



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: EMS COORDINATOR - AGENCY

SECTION: SYSTEM OPERATIONS

POLICY NUMBER: H-4

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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PURPOSE:

To define the roll of the Agency EMS Coordinator as it relates to Central DuPage Hospital Emergency Medical Services System (CDHEMSS) activities and operations.

POLICY:

Each licensed EMS Providers operating within the CDHEMSS shall have 1 EMS Coordinator assigned to act a liaison between the Agency and the CDHEMSS. The Agency EMS Coordinator shall meet the following requirements to act as a representative for the assigned agency:

1. Highest Level of Care: EMD
 - a. An EMD currently in good standing within CDHEMSS, with at least 2 years' experience in active call taking and dispatching.
2. Highest Level of Care: ECRN
 - a. An ECRN currently in good standing within CDHEMSS, with at least 2 years' experience as an ECRN with no current disciplinary actions against them.
3. Highest Level of Care: BLS N/T
 - a. An EMT or Paramedic currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the BLS or ALS level.
4. Highest Level of Care: BLS Transport
 - a. An EMT or Paramedic currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the BLS or ALS level.
5. Highest Level of Care: ALS N/T
 - a. A Paramedic or PHRN currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the ALS level on an ambulance or ALS N/T.
6. Highest Level of Care: ALS Transport
 - a. A Paramedic or PHRN currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the ALS level on an ambulance.
7. Highest Level of Care: Critical Care Tier I
 - a. A Paramedic or PHRN currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the ALS level on an ambulance.
8. Highest Level of Care: Critical Care Tier II
 - a. A Critical Care Paramedic or PHRN currently in good standing within CDHEMSS, with at least 2 years' experience providing care at the Critical Care Level.

9. Highest Level of Care: Critical Care Tier III
 - a. A Critical Care Paramedic or PHRN currently in good standing within CDHEMSS, with at least 2 years' experience providing care at a minimum of a Tier II Critical Care Level.

Roles of the Agency EMS Coordinator include, but are not limited to:

1. Attending CDHEMSS Coordinator and Chiefs meetings as available
2. Being a communication conduit between the CDHEMSS and the agency they represent
3. Monitoring QA statistics
4. Ensuring Equipment / Medication requirements are met
5. Submitting vehicles "System Modifications"
6. Submitting agency "System Modifications"
7. Submitting narcotic records
8. Coordinating case reviews with the agency and CDHEMSS
9. Submitting patient follow up requests
10. Submitting medication or procedure discrepancies
11. Maintaining required documentation of certifications
12. Maintaining records of current providers within the agency
13. Reports abnormal circumstances to the CDHEMSS
14. Scheduling CDHEMSS representation at IDPH initial ambulance inspections
15. Submitting special event request forms
16. Coordinating Continuing Education
17. Coordinating Paramedic Student / ECRN ride time (If agency allows)
18. Following up on documentation concerns / issue
19. Scheduling CDHEMSS Entry
20. Providing CE

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