



**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: October 3, 2017

System Memo: # 366

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

From: Matthew T. Jordan, MD, FACEP
EMS Medical Director

RE: **First quarter Advanced Airway competency verification**

First quarter Advanced Airway verifications are due !

What we are asking	The July-September 2017 first quarter Advanced Airway competency measurement of DAI plus bougie and King LTSD with NGT insertion should now have been completed by the EMS Agencies.
Where are the forms located?	Forms are available on the System website in the procedure manual
How should verification be processed?	<p>Agencies shall keep a completed copy of each paramedic's skill sheets with the date of measurement and a legible Peer II or higher educator's signature. These forms shall be kept as either paper records or in an electronic file for this academic year.</p> <p>The Agency Provider EMS Coordinator shall submit a roster listing all paramedics in alpha order with the date of measurement and an attestation that they successfully demonstrated both skills. The roster shall be signed by the Provider EMS Coordinator verifying that only qualified preceptors were used and that all individual records are available for a designated System representative to review upon request.</p> <p>Rosters shall be submitted to the agency's assigned hospital EMS Coordinator/ educator.</p>
Due date for roster submission	October 31, 2017
Those not meeting requirement on time	If a paramedic has been out on medical LOA or military deployment for the past three months, please indicate on the roster that they are on LOA and will be evaluated before they can return to active duty.

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