

Code of Ethics

I. PURPOSE

The purpose of this policy is to establish a standard Code of Ethics for all EMS Providers within the HSHS St. Mary's EMS System.

II. DEFINITION – None.

III. POLICY

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.



~~HSHS St. Mary's~~ EMS System

To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

IV. RESOURCES - None

Vision Statement

The HSHS St. Mary's EMS System has been in existence for over 40 years. In those 40 years there have been many changes. But the basic idea has not changed; provide the best care possible with the best educated personnel. This System Manual will put some of those thoughts in form.

In order to understand the Philosophy of the HSHS St. Mary's EMS System, one must understand the core values of HSHS St. Mary's Hospital. The Core Values are as follows:

RESPECT Means the Franciscan respect for life from conception to natural death and the dignity of each individual person. Respect is a commitment to freeing and empowering each person to develop his or her full potential.

CARE Embodies the concern, compassion, and sensitivity with which we care for patients, clients and colleagues. Many times, it is thought of as a bedside behavior, but it also belongs in administrative offices, cafeterias and boardrooms.

COMPETENCE Means that our work is performed and our institutions are managed with the highest level of skill and ability. We are committed to recruiting and developing people who are competent in their work and whose values reflect our own. Our values are an integral part of our Strategic Plan, which provides the overall framework for our local activities.

JOY Is the manner in which our colleagues and all who join in our ministry seek to perform their work—the internal fulfillment of caring for others. It is an essential ingredient in bringing a sense of hope to those who suffer.

At HSHS St. Mary's, we consider providing oversight to the EMS System part of our ministry of healthcare by insuring Clinical Excellence, Education Access and Advocacy by aligning EMS agencies and providers.

HSHS St. Mary's Hospital Chief Executive Officer

HSHS St. Mary's EMS System Executive Director

HSHS St. Mary's EMS System Medical Director

HSHS St. Mary's EMS System Clinical Coordinator



~~HSHS St. Mary's~~ *EMS* System

ROLES AND RESPONSIBILITIES

Emergency Medical Services System

I. PURPOSE

The purpose of this policy is to provide an overview of the functions of the HSHS St. Mary's EMS System.

II. DEFINITION – None.

III. POLICY

The HSHS St. Mary's EMS System was created based on the guidelines of the Illinois Emergency Medical Services Systems Act and complies with all the administrative rules of the Illinois Department of Public Health (IDPH) Emergency Medical Services and Trauma Center Code.

The HSHS St. Mary's EMS System was created to:

- A. Develop and maintain a system of prehospital medical control to insure a high standard of prehospital care delivery to the citizens of the East Central Illinois EMS service area.
- B. Provide for a continuity of prehospital care at the Basic and Advanced Life Support levels for all emergency patients within the East Central Illinois EMS service area in conjunction with state, regional and local standards.
- C. Develop treatment protocols and care guidelines to be used in the HSHS St. Mary's EMS Medical Director's absence and certify that all involved personnel are knowledgeable in emergency care and capable of providing treatment and using communications.
- D. Develop lines of cooperative communication between prehospital and hospital providers to facilitate seamless provision of service in the East Central Illinois EMS System service area.
- E. Provide training at the Basic and Advanced Life Support levels of emergency care for the purpose of improving and standardizing the quality of prehospital care.
- F. Provide training for Emergency Department physicians and Emergency Communication Registered Nurses (ECRN) for the purpose of improving and standardizing the quality of prehospital care.

- G. Be responsible for the ongoing education of all East Central Illinois EMS personnel, including coordinating didactic and clinical experience. H. Be responsible for supervising all personnel participating within East Central Illinois EMS System as described in the System Program Plan.
- I. Be responsible for the total management of East Central Illinois EMS System, including enforcement of the System Program Plan by all East Central Illinois EMS System participants.
- J. Ensure that a copy of the IDPH application for renewal is provided to any EMS provider within the HSHS St. Mary's EMS System who has not been recommended for relicensure by the HSHS St. Mary's EMS System Medical Director.
- K. Monitor, evaluate, review and improve the quality of prehospital care, communication, and transportation at all levels within the HSHS St. Mary's EMS System.
- L. Ensure that all Prehospital Care Report forms (including electronic reporting) used by HSHS St. Mary's EMS System providers conform to IDPH standards.
- M. Assure standardization and modernization of all patient care equipment, drugs and communication equipment used within the HSHS St. Mary's EMS System.
- N. Create and maintain effective lines of communication between all levels of prehospital providers.
- O. Develop standardized policies for use by all levels of prehospital providers.

