



**NORTHWEST
COMMUNITY
EMERGENCY
MEDICAL
SERVICES
SYSTEM**

Northwest Community Hospital
EMS offices (Behavioral Health/901 Kirchoff Center)
800 W. Central
Arlington Heights, IL 60005
Phone: 847-618-4480
Fax: 847-618-4489

Date: September 24, 2019
To: All System members
From: Connie J. Mattera, MS, RN, PM
EMS Administrative Director; Paramedic Program Director
RE: **Preceptor classes – February 2020**

System Memo: # 378

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 field 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.**

NEW Preceptor eligibility requirements: System Policy P1: PRECEPTOR: EMT-P/Prehospital RN/ECRN PLUS P7 Peer I-IV Educator policy. Both are included as attachments to this memo.

**Preceptor Applications and Agreements must be submitted annually.
Peer Educator status is approved for 4 years.**

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. If a new field preceptor (within the last two years); will also need to confirm/apply for Peer II educator status.
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 applications and agreement approved by your hospital EMSC/educator to Pam Ross by hard copy, fax (847-618-4489), or e-mail (pross@nch.org).

The 2020 **Application and Agreement** will be forwarded soon. **Due date: February 14, 2020**

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

2020 Preceptor Classes

| <u>Dates</u> | <u>Times</u> | <u>Locations:</u> |
|-------------------|--------------|-------------------|
| February 19, 2020 | 0900 - 1200 | LC 3 & 4 |
| February 20, 2020 | 0900 - 1200 | LV 3 & 4 |
| February 21, 2020 | 0900 – 1200 | LC 3 & 4 |

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

RSVP with the date and time you plan to attend to Pam Ross at pross@nch.org .

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