

**NORTH COAST EMS
PARTICIPATION AGREEMENT AND RESPONSIBILITIES
PREHOSPITAL CARE NURSE COORDINATOR**

I hereby agree to act as Prehospital Care Nurse Coordinator (PCNC) for _____ base hospital in accordance with the responsibilities described below.

1. Maintain North Coast EMS Mobile Intensive Care Nurse (MICN) authorization and registered nurse license.
2. Initial review of prehospital care.
3. Direct observation of care via ambulance observation ride along.
4. Review of tape recordings and Prehospital Care Reports (PCR's) following guidelines noted in Section 2100 of the North Coast EMS policies and procedures.
5. Participate in the Continuous Quality Improvement (CQI) process via evaluation of trended data to identify opportunities to improve care, including use of the Prehospital Care Reporting Database System (PCR-DS) to identify deficiencies and trends in patient care.
6. Counsel and develop educational offerings to meet needs identified for individual EMT's, MICN's and/or for the group and documentation of all remediations.
7. Maintain Continuing Education (CE) files and documentation as required for a North Coast EMS approved CE Provider.
8. Schedule and coordinate Field Care Audits (FCA's) and CE programs at least monthly.
9. Maintain files as appropriate for all EMT-II, EMT-P and MICN personnel for attendance at FCA's, ambulance ride-along observation, CE, monthly skills and incident reporting actions.
10. Provide scheduled opportunities for skills competency demonstration for EMT-II, EMT-P and other personnel, as needed.
11. Prompt notification to North Coast EMS of individuals in need of ongoing remediation or education outside the scope of the base hospital.
12. Act as liaison for draft or new North Coast EMS policies, procedures, or protocols and draft or new California state regulations and laws.
13. Review draft policies, procedures and protocols and provide feedback in a timely manner.
14. Maintain North Coast EMS Policy and Procedure Manual and treatment protocol Kardex.
15. Assist Emergency Department (ED) Director with development of base hospital policies, procedures, forms and systems.
16. Assist ED Director with assuring compliance with base hospital contract, including maintenance of a two-way telecommunication system and maintenance of the PCR-DS.
17. Assure prompt notification to North Coast EMS of problems related to contract compliance.
18. Orient new personnel to prehospital topics, including use of the PCR-DS.
19. Coordinate any incident reporting actions or remedial actions.

**PARTICIPATION AGREEMENT AND RESPONSIBILITIES
PREHOSPITAL CARE NURSE COORDINATOR**

(continued)

20. Liaison with EMT training programs.
21. Facilitate communication between MICN's, EMT's, ED physicians and North Coast EMS.
22. Represent base hospital at meetings, such as Emergency Medical Care Committee and Medical Advisory Committee.
23. Participate in EMS system planning and problem solving.
24. Participate in the annual hospital site visit.
25. The Prehospital Care Medical Director (PCMD) duties, are noted in North Coast EMS Policy #2109, many times overlap the PCNC duties, and that individual may be advisory to the PCNC.

RN/MICN Signature

Print Name

Date