & Submission using ePCR software	12/1/16
D-5*	Illinois POLST form and Advance Directive Guidelines	12/1/16
	IDPH POLST form 5-16 (Serves as evidence of DNR status)	
	POLST form education slide deck 2017 (See IL POLST website)	
	Advance Directives Act	
	Durable Power of Attorney form (1/16)	
D-7	Emergency Medical Dispatcher	7/1/10

Northwest Community EMS System

POLICY MANUAL

4/1/20

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
E-1*	Emotional Illness and Behavioral Emergencies	4/1/20
	Prehospital use of restraints	
	Restraint competency form (2/10)	
	Petition form: IL462-2005 (R-04-18)	
	Petitions and police	
E-2*	Nondisposable Equipment Exchange.....	1/1/14
	Non-disposable equipment exchange receipt (attached to policy)	
E-3	Entry into the Northwest Community EMS System.....	6/1/19
E-5*	Code of Ethics	7/1/10
	Code of Ethics Statement of Intent	
	NAEMT 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	
	ECRN CE didactic form	
F-1	First Responder/Emergency Medical Responder (EMR)	7/1/10
G-1	Grievance Recourse Request for Clarification/Reporting Complaints.....	1/1/14
	RFC form	
	RFC investigation template (12/1/15)	
G-2	Grievance Recourse: System Review Board	1/1/20
	2020 Review Board List	
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	1/1/20
L-1	Patients in Law Enforcement Custody	10/1/17
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
M-6*	MICP Physician Back-Up for ECRNs	12/1/16
M-8*	Medical Device Failure/Malfunction	4/1/17
	System report form (3/28/17)	
	FDA report forms 3500 Voluntary and 3500 A Mandatory	

Northwest Community EMS System

POLICY MANUAL

4/1/20

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
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)	
O-1*	Overrides: Procedure and Form.....	7/1/10
P-1	Preceptors: Paramedic/PHRN/ECRN	3/14/19
	Application for PM/PHRN Preceptor status (updates annually – see System website)	
	Preceptor agreement (updates annually – see System website)	
P-2*	Physician/Nurse On Scene.....	7/1/05
P-3*	Interaction with Police/Crime Scene Responses.....	7/1/05
P-4	Prehospital R.N.....	7/1/10
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/Illinois Lead Instructor.....	9/12/19
R-1	Relicensure/Reinstatement/Dropping to lower level of licensure: EMT/PM/PHRN	9/1/17
	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-5	Recertification: ECRN (deleted and combined with E7	
R-6*	Refusal of Service.....	3/9/18
	Release of liability forms English and Spanish	
R-7*	Reportable Incidents	7/1/10
S-1*	Stress Intervention / CISM.....	7/1/10
S-2	Specialized EMS Vehicles	5/1/05
S3	ALS/BLS Staffing requirements (formerly M5)	3/27/20
T-1*	Triple Zero/Non-Initiation of CPR	1/1/07
T-2*	Patient Transport/Selection of Receiving Facility.....	12/1/16
V-1	Variance/Waiver Request.....	3/14/19
	Variance form- NWC EMSS	
	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 5)	
	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: Domestic	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	