

Northwest Community Paramedic Program  
800 W. Central; EMS offices in Kirchoff Behavioral Health Center  
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Phone: 847-618-4480 | Fax: 847-618-4489



Date: November 8, 2023  
To: All System members  
From: Connie J. Mattera, MS, RN, PM  
EMS Administrative Director | Paramedic Program Director  
RE: **EMS Field Preceptor classes – February 2024**

**System Memo: # 425**

Serving as a paramedic field 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) – **New this year:** A highly qualified applicant with <2 years' experience may be submitted with a request for early eligibility by the PEMSC with an explanation of their unique ability to be a preceptor | PLUS
2. Peer II, III or IV Educator - See policy P7 PEER EDUCATORS I-IV / IDPH Lead instructors

**Preceptor Applications and Agreements must be submitted every year.  
Peer Educator status is approved for 4 years.**

**Process Steps: Application submission and approval**

1. ALL preceptor candidates shall complete the **2024 Preceptor Application** sections outlining teaching experience, qualifications and reasons they would like to be considered for a preceptor position + a signed **2024 Preceptor Agreement**.
2. Each must verify Peer II or above educator status in the NWC EMSS. **If not yet a Peer educator**, make application ASAP to Pamela Ross ([pross@nch.org](mailto:pross@nch.org)).
3. Submit Application & Agreement to your Agency Chief/EMS CEO for approval/signature.
4. Once signed: Forward the Application & Agreement to the hospital EMSC/educator assigned to your agency to validate qualifications and eligibility, and to approve and sign.
5. Once all signatures are attached: Submit Application & Agreement to Pam Ross by hard copy, fax (847-618-4489), or e-mail ([pross@nch.org](mailto:pross@nch.org)).

The **2024 Preceptor Application and Agreement** are attached to this memo and will be posted to the System website: [www.nwcemss.org](http://www.nwcemss.org) under the Education Tab/paramedic. **Due date: February 16, 2024**

**2024 Field Preceptor Classes**

Previously approved Field Preceptors that **attended the NWC EMSS Preceptor class in 2023** DO NOT need to attend the full class this year. They will only need a refresher on the internship process & forms.

**NEW** preceptors and **those that did not attend class last year** must attend one of the classes listed below.

Dates	Times	Location:
Mon. February 19, 2024	9:00 AM - 12:00 PM	NCH Auditorium
Wed. February 21, 2024	9:00 AM – 12:00 PM	NCH Auditorium
Tue. February 27, 2024	1:00 PM – 4:00 PM	NCH Auditorium

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

**Register IN ADVANCE** via email to Pam Ross ([pross@nch.org](mailto:pross@nch.org)) with the date you plan to attend

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