IV. REFERENCES – None.

EMS Resource Hospital

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the ~~HSHS St. Mary's~~ EMS System Resource Hospital.

II. DEFINITION – None.

III. POLICY

The Resource Hospital has the authority and the responsibility for the planning, development and ongoing operation of the EMS System. This is accomplished through the understanding and commitment of the Senior Leadership team to undertake whatever is necessary to make the ~~HSHS St. Mary's~~ EMS System succeed.

The Resource Hospital shall:

- A. Appoint an EMS Medical Director, Alternate EMS Medical Director, EMS Administrative Director, EMS System Coordinator and any additional educational and clerical personnel required. The Resource Hospital provides workspace and materials for these individuals.
- B. Support the development of education standards, treatment protocols, care guidelines, and operational policies for the ~~HSHS St. Mary's~~ EMS System.
- C. Educate or coordinate the education of EMS providers at all levels of licensure.
- D. Educate or coordinate the education of Emergency Communications Nurses.
- E. Provide the training space, materials, and clinical experience opportunities needed to properly educate EMS providers.
- F. Assure that relevant data is collected to measure the quality of care provided within the East Central Illinois EMS System, and provides whatever data is required to the Illinois Department of Public Health (IDPH). The Resource Hospital agrees to allow access to all East Central Illinois EMS System records, equipment, and vehicles to IDPH for purposes of inspection, investigation, or site survey.
- G. Agree to replace medical supplies and provide for equipment exchange for participating EMS agencies.



~~HSHS St. Mary's~~ *EMS* System

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.35)

Associate Hospital

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of Associate Hospitals within the ~~HSHS St. Mary's~~ EMS System.

II. DEFINITION – None.

III. POLICY

An "Associate Hospital" in the ~~HSHS St. Mary's~~ EMS System shall provide the same clinical and communications services as the Resource Hospital, but shall not have the primary responsibility for personnel training and System operations. It shall have a basic or comprehensive emergency department with 24-hour physician coverage and a functioning intensive care and/or cardiac care unit. Responsibilities of the Associate Hospital include:

- A. Provide prompt exchange for all drugs and all equipment with all pre-hospital care providers participating in the System or other EMS Systems whose ambulances transport to the hospital.
- B. Use the standard treatment orders as established by the EMS Resource Hospital;
- C. Follow the operational policies and protocols of the EMS System as reflected in the Department approved EMS System Program Plan;
- D. Participate in the ongoing training and continuing education of EMS personnel;
- E. Meet the Systems educational standards for ECRN's;
- F. Collect and provide relevant data as determined by the Resource Hospital & IDPH;
- G. Promptly make telemetry tapes, EMS run reports and other data collected to the Resource Hospital and IDPH upon request;
- H. Allow the Department prompt access to all records, equipment and vehicles relating to the System during any Department inspection, investigation or site survey;

- I. Identify the names of the Associate Hospital EMS MD and Associate Hospital EMS System Coordinator and their level of participation in the EMS System;
- J. Agree to the requirements set in Section 515.240 Bioterrorism Grants;
- K. Have two-way ambulance-to-hospital communications capability on a frequency determined and assigned by the Department;
- L. Have two-way hospital-to-hospital communications capability; and M. Comply with the Resource Hospital's communication plan.

IV. REFERENCES

- Illinois EMS Act
- 77Ill Adm. Code 515.330 (i)

Participating Hospital**I. PURPOSE**

The purpose of this policy is to outline the roles and responsibilities of Participating Hospitals within the ~~HSHS St. Mary's~~ EMS System.

II. DEFINITION – None.**III. POLICY**

Any hospital located within the geographic service area of ~~HSHS St. Mary's~~ EMS System may commit to being involved in the care and service of the prehospital patient population as a Participating Hospital by agreeing to the following:

- A. Provide documentation to substantiate its designated level of care (i.e. standby, basic or comprehensive emergency department).
- B. Promptly provide exchange for all drugs and all equipment with all pre-hospital care providers participating in the System or other EMS Systems whose ambulances transport to the hospital;
- C. Use the standard treatment orders as established by the EMS Resource Hospital;
- D. Follow the operational policies and protocols of the EMS System as reflected in the Department approved EMS System Program Plan;
- E. Participate in the ongoing training and continuing education of EMS personnel;
- F. Collect and provide relevant data as determined by the Resource Hospital & IDPH;
- G. Allow the Department prompt access to all records, equipment and vehicles relating to the System during any Department inspection, investigation or site survey;
- H. Agree to the requirements set in Section 515.240 Bioterrorism Grants.
- I. Have two-way ambulance-to-hospital communications capability on a frequency determined and assigned by the Department
- J. Have two-way hospital-to-hospital communications capability; and
- K. Comply with the Resource Hospital's communication plan.



