

**CENTRAL CALIFORNIA**  
**EMERGENCY MEDICAL SERVICES**  
A Division of the Fresno County Department of Public Health

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 313
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References		Effective 01/01/82

I. POLICY

Fresno, Kings, Madera, and Tulare County Base Hospitals shall designate a Prehospital Liaison Nurse (PLN) who shall be responsible, in conjunction with the Base Hospital Medical Director, for planning, organization, implementation, supervision and evaluation of prehospital care operations of that Base Hospital (as described in Division 2.5 of the Health and Safety Code) and the assigned field units.

II. PROCEDURE

A. Management of Base Hospital Operations

1. Supervises and maintains operations of the Base Hospital as defined by:
  - a. California State statutes and regulations, Division 2.5 of the Health and Safety Code and rules, regulations, standards and guidelines promulgated thereunder.
  - b. Local EMS Policies and Procedures.
2. Maintains an operational field-hospital communication system reflecting the requirements set forth by the Federal Communications Commission and in conjunction with the local EMS Agency.
3. Work with the Medical Records Department to maintain a medically and legally proper system for documentation and storage of paramedic transmissions of field runs, all prehospital care reports (PCR), and Base Hospital MICN run forms in accordance with California State statutes and requirements set forth by the local EMS Agency.
4. Maintains a log of all prehospital or EMS calls.
5. Identify Base Hospital needs and develops plans for solutions.
6. Establishes and implements Base Hospital orientation for MICNs, Emergency Department Physicians and other appropriate personnel with assistance of a Base Hospital Medical Director.

Approved By EMS Division Manager	<b>Signatures on File at EMS Agency</b>	Revision  <b>03/01/2013</b>
EMS Medical Director	<b>Signatures on File at EMS Agency</b>	

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B. Plans and Implements Education Programs

1. Coordinates and provides regularly scheduled EMS meetings and tape critiques.
2. Obtains and prepares physician or specialty speakers for EMS Day conferences.
3. Writes and distributes announcements that reflect the education content of the monthly meetings.
4. Schedules and coordinates clinical experience for prehospital personnel in all applicable areas pertinent to prehospital care.
5. Keeps accurate attendance records of all education activities for EMS personnel. Attendance records to be sent to the local EMS Agency as required or upon request.

C. Maintains Intra and Inter Agency Communications

1. Maintains communication between Base Hospital Administration, Nursing, and Base Hospital Medical Director.
2. Coordinates communication between the Base Hospital and the local EMS Agency.
  - a. Keeps monthly statistics of Base activity and other statistics which may be needed for system planning.
  - b. Assists the local EMS Agency in policy and procedure development.
3. Serves as liaison between the following groups in order to facilitate communications and identify and resolve problems.
  - a. Base Hospital Physicians and MICNs.
  - b. Prehospital care provider agencies and individuals.
  - c. Trauma Nurse Coordinator and EMS personnel and operations.
  - d. Base Hospital and other Base Hospitals or Receiving Hospitals.
  - e. Base Hospital and the local EMS Agency.
  - f. Base Hospital and educational institutions.
  - g. Base Hospital and other organizations as needed.
4. Maintains communication with the Hospital Communications Department regarding Base Hospital radio equipment.
5. Maintains communication with the County Communications Division.
6. Distributes pertinent memoranda to Base Hospital personnel and maintains the EMS Policy and Procedure Manual up-to-date.

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7. Attends EMS meetings relating to quality improvement and prehospital care as necessary (ALS and BLS).
  - a. Attends and is a member of the EMSOC.
  - b. Attends and is a member of the EMCC (if applicable).
  - c. Attends Base Hospital Committee meetings.
  - d. Attends and is a member of the CQI (if applicable).
  
- D. Evaluates Field and Base Hospital Personnel
  1. Performs routine critiques and evaluations of prehospital care performance (MICN and Paramedic) through reviews of written records for completeness, accuracy and appropriate care including follow up of patient status.
    - a. May delegate a portion of these duties to a physician or MICN.
    - b. Reviews tapes with MICNs as part of required yearly continuing education.
  2. Gives appropriate feedback on performance to prehospital care personnel and to local EMS Agency which may include problem-solving, teaching, or completing the EMS incident form as needed.
  3. Participates as an examiner on oral boards or skills testing. Coordinates or supervises clinical preceptor evaluation for paramedics and paramedic challenges.
  4. Supervises and delegates new MICN orientation.
  5. Assists newly hired, qualified nurses in preparation for MICN challenge. Establishes, implements and evaluates MICN challenge candidate's radio skills performance.
  6. Reports findings of all evaluations to the Base Hospital Medical Director and the local EMS Agency and appropriate outside agencies.
  
- E. Assesses and Reports the Effectiveness of Prehospital Care
  1. Maintains, records and submits statistics related to the prehospital care program as requested by the hospital administration, local EMS Agency and the State EMS Authority.
  2. Identifies and reports prehospital care problems to the local EMS Agency utilizing the Continuous Quality Improvement (CQI) format set by EMS. Lists in the report steps taken to clarify or correct the situation such as meetings, teaching or problem-solving with involved individual.