

# Northwest Community EMS System

# POLICY MANUAL

4/1/24

\* Minimum policies to have in each ambulance or accessible electronically

## TABLE OF CONTENTS

Policy No.	Title	Implemented
A-1*	Abandonment vs. Prudent Use of EMS Personnel .....	3/12/15
A-2*	Use of Aeromedical Transport Vehicles..... Helicopter request worksheet (attached to policy)	1/12/23
A-3*	ALS -EMR Services   Scopes of practice   Initiation of Care In-field Service Level Upgrades   Transport of Service Dogs and Emotional Support Animals   Treatment of Police Dogs / Service Dogs .....	1/12/23
A-4	Use of Automated External Defibrillators .....	8/1/19
A-5	Abandoned (Relinquished) Newborn Protection .....	3/15/23
	Checklist   PDF forms to provide to relinquishing adult	
B-1*	Hospital Resource Limitation/Ambulance Bypass .....	8/1/23
	Peak census/Surge procedures & Dispatch center notification numbers Region IX/NWC EMSS Critical Capacity/Bypass Worksheet Hospital Bypass Worksheet form	
C-1	State Licensure as an EMT or PM (See EMS Rules).....	7/1/10
C-2	Continuing Education Policy .....	3/15/23
	IDPH Training application (site code) form and instruction checklist NWC EMSS CPR certificate (used alternate year from AHA card)	
C-3*	Crisis Response Plan.....	8/1/23
	System Crisis forms Resource Hospital / Members	
C-5	Commendations/Certificate of Merit.....	5/1/23
	Commendation/Merit award application 5/1/23	
C-6*	EMS Controlled Substances (CS) Program.....	8/1/23
	Controlled substance log Ambulance & Supplemental Log (10/1/20) Controlled substance log NON-TRANSPORT Vehicles (10/1/20) PEER to PEER Mutual Aid CS Restock and Exchange Form (8-1-23) Missing CS - link to DEA form 106	
C-7*	Confidentiality of Patient Records (HIPAA compliance).....	8/1/23
	HIPAA Checklists   Disclosure of EMS ePCR template C7 HIPAA-Poster-for-Practitioners_05.20.2021	
C-8*	Communications Policy .....	12/27/22
C-9	Documentation of EMS Communications Log .....	7/1/14
C-10	Conceal and Carry (under revision) .....	2014
D-1	Due Process: Corrective coaching/Disciplinary Action.....	3/10/22
D-2*	Drug Replacement: soon to expire, outdated or damaged .....	8/1/23
D-3*	Drug-Pharmacologic Mgt: Approval, Issuing, Storage, Exchange, Disposal, Reporting .....	8/1/23
	Sample notice of ambulance restocking program Latex-free supplies (Drug & Supply List) Drug & supply list - Ambulances (Latest edition posted to System website) Drug & supply list – Alternate response vehicles (See Policy M9)	

# Northwest Community EMS System

# POLICY MANUAL

4/1/24

## TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
D-4	Data Collection & submission   ePCR software   EMS Short Form ..... NWC EMSS Short Form (Rev. 8-1-23) NWC EMSS Short Form QI Audit form	3/15/23
D-5*	ILLINOIS POLST form and Advance Directive Guidelines ..... IDPH POLST form & FAQs -22 POLST form education slide deck 2022 (See IL POLST website)	11/1/22
D-7	Emergency Medical Dispatcher.....	7/1/10
E-1*	Emotional Illness and Behavioral Health Emergencies ..... Prehospital use of restraint – See SOPs and Procedure Manual	10/18/21
E-2*	Nondisposable Equipment Exchange ..... Non-disposable equipment exchange receipt (attached to policy)	1/1/14
<b>E-3</b>	<b>Entry into the Northwest Community EMS System .....</b>	<b>4/1/24</b>
E-5*	Code of Ethics   Behavioral Expectations ..... Code of Ethics Statement of Intent NAEMT Code of Ethics; Fire Fighters Code of Ethics Oath of Geneva ANA Code for Nurses; Ethics in Nursing; ENA Code of Ethics for Emerg Nurses American College of Healthcare Executives Statement of Principles for Students	5/13/21
E-6*	Episodic Mass Gathering Events ..... Mass Gathering Patient Log Sheet attached to policy IDPH Special Events Form <a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-special-events-request-application.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-special-events-request-application.pdf</a>	9/1/01
E-7	Emergency Communications Registered Nurse (ECRN) ..... Education/Licensure/CE/Relicensure/Extension/Inactive status	2/1/23
F-1	First Responder/Emergency Medical Responder (EMR).....	7/1/10
G-1	Grievance Recourse Step 1: Request for Clarification/Complaint Investigation ..... RFC form EMS RFC / Complaint investigation form (1/2024)	3/10/22
G-2	Grievance Recourse   System Review Board..... 2024 Review Board List	1/11/24
G-3	Grievance Recourse State EMS Disciplinary Review Bd. ....	1/11/24
I-1	Inactive Status (Inactivation and Reactivation requests) ..... See IDPH website for all processes and forms below: <a href="https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms">https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms</a> IDPH EMS Inactive Request IDPH EMS Reactivation Request	1/11/24
I-2*	Infection Control Measures/Communicable Disease Follow-up ..... I2 Appendix – DICO listing for NWC EMSS I2 Appendix – follow up of exposure events/DICOs ..... I2 Request for Exposure Determination (1-1-16) I2 Request Source Pt Testing Form (3/13) I2: Cook County Dept. of Public Health Reportable Diseases	1/1/16  6/1/11
I-3*	Invalid Assists.....	2/1/19
I-4*	Impaired behavior and Fitness for Duty .....	9/9/21

