



**NORTHWEST  
COMMUNITY  
EMERGENCY  
MEDICAL  
SERVICES  
SYSTEM**

Northwest Community Hospital  
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Date: February 3, 2016

**System Memo: # 354**

To: All Chiefs; Provider EMSCs, Paramedic preceptors, Hospital EMSCs/Educators

From: Connie J. Mattera, M.S., R.N., EMT-P  
EMS Administrative Director  
NCH Paramedic Program Director and Lead Instructor

RE: **2016 Preceptors: classes & application process**

Serving as a paramedic student preceptor is one of the most important and professionally honored roles in our EMS System. They are critically influential in mentoring our students into competent paramedics and we are deeply grateful for their assistance.

Any paramedic that desires to be a student preceptor during the Field Internship portion of the NCH Paramedic Program must meet the eligibility requirements specified in System Policy P1: PRECEPTOR: EMT-P/Prehospital RN/ECRN (posted to the System website – [www.nwcemss.org](http://www.nwcemss.org)) and attend a **Preceptor Class** before their first preceptor assignment and at least every two years thereafter.

**Preceptor Applications and Agreements must be submitted annually**, signed by the agency's Chief or EMS CEO, their respective Hospital EMS Coordinator/educator, and the preceptor candidate. The Application and Agreements for this year are attached to this memo.

The Hospital EMSC/educator assigned to the preceptor's agency will review the application along with the candidate's EMS file to determine eligibility based on System policy. If approved, they will forward the signed applications and agreements to the Paramedic Program Lead Instructor.

**Signed Preceptor applications and agreements for 2016 are due to me by fax, e-mail, or hard copy by close of business on February 25, 2016.** Once approved, a listing of current preceptors will be sent to the Chiefs, Provider EMSCs and the respective hospital EMSCs/educators.

No Paramedic student is authorized to perform any ALS intervention without a System-approved preceptor directly observing and coaching their actions to ensure patient safety. **No student may begin the field internship until they are released to start by the Paramedic Program Lead Instructor in writing.**

Preceptor class dates were originally announced in System Memo 352 issued October 16, 2015. As a reminder, see below:

**The 2016 preceptor classes will be held as follows:**

<b>February 9, 2016</b>	<b>0900 – 1200</b>	<b>Rooms LC 1 &amp; 2</b>
<b>February 19, 2016</b>	<b>0900 – 1200;</b> <b>1300 – 1600</b>	<b>Rooms LC 3 &amp; 4</b> <b>Rooms LC 3 &amp; 4</b>
<b>February 24, 2016</b>	<b>0900 – 1200</b> <b>1300 – 1600</b>	<b>Rooms LC 1 &amp; 2</b> <b>Rooms LC 1 &amp; 2</b>

The class will take approximately 3 hours. CE time will be awarded for those in attendance.

**RSVP to Dara Sordo at [dsordo@nch.org](mailto:dsordo@nch.org) if you are planning to attend.**

If you have any questions, please contact Connie Mattera at [cmattera@nch.org](mailto:cmattera@nch.org) .