



## Northwest Community EMS System

Date: January 21, 2011

**System Memo: # 323**

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

From: Connie J. Mattera, M.S., R.N., EMT-P  
EMS Administrative Director

RE: **Preceptor class**

The next Northwest Community EMS System Paramedic Student Preceptor Class has been scheduled as below. Any paramedic that desires to be a preceptor must attend this class at least once every 2 years. In addition to the class, the preceptor must also file a Preceptor Agreement and Application signed by the EMS Agency Chief or EMS CEO (found in policy P-1 and attached to this memo) and submit it to their respective Hospital EMS Coordinator **every year**.

The Hospital EMS Coordinator will review the application along with the applicant's System EMS file to determine eligibility based on System policy. The Hospital EMS Coordinator will then forward approved applications and agreements to Northwest Community EMS office. Once received, a current list of approved preceptors will be sent to the Chiefs, Provider EMS Coordinators and the respective hospital EMS Coordinators.

No Paramedic student is able to perform an ALS intervention without an approved preceptor directly observing and coaching the skill to ensure patient safety. As soon as a student/preceptor team is approved, the student may perform approved ALS skills, even prior to the field internship. We welcome applications now for the students currently in class. No student may begin the field internship without an approved preceptor.

The preceptor class will be held on:

**February 14, 2011      9 - 11am      Room LC-7&8**  
**February 15, 2011      1:00 – 3 pm      Room LC-1&2**

The class will take approximately 2 hours. CE time will be awarded for those in attendance. Please contact Susie Von Busch at 847-618-4482, if you are planning to attend.

If you have any questions, please contact Peggy Drag at (847) 618-4490.