# Northwest Community EMS System

# POLICY MANUAL

4/1/24

## TABLE OF CONTENTS - cont.

Policy No.	Title	Implemented
L-1	Patients in Law Enforcement custody (See also P3).....	8/1/23
L-2*	Safe Ambulance Operation: Use of Lights and Sirens .....	12/1/23
M-2	Mandatory Reviews .....	7/1/05
M-4*	Medical Examiner/Coroner Guidelines.....	8/1/23
M-6*	MD/Physician Back-Up for ECRNs .....	1/12/23
M-8*	Medical Device Failure/Malfunction   Incident reporting .....	4/1/18
	System report form (3/28/17)	
	FDA report forms 3500 Voluntary and 3500 A Mandatory	
M-9*	MedEngines/Alternate response vehicles.....	3/14/19
	<b>EMS Non-Transport Provider Application</b>	
	<b>EMS Non-Transport Application for Existing Transport Provider</b>	
	NT Vehicle Inspection instructions (2023)	
	IDPH NT Vehicle Inspection form	
	<a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/opr-non-transport-inspection-form-provider-050516.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/opr-non-transport-inspection-form-provider-050516.pdf</a>	
	NWC EMSS NT Vehicle Inspection form (11-1-22) (System website)	
O-1*	Procedure for Handling Overrides   Form .....	8/1/23
P-1	Preceptors: Paramedic/PHRN/ECRN .....	3/14/19
	Application for PM/PHRN Preceptor status (updates annually - see System website)	
	Preceptor Agreement (updates annually – see System website)	
P-2*	Independent Physician/Nurse On Scene .....	8/1/23
P-3*	Interaction with Police   Crime Scene Response   CESSA .....	8/1/23
	Evidence collection/preservation guidelines	
P-4	Prehospital RN (PHRN)/PHAPN/PHPA recognition.....	5/11/23
P-5	System Plan   Vehicle Service Providers Ambulance licensure-operation.....	8/1/23
	All State forms: IDPH EMS website <a href="https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/provider-vehicle-licensing.html">https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/provider-vehicle-licensing.html</a>	
P-6	System Plan Amendments: Providers.....	7/1/05
	IDPH Sys-Mod form (See IDPH EMS website for current form)	
P-7	Peer Educator I –IV/Illinois Lead Instructor.....	5/11/23
	Peer Educator Table of Specifications	
	Peer Educator fillable application	
R-1	Relicensure/Reinstatement/Dropping to lower level of licensure: EMT/PM/PHRN .....	7/1/19
	Renewal Instructions 8-23	
	See IDPH website for all processes and forms below: <a href="https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms">https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html#forms</a>	
	IDPH EMS Renewal notice	
	IDPH EMS Extension Request Application	
	IDPH EMS Independent Renewal request	
	IDPH EMS Request for Reinstatement form	
R-2	Review and Maintenance of EMS Personnel Files .....	7/1/05
R-6*	Refusal of Service (Elements of granting & withholding consent) .....	9/14/23
	Release of liability forms English and Spanish	
	Consent for treatment of minors	

**Northwest Community EMS System**  
**POLICY MANUAL**  
4/1/24

**TABLE OF CONTENTS - cont.**

<b>Policy No.</b>	<b>Title</b>	<b>Implemented</b>
R-7*	Reportable Incidents   Sentinel event reporting .....	1/18/23
S-1*	Stress Intervention / CISM .....	7/1/10
S-2	Specialized EMS Vehicles .....	5/1/05
S3	EMS Staffing requirements (formerly M5)..... <a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-ambulance-staffing-waiver-application.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-ambulance-staffing-waiver-application.pdf</a>	2/1/22
T-1*	Triple Zero/Non-Initiation of CPR .....	1/11/24
T-2*	Transport decision/Selection of Receiving Facility .....	9/14/23
V-1	Variance/Waiver Request..... Variance form- NWC EMSS Staffing variance request form IDPH Waiver request form – IDPH- see IDPH website	3/14/19
V-2*	Violence: Suspected Child Abuse and Neglect .....	8/1/23
	Mandated reporter acknowledgment form (Cants 22 5/19) Child Abuse report form (Cants 4) Medical Professionals Child Abuse report form (Cants 5) Mandated reporters DCSF Mandated Reporter Manual (2020) Medical and non-medical indicators for suspected child abuse and neglect	
V-3*	Violence: Suspected Elder Abuse and Neglect .....	10/1/19
V-4*	Violence   Domestic/interpersonal   Human Trafficking (Adults)..... Domestic Violence Suggested History Questions Domestic Violence Resource Information to give to patient (1/23)	8/1/23