



## Northwest Community EMS System

Date: January 23, 2014

**System Memo: # 345**

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

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

RE: **Paramedic Preceptors: class & 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 helping to mold our students into competent paramedics and we are deeply grateful for their assistance.

Any paramedic that desires to be a preceptor must attend the Preceptor Class at least once every 2 years. The next class has been scheduled as below.

In addition, ANNUALLY, each preceptor must sign a Preceptor Agreement and submit an Application signed by the agency's Chief or EMS CEO (See Policy P-1 posted to the System website – [www.nwcmss.org](http://www.nwcmss.org)) to their respective Hospital EMS Coordinator/educator.

The Hospital EMSC/educator will review the application along with the applicant's System EMS file to determine eligibility based on System policy. The Hospital EMSC/educator will forward approved applications and agreements to the Northwest Community EMS System office.

**The signed applications and agreements for this year's preceptors are due in my office by close of business on February 21, 2014.** Once approved, a listing of current preceptors will be sent to the Chiefs, Provider EMSCs and the respective hospital EMSC/educators.

No Paramedic student is authorized to perform any ALS intervention without an approved preceptor directly observing and coaching their actions to ensure patient safety. No student may begin the field internship without an approved preceptor and being released to start their internship by Jen Dyer, Paramedic Program Clinical Coordinator.

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

<b>February 20, 2014</b>	<b>1 – 3:30 pm</b>	<b>NCH Auditorium</b>
<b>February 21, 2014</b>	<b>9 – 11:30 am</b>	<b>Room LC-3&amp;4</b>

The class will take approximately 2.5 hours. CE time will be awarded for those in attendance.

Please **contact Dara Sordo at 847-618-4482 or [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) .