

Northwest Community EMS System
POLICY MANUAL
7/30/18

* Minimum policies to have in each ambulance or accessible electronically

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Policy No.	Title	Implemented
A-1*	Abandonment vs. Prudent Use of EMS Personnel	3/12/15
A-2*	Use of Aeromedical Transport Vehicles..... Helicopter request worksheet (attached to policy)	1/1/14
A-3*	ALS vs. BLS Care/Scopes of Practice	3/13/18
A-4	Use of Automated External Defibrillators	9/1/07
	Public Access Defibrillation (PAD) Provider Manual & registration forms	
	AED use in children	
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	5/1/17
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	Hospital 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.....	4/1/17
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	CE Verification form (issued annually by Resource Hospital)	
	Con Ed Direct Patient Care form	
	CE class report form (to be filled out by Educators prn)	
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*	Controlled Substances on EMS Vehicles	6/10/18
	Controlled substance log Ambulance (6/1/14)	
	Controlled substance log Alternate Response Vehicles (12/1/16)	
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D-2*	Drug Replacement: soon to expire, outdated or damaged	5/1/05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*	Approving/Issuing/Exchanging Drugs and Supplies.....	2/1/16
	Sample notice of ambulance restocking program	
	Drug & supply list (Obtain latest edition from System website)	
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

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	Petition form IL 462-2005 (R-011-12) (2016)	
	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	7/30/18
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
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	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
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	RFC form	
	RFC investigation template (12/1/15)	
G-2	Grievance Recourse: System Review Board.....	2/1/18
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G-3	Grievance Recourse State EMS Disciplinary Review Bd.	7/1/03
I-1	Inactive Status (Inactivation and Reactivation requests)	12/1/16
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I-2*	Infection Control Measures/Communicable Disease Follow-up	1/1/16
	I2 Appendix – DICO listing for NWC EMSS (11-1-16)	
	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 10-15	
I-3*	Invalid Assists.....	12/1/12
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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
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	Alternate response vehicle inspection form (See IDPH website)	
O-1*	Overrides: Procedure and Form.....	7/1/10
P-1	Preceptors: Paramedic/PHRN/ECRN	7/1/10
	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 and II	7/1/10
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).....	12/1/16
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.....	10/1/04
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	Waiver request form - IDPH	
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	1/1/18
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	