



**NORTHWEST  
COMMUNITY  
EMERGENCY  
MEDICAL  
SERVICES  
SYSTEM**

Northwest Community Hospital  
EMS offices (Behavioral Health/901 Kirchoff Center)  
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Date: February 8, 2021

**System Memo: # 397**

To: All System members

From: Connie J. Mattera, MS, RN, PM  
EMS Administrative Director; Paramedic Program Director

RE: **Preceptor classes – February/March 2021**

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 PM Program Director in writing.**

**Preceptor eligibility requirements:**

1. Paramedic/PHRN with time and tenure per System Preceptor policy (P1) - PLUS
2. Peer II, III or IV System educator per System policy P7

**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. Must also verify Peer II or above 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 Kathy Fitzpatrick by hard copy, fax (847-618-4489), or e-mail ([kfitzpatri@nch.org](mailto:kfitzpatri@nch.org)).

The **2021 Preceptor Application and Agreement** are posted to the System website: [www.nwcemss.org](http://www.nwcemss.org) under the Education Tab/paramedic. **Due date: February 26, 2021**

Previously approved preceptors that attended the preceptor class in 2019 or 2020 DO NOT need to attend the full class this year. They will only need a refresher on the internship forms.

NEW preceptors THIS YEAR and those that have not attended class in the last two years must attend one of these virtual classes.

**2021 Preceptor Classes**

<b>Dates</b>	<b>Times</b>	<b>Locations:</b>
Feb 22, 2021	0900 - 1200	Virtual via Zoom – link will be sent after registration
Feb 24, 2021	0900 - 1200	Virtual via Zoom – link will be sent after registration
March 1, 2021	0900 – 1200	Virtual via Zoom – link will be sent after registration

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

**Register via email to Kathy Fitzpatrick at [kfitzpatri@nch.org](mailto:kfitzpatri@nch.org) with the date and time you plan to attend**

If you have any questions, please contact Connie Mattera at [cmattera@nch.org](mailto:cmattera@nch.org).