Northwest Community EMS System

Date: September 10, 2008   System Memo: # 313

 To: All EMS Providers   **Please post for EMS personnel**

From: Carla Bell, BSN, EMT-P
               EMT-P Class Instructor

RE: **Call for EMT-P class lab proctors**

The next EMT-P course will start on October 20, 2008 and we are looking again to partner with System nurses and paramedics who are committed to excellence to help us with the labs and practical exams. Thank you for offering to share your expertise with others! I am excited to be able to tap into our many valuable resources.

Process steps:

1.   Complete the Application/Demographics sheet.

2.   Review the schedule and sign up for those dates to which you can absolutely commit your time. Indicate your first and second choices for station assignments for each day. Print your name on every page of the schedule to ensure that the pages do not get mixed up.

3.   I will be assigning lab stations to individual proctors so you can prepare in advance of the class. You will get a confirming notice of the labs to which you have been assigned as the primary and alternate instructor. Having our teaching staff well prepared to present two stations will help us adjust for last minute situations. You will receive the lab manual in advance to assist your preparation.

4.   Sign and date the Proctor agreement form.

When signing up for labs, assume that if you give me availability, that you will be assigned that day. I need at least 6-8 proctors per lab day and more for the practical exams, so there is need for a great many helpers.

Please return the application, sign up sheet and agreement form to the EMS office as soon as possible as folks will be assigned on a first come, first served basis. Our fax number is 847.618.4489. If you can scan and e-mail the documents, that would be great. If you are bringing the forms in person, we are in Suite 5400 of the Center for Specialty Medicine Building on the north end of the NCH campus.

Due date for the 1st semester: October 10, 2008.

Thanks for your help!