

Northwest Community EMS System
POLICY MANUAL
5/16/13

* 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.....	11/1/05
A-2*	Use of Aeromedical Transport Vehicles..... Helicopter request worksheet (attached to policy)	10/1/10
A-3*	Initiation of ALS vs. BLS Care/Scopes of Practice.....	<u>3/21/13</u>
A-4	Use of Automated External Defibrillators Public Access Defibrillation (PAD) Provider Manual & registration forms AED use in children	9/1/07
A-5*	Abandoned Newborn Protection Abandoned newborn protection checklist Forms to provide to relinquishing parent	1/1/10
B-1*	Hospital Resource Limitation/Ambulance Bypass Bypass pre-alert form Dispatch center notification numbers	4/1/10
C-1	Requirements for State Licensure as an EMT B or P.....	7/1/10
C-2	Continuing Education Policy Run feedback form Training application (site code) form IDPH PM CE didactic form 12-13 ECRN CE didactic form 12-13 CE Evaluation form 4-12 Con Ed Direct Patient Care form CE class report form (to be filled out by Educators prn)	7/1/11
C-3*	Crisis Response Plan..... System-wide Crisis forms Resource & Associate Hospitals	10/1/04
C-5	Commendations/Certificate of Merit Commendation/Merit award application 4/1/13	<u>4-1-13</u>
C-6*	Controlled Substances on EMS Vehicles Controlled substance log Ambulance (4/11) Controlled substance log Alternate Response Vehicle (5/11)	<u>4/1/13</u>
C-7*	Confidentiality of Patient Records (HIPAA compliance)	7/1/05
C-8*	Communications Policy	10/1/09
C-9	Documentation of EMS Communications Log	7/1/05
D-1	Due Process: System Disciplinary Action (Suspensions) Final Written Warning template	7/1/10
D-2*	Drug Replacement: soon to expire, outdated or damaged.....	5/1/05
D-3*	Approving/Issuing/Exchanging Drugs and Supplies..... Sample notice of ambulance restocking program Drug & supply list 9/1/09	5/1/09
D-4	Data Collection & Submission	7/1/10
D-5*	Do Not Resuscitate Advance Directive Guidelines..... IDPH Uniform DNR form <u>3-15-13</u> Advance Directives Act Durable Power of Attorney form DNR article – DNR does it mean not to treat?	3/15/13

Northwest Community EMS System

POLICY MANUAL

5/16/13

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
D-7	Emergency Medical Dispatcher.....	7/1/10
E-1*	Emotional Illness and Behavioral Emergencies.....	3/1/10
	Prehospital use of restraints	
	Restraint competency form (2/10)	
	Petition form IL 462-2005 (R-011-12)	
	Petitions and police	
E-2*	Non-Disposable Equipment Exchange	7/1/05
	Non-disposable equipment exchange receipt (attached to policy)	
E-3	Entry into the Northwest Community EMS System	9/21/12
	IDPH Reciprocity Application	
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 Emergency 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) Recognition.....	2/1/09
F-1	First Responder/Emergency Medical Responder (EMR)	7/1/10
G-1	Grievance Recourse Request for Clarification/Reporting Complaints.....	7/1/10
	RFC form	
	RFC investigation template	
G-2	Grievance Recourse: System Review Board.....	1/1/10
	2010 Review Board List	
G-3	Grievance Recourse State EMS Disciplinary Review Bd.	7/1/103
I-1	Inactive Status.....	7/1/10
	IDPH Inactive/Reactivation form 0506	
I-2*	Infection Control Measures/Communicable Disease Follow-up	7/1/10
	I2 Appendix – follow up of exposure events/DICOs	6/1/11
	I2 Request for Exposure Determination (3-13)	
	I2 Request Source Pt Testing Form (3/13)	
I-3*	Invalid Assists.....	12/1/12
I-4*	System Members with Impaired Practice.....	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
M-5*	ALS/BLS Manpower Policy.....	2/1/06
M-6*	MICP Physician Back-Up for ECRNs.....	7/1/05
M-8*	Medical Device Failure/Malfunction.....	1/17/13
	System report form (1/17/13)	
	FDA report forms 3500 Voluntary and 3500 A Mandatory	
M-9*	MedEngines/Alternate response vehicles.....	5/1/11
	IPDH non-transport vehicle system plan amendment form	
	Alternate response vehicle inspection forms available from EMS Office	

Northwest Community EMS System

POLICY MANUAL

5/16/13

TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
O-1*	Overrides: Procedure and Form.....	7/1/10
P-1	Preceptors: Paramedic/PHRN/ECRN	7/1/10
	Application for Paramedic/PHRN Preceptor	
	Preceptor agreement	
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 System website for forms)	
	Associate Hospital System Application	
	Ambulance inspection renewal notice (IDPH)	
	Ambulance inspection criteria IDPH	
	Initial ambulance inspection form (KKK specs)	
	Ambulance inspection form (electronic)	
P-6	System Plan Amendments: Providers.....	7/1/05
	IDPH Sys-Mod form (See System website for current form)	
P-7	Peer Educator I and II	7/1/10
R-1	Relicensure: Paramedic/PHRN	7/1/10
	IDPH EMT license renewal notice (Child support statement) See website for forms	
	IDPH Extension form (May be used for paramedics, EMTs, ECRNs, TNSs)	
	IDPH Independent renewal request form	
R-2	Review and Maintenance of EMS Personnel Files.....	7/1/05
R-4	Relicensure: EMT-B	7/1/09
R-5	Recertification: ECRN.....	2/1/09
R-6*	Refusal of Service	1/1/12
	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
T-1*	Triple Zero/Non-Initiation of CPR	1/1/07
T-2*	Patient Transport/Selection of Receiving Facility.....	7/1/10
V-1	Variance/Waiver Request.....	10/1/04
	Variance form- NWC EMSS	
	Waiver request form - IDPH	
V-2*	Violence: Suspected Child Abuse and Neglect	7/1/05
	Mandated reporter acknowledgment form (Cants 22 <u>11/12</u>)	
	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	3/1/96
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	