~~HSHS St. Mary's~~ EMS System

IV. REFERENCES

Illinois EMS Act

-- 77Ill Adm. Code 515.330 (i)

EMS Medical Director

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the ~~HSHS St. Mary's~~ EMS System Medical Director.

II. DEFINITION – None.

III. POLICY

The EMS Medical Director is the physician, appointed by the Resource Hospital, who has the responsibility and authority for total management of the EMS System. The ~~HSHS St. Mary's~~ EMS System Medical Director defines the authorized treatments to be performed by all persons who routinely respond to prehospital emergencies and assures the competency of the performance of such acts.

The ~~HSHS St. Mary's~~ EMS System Medical Director must:

- A. Be a graduate of an approved, accredited medical school.
- B. Be licensed to practice medicine in all of its branches.
- C. Be licensed to practice medicine in the State of Illinois.
- D. Be certified by the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Medicine.
- E. Have completed an approved residency program in emergency medicine or have extensive critical or emergency care experience.
- F. Have completed, within six months of appointment, an IDPH-approved EMS Medical Director's course.
- G. Have experience on an EMS vehicle at the highest level available in the system or be willing to make provisions to gain experience in the vehicle.
- H. Be thoroughly knowledgeable of all skills included in the scope of practices of all levels of EMS personnel within the system.
- I. Have or make provision to gain experience instructing students at a level up to and including Paramedic and Prehospital RN.

The ~~HSHS St. Mary's~~ EMS System Medical Director will be responsible for:

- A. Development of standing treatment protocols to be used in the EMS System and ensure that they are being properly followed.
- B. Medical oversight for treatment protocols to be used in his/her absence by designated

physicians and nurses.

- C. Medical oversight for HSHS St. Mary's EMS System policies.
- D. Developing lists of medications and equipment to be carried on EMS vehicles of all levels.
- E. Being knowledgeable of the State of Illinois EMS Act and its rules and regulations, assuring that the HSHS St. Mary's EMS System conforms to these rules and regulations.
- F. Obtaining all necessary IDPH approvals (e.g. waivers, personnel changes, inspections, etc.) for the East Central Illinois EMS System and keeping a current record of all approvals.
- G. Developing, coordinating, supervising and participating in EMS education. The HSHS St. Mary's EMS System Medical Director takes part in both initial and continuing education. He or she participates in classroom didactic and clinical experiences in both the hospital and prehospital settings. The HSHS St. Mary's EMS System Medical Director is involved in education of all levels of EMS providers and Emergency Department physicians.
- H. Delegating responsibility for communicating to IDPH approval of the licensure and renewal of licensure of EMS personnel. The HSHS St. Mary's EMS System Medical Director also communicates to IDPH any disciplinary action taken which may include recommendation for the removal of EMS licensure.
- I. Supervising the quality of care provided by all HSHS St. Mary's EMS System personnel through the monitoring of emergency calls, tape recordings, and report forms
- J. Developing a performance improvement program made up of data collection, audits and feedback mechanisms in order to monitor the quality of care provided by all HSHS St. Mary's EMS System personnel.
- K. Developing and participating in public relations events representing the HSHS St. Mary's EMS System.
- L. Attending appropriate EMS committee meetings at the local, regional, state and national levels.
- M. Assuming responsibility of medical control for prehospital care provided by HSHS St. Mary's EMS System personnel.
- N. Designating a physician as an Alternate EMS Medical Director to supervise HSHS St. Mary's EMS System in his or her absence.

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.20)

Alternate EMS Medical Director

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the Alternate HSHS St. Mary's Illinois EMS System Medical Director.

II. DEFINITION – None.

III. POLICY

The Alternate HSHS St. Mary's EMS System Medical Director is the physician designated by the HSHS St. Mary's EMS System Medical Director who assumes responsibility for the management of the EMS system in the absence of the HSHS St. Mary's EMS System Medical Director. The Alternate HSHS St. Mary's EMS System Medical Director upholds the authorized treatments performed by all persons who routinely respond to prehospital emergencies and assures the competency of the performance of such acts.

