



**NORTHWEST
COMMUNITY
EMERGENCY
MEDICAL
SERVICES
SYSTEM**

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

Date: December 14, 2016

System Memo: # 361

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: **2017 Preceptors: classes & application process**

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 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 the Paramedic Program Lead Instructor in writing.**

Preceptor eligibility requirements: System Policy P1: PRECEPTOR: EMT-P/Prehospital RN/ECRN (posted to the System website – www.nwcmss.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, or e-mail (mgentile@nch.org) for System approval and our records.

The 2017 **Application and Agreement** are attached to this memo. **Due date: February 24, 2017**

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

2017 Preceptor Classes		
Dates	Times	Locations:
February 15, 2017	0900 – 1200 1300 – 1600	Rooms LC 3&4
February 22, 2017	0900 – 1200; 1300 – 1600	Rooms LC 3&4
February 27, 2016	0900 – 1200	Room LC 5

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

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

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