



**NORTHWEST  
COMMUNITY  
EMERGENCY  
MEDICAL  
SERVICES  
SYSTEM**

Northwest Community Hospital  
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Date: April 29 2022

**System Memo: #405**

To: All System members

From: Matthew T. Jordan, MD, FACEP  
EMS Medical Director

Connie J. Mattera, MS, RN, PM  
EMS Administrative Director

RE: **Getting ready for the new SOP roll-out | End of year CE tabulation**

**PLEASE DISTRIBUTE IMMEDIATELY**

We continue operating under IDPH COVID-19 Emergency Guidelines and **Contingency Capacity**  
IDPH has not changed any of their emergency guidelines re: PPE or Covid-19 testing.

<p><b>May CE is the preliminary roll-out of proposed SOP changes</b></p>	<p><b>Take away points:</b></p> <ul style="list-style-type: none"> <li>• <b>May is a mandatory CE.</b> Attendance must meet all requirements in System Policy M2 Mandatory Reviews (last updated 7-1-05)</li> <li>• <b>If you plan to attend class as a GUEST</b> - call the <b>PROVIDER EMS Coordinator</b> (not the nurse educator) in advance and make sure the class date, time, or location is unchanged and they have space for guests. <b>Make a class reservation with the Provider EMSC.</b></li> <li>• <b>Meeting participant expectations</b> (this should go without saying, but several agencies have experienced concerning guest behaviors lately so a timely reminder is needed):             <ul style="list-style-type: none"> <li>- Be on time meeting dress code and PPE requirements of the host agency</li> <li>- Guests shall report to an officer to let them know of your presence</li> <li>- Sign the CE roster as a guest; ask faculty to complete a ½ sheet verifying attendance</li> <li>- Be respectful, collaborative, participate, and stay engaged throughout the class</li> <li>- There is long-standing agreement that agency officers will ensure classroom conduct that is aligned with expectations among their members</li> <li>- Provider EMSCs ask that they be informed if anyone from their agency has demonstrated questionable or disruptive conduct. Educators will honor their request.</li> </ul> </li> </ul>
<p><b>May handouts</b></p>	<p>Attached to this handout is an <b>SOP Changes and Rationale document</b>. Some of our members really like this background information and choose to read and keep a copy. Others do not. Unfortunately, the cost of printing has become prohibitive, so we need to be careful stewards of our resources and not kill trees wastefully. This year, <b>we are only making the document available in an electronic format.</b></p> <p>We will leave to the individual agencies if they wish to print hard copies, post to an accessible site or forward the information electronically to their members. <b>The expectation is that each EMS practitioner has access to this document before or during class.</b></p> <p>We have made draft copies of selected SOP pages that will be passed out during class for reference and recollected. This is an evolving document and some updates are still likely as the Region IX Systems continue to consider changes.</p>
<p><b>FINAL PRINTING</b></p>	<p>When the final edition of the SOPs is approved by Region IX and IDPH, <b>we will announce a go-live date</b> and will print full and reduced size copies. Print bids are still being collected. We will be sending <b>order forms</b> to each agency and hospital so all can let us know how many of each format you wish to purchase as soon as final costs are determined. Expect the order forms to be distributed next week.</p>
<p><b>Annual competencies &amp; CE hours reminder</b></p>	<p><b>Reminder:</b> Annual competencies [CPR (test + practical) and current CPR card (AHA or NWC EMSS); 4 advanced airway revolutions; Infection control/bloodborne pathogens; ChemPack training; &amp; Aggression mgt/Restraint application] are due by June 30, 2022.</p> <p><b>CE verification with your assigned hospital EMSC/educator is due by 6-30-22</b> unless an extension has been approved until 7-31-22 (all of the agencies assigned to Good Shepherd).</p>

Questions or concerns? Please reach out to Matt Jordan: [mjordan@nch.org](mailto:mjordan@nch.org) or Connie Mattera [cmattera@nch.org](mailto:cmattera@nch.org)