The Alternate HSHS St. Mary's EMS System Medical Director must:

- A. Be a graduate of an approved, accredited medical school.
- B. Be licensed to practice medicine in all of its branches.
- C. Be licensed to practice medicine in the State of Illinois.
- D. Have completed an approved residency program in emergency medicine or have extensive critical or emergency care experience.
- E. Have experience on an EMS vehicle at the highest level available in the system or be willing to make provisions to gain experience in the vehicle.
- F. Be thoroughly knowledgeable of all skills included in the scope of practices of all levels of EMS personnel within the system.
- G. Have or make provision to gain experience instructing students at a level up to and including Paramedic and Prehospital RN.

The HSHS St. Mary's EMS System Medical Director will be responsible for:

- A. Enforcing the treatment protocols developed by the HSHS St. Mary's EMS System Medical Director.
- B. Enforcing the standard operating policies for the HSHS St. Mary's EMS System
- C. Being knowledgeable of the State of Illinois EMS Act and its rules and regulations, assuring that the HSHS St. Mary's EMS System conforms to these rules and regulations.

- D. Assisting with the development, coordination, supervision and participation in EMS education. The Alternate ~~HSHS St. Mary's~~ EMS System Medical Director takes part in both initial and continuing education. He or she participates in classroom didactic and clinical experiences in both the hospital and prehospital settings. The Alternate ~~HSHS St. Mary's~~ EMS Medical Director is involved in education of all levels of EMS provider and Emergency Department Physicians.
- E. Assisting with communicating to IDPH the approval of licensure and renewal of licensure of EMS personnel. The Alternate Medical Director also assists with communication to IDPH any disciplinary action taken which may include recommendation for the removal of EMS licensure.
- F. Assisting with the supervision of the quality of care provided by all ~~HSHS St. Mary's~~ EMS System personnel, through the monitoring of emergency calls, tape recordings, and report forms.
- G. Enforcing the performance improvement program made up of data collection, audits and feedback mechanisms in order to monitor the quality of care provided by all ~~HSHS St. Mary's~~ EMS System personnel.
- H. Assisting in the development and participation in public relations events representing the ~~HSHS St. Mary's~~ EMS System.
- I. Attending appropriate EMS committee meetings at the local, regional, state and national levels as delegated by the ~~HSHS St. Mary's~~ EMS System Medical Director.
- J. Assisting in the responsibility of medical control for prehospital care provided by ~~HSHS St. Mary's~~ EMS System personnel. EMS System conforms to these rules and regulations.

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.35)

Associate Hospital EMS Medical Director

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the Associate Hospital EMS Medical Director

II. DEFINITION – None.

III. POLICY

The Associate Hospital EMS Medical Director is the physician, designated by the Associate Hospital and approved by the ~~HSHS St. Mary's~~ EMS Medical Director, who is responsible for upholding the ~~HSHS St. Mary's~~ EMS System services and programs at the Associate Hospital.

The Associate Hospital EMS Medical Director must:

- A. Be a graduate of an approved, accredited medical school.
- B. Be licensed to practice medicine in all of its branches.
- C. Be licensed to practice medicine in the State of Illinois.
- D. Be certified by the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Medicine.
- E. Have completed an approved residency program in emergency medicine or have extensive critical or emergency care experience.
- F. Have experience on an EMS vehicle at the highest level available in the system or be willing to make provisions to gain experience in the vehicle.
- G. Be thoroughly knowledgeable of all skills included in the scope of practices of all levels of EMS personnel within the system.

The Associate Medical Director will be responsible for:

- A. Enforcing the treatment protocols developed by the ~~HSHS St. Mary's~~ EMS System Medical Director.
- B. Enforcing the standard operating policies for the ~~HSHS St. Mary's~~ EMS System.
- C. Ensuring that all ECRN's and Emergency Department Physicians at the Associate Hospital are knowledgeable on the ~~HSHS St. Mary's~~ EMS System protocols and policies.
- D. Being knowledgeable of the State of Illinois EMS Act and its rules and regulations.
- E. Assisting the ~~HSHS St. Mary's~~ EMS Medical Director and System Coordinator in Quality Assurance.



~~HSHS St. Mary's~~ *EMS* System

IV. REFERENCES

Illinois EMS Act - 77Ill Adm. Code 515.320

EMS Administrative Director

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the HSHS St. Mary's EMS System Administrative Director.

