



**NORTHWEST
COMMUNITY
EMERGENCY
MEDICAL
SERVICES
SYSTEM**

Northwest Community Hospital
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Date: November 30, 2017

System Memo: # 368

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: **2018 Preceptor classes, application, & agreement**

Serving as a paramedic 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 and service.

No Paramedic student is may perform any ALS interventions in the field until authorized by the program and they must have a System-approved preceptor directly observing and coaching their actions at all times to ensure patient safety. **No student may begin the field internship until they are released to start in writing by the Paramedic Program Director.**

PRECEPTOR ELIGIBILITY REQUIREMENTS: System Policy P1: Preceptor: EMT-P/Prehospital RN/ECRN (posted to the System website – www.nwcemss.org) and attached to this e-mail.

Preceptor Applications and Agreements must be submitted annually. Process steps:

1. Candidate shall complete the Preceptor Application sections outlining teaching experience, qualifications and reasons they would like to be considered for a preceptor position.
2. Submit to your Agency Chief/EMS CEO for approval/signature.
3. Submit signed application to your assigned hospital EMS Coordinator/educator to validate qualifications and provide a recommendation.
4. Submit signed and validated application to **Mike Gentile** by hard copy, fax (847-618-4489), or e-mail (mgentile@nch.org) for System approval and our records.

The **S2018 Preceptor Application and Agreement** are attachments to this memo.

Due date: February 23, 2018

Each preceptor must attend a **Preceptor Class** before the first preceptor assignment and at least every two years thereafter.

2018 Preceptor Classes

Dates	Times	Locations (all at NCH)
Mon February 19, 2018	0900 - 1200	Rooms LC 1 & 2
Tue February 20, 2018	0900 - 1200	Auditorium
Wed February 21, 2018	0900 - 1200	Auditorium
Mon February 26, 2018	0900 - 1200	Rooms LC 1 & 2

The class will take 3 hours. CE will be awarded.

RSVP with the date you plan to attend to Dara Sordo at dsordo@nch.org.

If you have any questions, please contact Connie Mattera at cmattera@nch.org.