



## System Memo: # 429

Date: March 16, 2024  
To: All System members and NCH EMS students  
From: Matthew T. Jordan, MD, FACEP  
EMS System MD  
Connie J. Mattera, MS, RN, PM  
EMS Admin Director | PM Program Director  
RE: **Open positions on the System EMS Advisory Board**

### PURPOSE

The NWC EMS System Advisory Board exists to provide a forum for collaborative System leadership. Members provide informed, unbiased, and non-partisan input and recommendations to the EMS MD that are considered when making decisions regarding System operations. They create, support, and advocate for policies and position statements that meet or exceed Federal, State, Regional, and local requirements for inclusion in the System's program plan.

Board members also serve as the communities of interest (Advisory Committee) for the NCH Paramedic Program as required by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The Committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest and assesses program effectiveness, including the program's outcomes. Advisory Committee representatives are key to the overall program success and long-range planning.

### TIME COMMITMENT / MEETINGS

**Board appointments:** 2-year terms; may serve for two consecutive terms before rotating off for one year or may apply for a different position for which they may be qualified.

**Meetings:** Bi-monthly on the second Thursday of odd numbered months (Jan, March, etc.) from 9:00 am to 10:30 am at Northwest Community Hospital or virtually, unless special meetings are called.

### Current OPENINGS

- Associate Hospital Administrator alternate
- Associate Hospital EMS Physician alternate
- Officer Paramedic member
- Paramedic non-officer member
- Paramedic non-officer alternate
- ECRN Alternate
- Emergency Medical Dispatcher member
- Law enforcement alternate
- Public citizens (1 member and 1 alternate)

The **public member** has specific eligibility requirements specified by CoAEMSP: They cannot

- be currently or formerly employed as a provider in the profession or healthcare provider;
- be a member of any trade association or membership organization that is related to the practice;
- hold a status named in the Standards (e.g., a retired physician, retired employer);
- be employed by the sponsor of the educational program;
- be a relative of an individual who is employed by the sponsor of the educational program; or
- hold any position with a CAAHEP-accredited program.

### APPLICATION PROCESS

Complete the attached **Application** and forward it to [cmatttera@nch.org](mailto:cmatttera@nch.org).

All **standing System Committees** are asked to update their member and alternate positions and send their representative names, affiliations, and email contact information to Connie.

Current Board alternates may apply for one of the open member positions if they meet the criteria. In that case, an alternate position would open instead.

**Application due date: May 6, 2024**