

Northwest Community Hospital and NWC EMS System
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Date: November 7, 2021
To: All System members
From: Connie J. Mattera, MS, RN, PM
EMS Administrative Director; Paramedic Program Director
RE: **Preceptor classes – February 2022**

System Memo: # 400

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 to become competent entry level paramedics and we are deeply grateful for their assistance and service.

Paramedic students are not authorized to perform any ALS intervention without a System-approved field preceptor directly observing and coaching their actions to ensure compliance with practice standards and patient safety. **No student may begin the field internship or perform any ALS skills in the field environment until they are released to start by the PM Program Director in writing.**

Field Preceptor eligibility requirements:

1. Paramedic/PHRN with time, tenure, and qualifications 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 for preceptor application submission and approval:

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. If not a Peer educator, make application ASAP to pross@nch.org.
2. Submit to your Agency Chief/EMS CEO for approval/signature.
3. Submit signed application to the hospital EMS Coordinator/educator assigned to your agency to validate qualifications and provide a recommendation.
4. Submit applications and agreement approved and signed by your hospital EMSC/educator to Pamela Ross by hard copy, fax (847-618-4489), or e-mail (pross@nch.org).

The **2022 Preceptor Application and Agreement** are attached and are also posted to the System website: www.nwcemss.org under the Education Tab/paramedic. **Due date: February 16, 2022**

2022 Field Preceptor Classes

Previously approved preceptors that attended the NWC EMSS preceptor class in 2021 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 did not attend class last year must attend one of the classes listed below.

Dates	Times	Locations:
Wed. February 16 th .	0900 to Noon	NCH Auditorium (1 st floor)
Mon. February 21 st .	0900 to Noon	NCH Learning Center (LC) 5
Wed. February 23 rd	0900 to Noon	NCH Auditorium

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

Register via email to Pam Ross (pross@nch.org) with the date and time you plan to attend

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