



POLICY:	500.21 ASSOCIATE HOSPITAL EMERGENCY MEDICAL SERVICES COORDINATOR		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

I. PURPOSE:

To provide a liaison to the Resource Hospital and the Emergency Medical Services (EMS) System at the Associate Hospital level.

II. POLICY:

The Associate Emergency Medical Services Coordinator will be a licensed registered professional nurse or Paramedic in the State of Illinois employed by the Associate Hospital. This individual must demonstrate a high degree of competence in critical and emergency care.

III. RESPONSIBILITIES:

A. Administration

1. Act as liaison for the Associate Hospital to all EMS System participants.
2. Reports any suspicious criminal activity or medical/legal activities involving Morris Hospital EMS System Providers to Morris Hospital EMS System Coordinator and EMS Medical Director as soon as possible.
3. Implements and monitors a system to maintain and control replacement of supplies used by provider agencies.
4. Works closely with all pre-hospital providers who participate in the EMS System to meet their needs for Medical Control and evaluation.
5. Provides feedback and follow up on patients to the pre-hospital providers within the limits of patient confidentiality.
6. Provides feedback and follow up to pre-hospital providers regarding regulations and System guidelines.
7. Represents Associate Hospital at System meetings:
 - a. System Provider Coordinator
 - b. EMS Hospital Coordinator
 - c. System Chief/Chief Executive Officer
 - d. Associate Hospital
 - e. Special functions as needed
8. Assists in special projects as deemed appropriate.
 - a. Works closely with the EMS System Coordinator or designates in all areas of the Morris Hospital EMS System.

B. Quality Assurance

1. Assists in the evaluation of emergency medical services rendered to maintain the prescribed system standards for patient care as provided by their Associate Hospital staff.
2. Reviews and critiques ALS and BLS calls and refers to EMS Medical Director or EMS System Coordinator as needed and appropriate.

3. Assists in compilation of EMS System monthly data for evaluation of the EMS System and other reports as required by the Illinois Department of Public Health (annual report).

C. Education

1. Pre-hospital Provider
 - a. Assists in organization and instruction of primary and continuing education programs for EMS System participants.
 - b. Administers current month continuing education (CE) quizzes to assigned providers.
 - c. Maintains appropriate records and provides Resource Hospital with information as requested.
 - d. In conjunction with the Resource Hospital, arranges for back up coverage of these duties when necessary (e.g. illness, vacation).
 - e. Serves as preceptor at clinical sites for paramedics and Emergency Medical Technician (EMT) students.

D. ECRN

1. Assists in organization and instruction of continuing education programs for EMS System participants.
2. Assists Resource Hospital EMS department in conducting the Emergency Communications Registered Nurse course.
3. Oversees Emergency Communications Registered Nurse (ECRN) preceptorship and ambulance ride time.
4. Oversees the Associate Hospital's ECRN re-approval process, submits information and updates EMS System office as set forth by the Resource Hospital.
5. Administers current monthly CE quizzes.
6. Presents telemetry reviews for ECRNs on a periodic basis based on educational needs documented through CQI programs.
7. Maintains all ECRN files for emergency department personnel.
8. Sends updated ECRN personnel information to the Resource Hospital's ECRN Educator.
9. In conjunction with the Resource Hospital, arranges for backup coverage of these duties when necessary (e.g. illness, vacation).

Approval:

James Kirchner **Date**
Vice President of Professional Services

Kathleen Geiger MSN, RN **Date**
Manager of EMS & Emergency Management