



## Northwest Community EMS System

Date: January 7, 2013

**System Memo: # 340**

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

From: Connie J. Mattera, M.S., R.N., EMT-P  
EMS Administrative Director

RE: **Paramedic Preceptors: class & application process**

Serving as a paramedic student preceptor is one of the most important and professionally honored roles in our EMS System. They are critically influential in helping to mold our students into responsible and competent paramedics and we are deeply grateful for their assistance.

Any paramedic that desires to be a preceptor must attend the Preceptor Class at least once every 2 years. The next class has been scheduled as below.

In addition to the class, the preceptor must file a Preceptor Agreement and Application signed by the EMS Agency Chief or EMS CEO (See Policy P-1 posted to the System website – [www.nwcemss.org](http://www.nwcemss.org)) and submit it to their respective Hospital EMS Coordinator (EMSC) every year.

**The applications and agreements for this year's preceptors are due February 11, 2013.**

The Hospital EMSC will review the application along with the applicant's System EMS file to determine eligibility based on System policy. The Hospital EMSC will forward approved applications and agreements to Northwest Community EMS office. Once approved, a listing of current preceptors will be sent to the Chiefs, Provider EMSCs and the respective hospital EMSCs.

No Paramedic student is authorized to perform any ALS intervention without an approved preceptor directly observing and coaching the skill to ensure patient safety. As soon as a student/preceptor team is approved, the student may perform approved ALS skills, even prior to the field internship. No student may begin the field internship without an approved preceptor.

The preceptor class will be held on:

**February 14, 2013      9 – 11:30 am Room LC-7&8**

**February 19, 2013      9 – 11:30 am Room LC-7&8**

The class will take approximately 2.5 hours. CE time will be awarded for those in attendance.

Please contact **Dara Sordo** at 847-618-4482 or [dsordo@nch.org](mailto:dsordo@nch.org), if you are planning to attend.

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