II.

DEFINITION – None.

III. POLICY

The HSHS St. Mary's EMS System Administrative Director is the administrator appointed by the Resource Hospital with the approval of the EMS Medical Director, who is responsible for the administration of the HSHS St. Mary's EMS System.

The HSHS St. Mary's EMS System Administrative Director must:

- A. Be knowledgeable in the State of Illinois EMS Act and its rules and regulations.
- B. Have a thorough understanding of the Resource Hospital organization and its purpose and function.
- C. Be aware of external influences upon the health care industry and the HSHS St. Mary's EMS System.
- D. Be knowledgeable regarding the communities encompassed within the HSHS St. Mary's EMS System region, their unique needs and concerns and potential barriers to the provision of quality prehospital care.
- E. Be familiar with the organization of the HSHS St. Mary's EMS System regarding its relationship with the communities it serves, to neighboring EMS systems, and to the state of Illinois.

The HSHS St. Mary's EMS System Administrative Director is responsible for:

- A. Coordination of hearings in cases of conflict as outlined in the Illinois EMS Systems Act. The HSHS St. Mary's EMS System Administrative Director ensures that these hearings are conducted in accordance with the EMS Systems Act Rules and Regulations.
- B. Assisting in the development and/or coordination of administration of the HSHS St. Mary's EMS System in collaboration with the EMS Medical Director and EMS System Coordinator. Administrative duties include:
 1. Preparation and presentation of the HSHS St. Mary's EMS System budget to the Resource Hospital Administration.

2. Coordination of working relationships and working agreements between the Resource Hospital, participating hospitals and ambulance services.
3. Assurance of legal compliance of the HSHS St. Mary's EMS System with the State of Illinois EMS Systems Act, its Rules and Regulations and all other applicable laws as mandated by IDPH.
4. Assurance that the facilities of the Resource Hospital are adequate to support the activities of the HSHS St. Mary's EMS System.
5. Interpretation and communication of OSF HealthCare policies, objectives, and operational procedures to the HSHS St. Mary's EMS System Medical Director and the HSHS St. Mary's EMS System Coordinator to insure that the HSHS St. Mary's EMS System is appropriately integrated into HSHS Healthcare.

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.35)

EMS System Coordinator

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the ~~HSHS St. Mary's~~ EMS System Coordinator.

II. DEFINITION – None.

III. POLICY

The EMS System Coordinator is the health care professional responsible for planning, coordinating, and organizing the ~~HSHS St. Mary's~~ EMS System services and programs. The EMS System Coordinator is an employee of the ~~HSHS St. Mary's~~ EMS System, and works collaboratively with the ~~HSHS St. Mary's~~ EMS System Medical Director, the ~~HSHS St. Mary's~~ EMS System Administrative Director and the prehospital agencies and providers associated with the ~~HSHS St. Mary's~~ EMS System to insure quality prehospital care for the citizens living in the ~~HSHS St. Mary's~~ EMS System region.

The EMS System Coordinator must:

- A. Be licensed to practice as a Registered Nurse or Paramedic in the State of Illinois.
- B. Have completed Advanced Cardiac Life Support, Pediatric Advanced Life Support (or
- C. Pediatric Emergencies for Prehospital Professionals), International Trauma Life Support (or Trauma Nurse Specialist or Trauma Nurse Core Course), and Basic Life Support at a provider and/or instructor level.
- D. Have experience in an EMS vehicle, or be willing to make provisions to gain experience on the vehicle.
- E. Be thoroughly knowledgeable about and able to demonstrate all EMS skills at all levels.
- F. Have a minimum of five years teaching experience.

The EMS System Coordinator is responsible for:

- A. Enforcing the ~~HSHS St. Mary's~~ EMS System treatment protocols as developed by the ~~HSHS St. Mary's~~ EMS System Medical Director.
- B. Enforcing standard operating policies for the ~~HSHS St. Mary's~~ EMS System.
- C. Periodically inspecting EMS vehicles within the ~~HSHS St. Mary's~~ EMS System at all levels, using equipment and drug checklists developed by the ~~HSHS St. Mary's~~ EMS System Medical Director.

