PURPOSE
To define the responsibilities of the EMS Coordinator for a provider.

MISSION / VALUES RATIONALE
This policy is aligned with the Mission and Values for Amita Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED
N/A

PROCEDURE
I. Definition of EMS Coordinator
   A. The EMS Coordinator is an appointed position by each individual fire department or ambulance service in the Amita St. Mary’s EMS System.
   B. This appointment will be finalized by the Fire Chief/Ambulance Director of each department.

II. EMS Coordinator Responsibilities
   A. Maintenance of provider EMTs continuing education records for their respective departments.
   B. Maintenance of all current licenses and certifications
   C. Maintenance and submission of an updated EMS staff roster after all changes.
   D. Submission of EMS run sheets and data to the EMS office by the 10th of every month.
E. Making requests to the EMS office at Amita St. Mary’s Hospital for re-licensing of EMTs and system entries.

F. Making requests to the EMS office at Amita St. Mary’s Hospital for EMT class vouchers.

G. Attending all EMS Coordinator Meetings or delegating a representative to attend in their place.

H. Relaying information disbursed at the EMS Coordinator Meetings or any mailings/faxes to their department members, fire chief and trustees.

I. Communicating any department issues back to the EMS office.

J. Assisting with yearly ambulance inspections/self inspections.

K. Making sure that Standing Medical Orders and Policies are being followed.

L. Assisting Amita St. Mary’s EMS office with Quality Improvement issues.

M. Assisting Amita St. Mary’s EMS office with monthly Quality Improvement initiatives.

N. Working with EMTs of their respective departments when problems arise.

O. Submission of yearly continuing education to Amita St. Mary’s EMS Office no later than the October EMS Coordinators Meeting of the previous year.

P. Notifying Amita St. Mary’s EMS Office and following up on all EMS exposures that occur in their respective departments.

Q. Notifying Amita St. Mary’s EMS Office and following up on all unusual occurrences that occur in their respective departments.

R. Updating EMS staff on all SMO/Policy changes.

S. Making sure that Policy Manual is updated as changes occur.

T. Supply Amita St. Mary’s EMS Office with updated letters of commitment, radio licenses and mutual aid agreements as requested by the EMS Office.

U. Monitor EMS supplies and drug expiration dates to maintain state and system guidelines.

V. Coordinate any trials of equipment or processes and report back to the EMS office.
NOTE: Policies with original signatures are on file in Administration.

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