



## Northwest Community EMS System

Northwest Community Hospital  
901 W. Kirchoff; EMS offices  
Arlington Heights, IL 60005  
Phone: 847-618-4480  
Fax: 847-618-4489

---

Date: December 29, 2014; **Updated Feb 3, 2015** **System Memo: # 351 Rev**  
To: All Chiefs; Provider EMSCs, Paramedic preceptors, Hospital EMSCs/Educators  
From: Connie J. Mattera, M.S., R.N., EMT-P  
EMS Administrative Director  
Paramedic Education Program Director and Lead Instructor  
RE: **2015 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 preceptor must attend the Preceptor Class. At their January meeting, the chiefs administrators voted that for this year, based on changes to the process and forms, they **strongly recommend that every preceptor for a student THIS YEAR, attend a preceptor class.** Accordingly, we've added dates and times to make more capacity available.

**Each preceptor for students this year must submit an Application** signed by the agency's Chief or EMS CEO (See Policy P-1 posted to the System website – [www.nwcemss.org](http://www.nwcemss.org)) and **a signed Preceptor Agreement (updated from the past)** to their respective Hospital EMS Coordinator/educator.

The Hospital EMSC/educator assigned to the preceptor's agency will review the application along with their EMS file to determine eligibility based on System policy. The Hospital EMSC/educator will forward approved applications and agreements to the NWC EMS System office.

**Signed applications and agreements for 2015 preceptors are due in my office by close of business on February 25, 2015.** 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 Jen Dyer, Paramedic Program Clinical Coordinator.**

### The 2015 preceptor classes will be held as follows:

<b>February 12, 2015</b>	<b>9 – 11:30 am</b>	<b>901 Building Conf. Room 1</b>
<b>February 17, 2015</b>	<b>1 - 3:30 pm</b>	<b>Auditorium</b>
<b>February 23, 2015</b>	<b>1 – 3:30 pm</b>	<b>901 Building Conf. Room 1</b>
<b>February 25, 2015</b>	<b>9 - 11:30 am</b>	<b>Hospital Learning Center - LC 4</b>

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

**RSVP to Kathy Fitzpatrick at 847-618-4480 or [kfitzpatri@nch.org](mailto:kfitzpatri@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).