- d. Being knowledgeable of the State of Illinois EMS Act and its Rules and Regulations, assuring that the ~~HSHS St. Mary's~~ EMS System conform to those Rules and Regulations.
- E. Acting as a liaison between the ~~HSHS St. Mary's~~ EMS System agencies and providers and the Illinois Department of Public Health (IDPH).
- F. Acting as a liaison between the East Central Illinois EMS System agencies and providers and the ~~HSHS St. Mary's~~ EMS System Medical Director.
- G. Recruiting new agencies to participate in the ~~HSHS St. Mary's~~ EMS System.
- H. Obtaining all necessary system approvals from IDPH, and keeping a current record of all current and pending system approvals.
- I. Assisting in developing, coordinating, supervising and participating in EMS education. The EMS System Coordinator takes part in both initial and continuing education. He/she participates in classroom didactic and clinical experiences in both the hospital and prehospital settings as needed. The EMS System Coordinator is involved in education of all levels of EMS provider and Emergency Department Physicians.
- J. Monitoring quality of care provided by all ~~HSHS St. Mary's~~ EMS System personnel through review of emergency calls, tape recordings, and report forms.
- K. Assisting ~~HSHS St. Mary's~~ EMS System Medical Director with communications to IDPH regarding disciplinary action taken towards EMS personnel and recommendation for removal of licensure.
- L. Implementing the performance improvement program, which includes data collection, audits and feedback mechanisms designed to monitor the quality of care provided by all ~~HSHS St. Mary's~~ EMS System personnel.
- M. Assisting in the development of and participation in public relations events representing the ~~HSHS St. Mary's~~ EMS System.
- N. Attending appropriate EMS committee meetings at the local, regional, state and national levels as delegated by the ~~HSHS St. Mary's~~ EMS System Medical Director.
- O. Collaborating with the ~~HSHS St. Mary's~~ EMS System Medical Director and EMS Administrative Director in creating a vision for future development of the ~~HSHS St. Mary's~~ EMS System.

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.35)

Associate Hospital EMS System Coordinator

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the ~~HSHS St. Mary's~~ EMS System Associate Hospital EMS Coordinator.

II. DEFINITION – None.

III. POLICY

The Associate Hospital EMS System Coordinator is the healthcare professional (RN or Paramedic), designated by the Associate Hospital and approved by the ~~HSHS St. Mary's~~ EMS Medical Director, who is responsible for upholding the ~~HSHS St. Mary's~~ EMS System services and programs at the Associate Hospital.

The Associate Hospital EMS System Coordinator must:

- A. Be a licensed to practice as a Registered Nurse or Paramedic in the State of Illinois.
- B. Have completed Advanced Cardiac Life Support, Pediatric Advanced Life Support or Pediatric Emergencies for Prehospital Professionals, International Trauma Life Support (or Trauma Nurse Specialist or Trauma Nurse Core Course) and Basic Life Support at a provider and/or instructor level.
- C. Have experience in an EMS vehicle, or be willing to make provisions to gain experience on the vehicle.
- D. Be thoroughly knowledgeable of all skills included in the scope of practices of all levels of EMS personnel within the system.

The Associate Hospital EMS System Coordinator is responsible for:

- A. Enforcing the treatment protocols developed by the ~~HSHS St. Mary's~~ EMS System Medical Director.
- B. Enforcing the standard operating policies for the ~~HSHS St. Mary's~~ EMS System.
- C. Ensuring that all ECRN's and ED staff at the Associate Hospital are knowledgeable on the ~~HSHS St. Mary's~~ EMS System protocols and policies.
- D. Being knowledgeable of the State of Illinois EMS Act and its Rules and Regulations.
- E. Assisting the ~~HSHS St. Mary's~~ EMS Medical Director and System Coordinator in Quality Assurance



~~HSHS St. Mary's~~ *EMS* System

IV. REFERENCES

- Illinois EMS Act
77Ill Adm. Code 515.320

EMS Educator

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of EMS Educators in the HSHS St. Mary's EMS System.

II. Definition – None.

III. POLICY

An EMS Educator is a healthcare professional responsible for providing initial and continuing educational offerings and programs for all levels of providers within the HSHS St. Mary's EMS System. An EMS Educator is an employee of the HSHS St. Mary's EMS System and works collaboratively with the EMS System Coordinator, the HSHS St. Mary's EMS System Lead EMS Educator and the prehospital agencies and providers associated with the HSHS St. Mary's EMS System to ensure that educational needs are met. It is preferred that an EMS Educator in the HSHS St. Mary's EMS System be licensed as a Lead Instructor in the state of Illinois.

An EMS Educator must:

- A. Be licensed to practice as a Registered Nurse or an Advanced Life Support EMS Provider in the State of Illinois.
- B. Have completed Advanced Cardiac Life Support, Pediatric Advanced Life Support (or Pediatric Emergencies for Prehospital Professionals), International Trauma Life Support (or Trauma Nurse Specialist or Trauma Nurse Core Course) and Basic Life Support at a provider and/or instructor level.
- C. Have experience in an EMS vehicle, or be willing to make provisions to gain experience on the vehicle.
- D. Be thoroughly knowledgeable about and able to demonstrate all EMS skills at all levels.
- E. Have a minimum of two years teaching experience.

An EMS Educator is responsible for:

- A. Assisting in developing programs based on the National EMS Education Standards.
- B. Enforcing treatment protocols as developed by the HSHS St. Mary's EMS System Medical Director in all education offerings.
- C. Enforcing standard operating policies for the HSHS St. Mary's EMS System in all education offerings.
- D. Working collaboratively with the EMS System Coordinator to periodically inspect EMS

- vehicles within the HSHS St. Mary's EMS System at all levels, using equipment and drug checklists developed by the HSHS St. Mary's EMS System Medical Director.
- E. Being knowledgeable of the State of Illinois EMS Act and its Rules and Regulations, assuring that the HSHS St. Mary's EMS System education programs conform to those Rules and Regulations.
 - F. Acting as a liaison between HSHS St. Mary's EMS System agency educators and the HSHS St. Mary's EMS System office.
 - G. Assisting in the development of an annual calendar of initial education offerings for levels of prehospital providers in the HSHS St. Mary's EMS System.
 - H. Assisting in the development of an annual calendar of continuing education offerings for all levels of prehospital providers in the HSHS St. Mary's EMS System.
 - I. Assisting in the development, coordination, and supervision of EMS education. The EMS Educator participates in teaching in both initial and continuing education. He/she participates in classroom didactic and clinical experiences in both the hospital and prehospital settings. The EMS Educator is involved in education of all levels of EMS provider and Emergency Department Physicians.
 - J. Assisting in the maintenance of records of all education offerings in the HSHS St. Mary's EMS System, and of participation in these offerings by HSHS St. Mary's EMS System personnel.
 - K. Assisting in the performance improvement program, which includes data collection, audits and feedback mechanisms designed to monitor the quality of care provided by all HSHS St. Mary's EMS System personnel, for the purpose of determining areas of need that can be addressed through education.
 - L. Assisting in the development of public relations events designed to promote the HSHS St. Mary's EMS System.
 - M. Attending appropriate EMS committee meetings at the local, regional, state and national levels as delegated by the EMS System Coordinator.
 - N. Collaborating with the HSHS St. Mary's EMS System Medical Director and EMS System Coordinator in creating a vision for future development of the HSHS St. Mary's EMS System regarding education needs.

IV. References--None

Lead EMS Instructor

I. PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the HSHS St. Mary's EMS System Lead Educator.

II. DEFINITION – None. III.

POLICY

The HSHS St. Mary's EMS System Lead Educator is the health care professional responsible for planning, coordinating, and organizing HSHS St. Mary's System educational offerings and programs. The HSHS St. Mary's EMS System Lead Educator is an employee of the HSHS St. Mary's EMS System, and works collaboratively with the HSHS St. Mary's EMS System Medical Director, the EMS System Coordinator and the prehospital agencies and providers associated with the HSHS St. Mary's EMS System to ensure that education needs are met.

The HSHS St. Mary's EMS System Lead Educator must:

- A. Be licensed to practice as a Registered Nurse or Paramedic in the State of Illinois.
- B. Be licensed as a Lead Instructor in the state of Illinois.
- C. Have completed Advanced Cardiac Life Support, Pediatric Advanced Life Support (or Pediatric Emergencies for Prehospital Professionals), International Trauma Life Support (or Trauma Nurse Specialist or Trauma Nurse Core Course) and Basic Life Support at a provider and/or instructor level.
- D. Have experience in an EMS vehicle, or be willing to make provisions to gain experience on the vehicle.
- E. Be thoroughly knowledgeable about and able to demonstrate all EMS skills at all levels.
- F. Have a minimum of five years teaching experience.

The HSHS St. Mary's EMS System Lead Educator is responsible for:

- A. Developing programs based on the National EMS Education Standards.
- B. Enforcing HSHS St. Mary's EMS System treatment protocols (as developed by the East Central Illinois EMS System Medical Director) in all education offerings.
- C. Enforcing HSHS St. Mary's EMS System standard operating policies in all education offerings.
- D. Being knowledgeable of the State of Illinois EMS Act and its Rules and Regulations and assuring that the HSHS St. Mary's EMS System education programs conform to those Rules and Regulations.

- E. Acting as a liaison between the East Central Illinois EMS System lead instructors and/or agency educators and the Illinois Department of Public Health (IDPH).
- F. Coordinating all educational offerings within the HSHS St. Mary's EMS System.
- G. Screening all requests for non-scheduled initial training sessions.
- H. Developing an annual calendar of initial education offerings for all levels of prehospital providers in the HSHS St. Mary's EMS System.
- I. Developing an annual calendar of continuing education offerings for all levels of prehospital providers in the HSHS St. Mary's EMS System.
- J. Developing a corps of reliable and talented instructors to facilitate education within the HSHS St. Mary's EMS System.
- K. Developing and coordinating a corps of reliable and talented preceptors to facilitate field clinical education within the HSHS St. Mary's EMS System.
- L. Obtaining all necessary approvals for education offering from IDPH and keeping an accurate record of all current and pending approvals.
- M. Developing, coordinating, supervising and participating in EMS education. The EMS Lead Educator takes part in both initial and continuing education. He/she participates in classroom didactic and clinical experiences in both the hospital and prehospital settings. The EMS Lead Educator is involved in education of all levels of EMS provider and Emergency Department Physicians.
- N. Maintaining records of all education offerings in the HSHS St. Mary's EMS System, and of participation in these offerings by HSHS St. Mary's EMS System personnel.
- O. Coordinating (under the direction of the HSHS St. Mary's EMS System Medical Director) communication to IDPH regarding approval of licensure and license renewal.
- P. Assisting with monitoring of quality of care provided by all HSHS St. Mary's EMS System personnel through review of emergency calls, tape recordings, and report forms.
- Q. Assisting in the performance improvement program, which includes data collection, audits and feedback mechanisms designed to monitor the quality of care provided by all HSHS St. Mary's EMS System personnel, for the purpose of determining areas of need that can be addressed through education.



HSHS St. Mary's EMS System

- R. Assisting in the development of public relations events designed to promote the HSHS St. Mary's EMS System.
- S. Attending appropriate EMS committee meetings at the local, regional, state and national levels as delegated by the HSHS St. Mary's EMS System Medical Director.
- T. Collaborating with the HSHS St. Mary's EMS System Medical Director and EMS System Coordinator in creating a vision for future development of the HSHS St. Mary's EMS System regarding education needs.

IV. REFERENCES – None.

Region 6 EMS Medical Directors Advisory Committee Advisory Committee

I. PURPOSE

The Regional EMS Advisory Committee is the committee within Region 6 created as directed by the Illinois Emergency Medical Services System Act, to advise the Regional EMS Medical Directors Committee. The Regional EMS Advisory Committee for Region 6 selects the region's representative to the State Emergency Medical Services Advisory Council.

II. DEFINITION – None.

III. POLICY

The ~~HSHS St. Mary's~~ EMS System shall actively participate on the Regional EMS Advisory Committee for Region 6 to assure effective representation of the system.

The Regional EMS Advisory Committee for Region 6 is made up of the following:

- A. Region 6 EMS Medical Directors Committee.
- B. Chair of the Regional Trauma Committee.
- C. EMS System Coordinators from each Resource Hospital within Region 6.
- D. One administrative representative from an associate hospital within the region.
- E. One administrative representative from a participating hospital within the region.
- F. One administrative representative from the vehicle service provider which responds to the highest number of calls for service within the region.
- G. One provider from each licensure level practicing within the region.
- H. One registered professional nurse currently practicing in an emergency department within the region.
- I. An administrative representative from two vehicle service providers (one must be a representative of a private vehicle service provider).
- J. IDPH Regional EMS Coordinator (serves as a non-voting member).

Every two years, the members of the Regional EMS Medical Directors Committee shall:

- A. Rotate serving as chair of the committee
- B. Select the following members of the Advisory Committee:
 - 1. Associate Hospital representative
 - 2. Participating Hospital representative
 - 3. Vehicle service providers which shall send representatives to the advisory committee



~~HSHS St. Mary's~~ EMS System

4. EMT/Prehospital RN
5. Nurse

IV. REFERENCES

Illinois EMS Act (210 ILCS 50/3.35)