

PURPOSE:

The purpose of this policy is to define the qualifications and responsibilities of paramedic preceptors and to establish a process for the authorization of paramedic preceptors in San Joaquin County.

AUTHORITY:

Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.; and California Code of Regulations, Title 22, Chapter 4, Sections 100150, 100153, and 100166.

POLICY:

Paramedic preceptors must have sufficient experience and training and must be authorized by the San Joaquin County EMS Agency (SJCEMSA).

PROCEDURE:

I. Paramedic Preceptor Qualifications:

- A. Work experience must have:
 - 1. History of having worked full-time providing patient care in San Joaquin County as an accredited paramedic for three (3) of the last previous five (5) years OR;
 - 2. History of having worked full-time providing patient care in San Joaquin County as an accredited paramedic for the previous two (2) years AND;
 - a) Possession of or performance of duties under any one (1) of the following:
 - i. One (1) year of experience teaching as an EMT Course Lab Instructor or six (6) months in a lead role;
 - ii. Current ACLS instructor certification;
 - iii. Current BLS CPR instructor certification AND current NAEMSE I certification.
- B. Paramedic licensure and accreditation are in good standing including but not limited to:
 - 1. No pending disciplinary actions or clinical care restrictions or remediation.
 - 2. No disciplinary actions or clinical care restrictions or remediation in the previous 24 months.

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- C. Employed by an approved San Joaquin County ALS emergency ambulance provider or ALS public safety provider.
- D. Meets the requirements of California Code of Regulations, Title 22, Chapter 4, Sections 100150, 100153, 100166, and SJCEMSA Policy No. 2570.

II. Initial Authorization:

- A. San Joaquin County accredited paramedics may apply to the San Joaquin County EMS Agency (SJCEMSA) for authorization to become a paramedic preceptor by:
 - 1. Submitting a complete Paramedic Preceptor application packet which includes a letter of recommendation from their ALS employer verifying the applicant is in good standing with that employer and the employer's intent to use the applicant as a paramedic preceptor; AND
 - 2. Successfully pass an EMS Medical Director interview.
- B. Paramedics approved by the EMS Medical Director interview must successfully complete the SJCEMSA Paramedic Preceptor training course, which includes passing with a score of 80% or higher a closed book examination of the SJCEMSA's policies and procedures.
- C. Paramedic preceptor authorization shall be issued for a four (4) year term and will expire the last day of the month four (4) years from when the authorization was issued.

III. Re-Authorization:

- A. Paramedics may reapply for paramedic preceptor authorization if they maintain the qualification requirements in Section I.
- B. Submit a Paramedic Preceptor application, when the application is open in the year their authorization expires, the application shall include:
 - 1. A letter of recommendation from their ALS employer verifying the applicant is in good standing with that employer and the employer's intent to use the applicant as a paramedic preceptor.
- C. They must successfully complete the SJCEMSA Paramedic Preceptor training course, which includes passing with a score of 80% or higher, a closed book examination of the SJCEMSA's policies and procedures.
- D. Paramedic preceptor authorization shall be issued for a four (4) year term and will expire the last day of the month 4 years from when the

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authorization was issued.

IV. Maintenance:

- A. Paramedic preceptor authorization shall be invalid if a lapse in paramedic accreditation occurs.
- B. Paramedic preceptors shall attend one Paramedic Preceptor conference each year of the authorization term. Failure to participate in Paramedic Preceptor conferences shall automatically revoke paramedic preceptor authorization.
- C. Paramedic preceptor authorization shall automatically be suspended if an investigation, which could lead to disciplinary action or clinical remediation, is undertaken, for any reason, against the license or accreditation of the paramedic preceptor by the employer, the SJCEMSA, or the EMS Authority. Following the conclusion of such an investigation the SJCEMSA may revoke or reinstate the paramedic preceptor's authorization.

V. Paramedic Preceptor Responsibilities:

- A. Paramedic preceptors shall be thoroughly knowledgeable of and adhere to all SJCEMSA policies and procedures with a special emphasis on field operations, clinical care, and preceptor/intern oversight and responsibilities.
- B. Paramedic preceptors are responsible for patient care including all care provided by their intern.
- C. Paramedic preceptors shall continuously monitor the care provided by their intern and shall ensure that patient care is not compromised by the acts, omissions, or presence of the intern in the field. The paramedic preceptor shall immediately intercede whenever the intern's performance may be harmful or detrimental to the patient.
- D. Paramedic preceptors shall report all incidents that result in patient harm or threatened patient safety to the paramedic training program, ALS service provider, and the SJCEMSA in accordance with SJCEMSA Policy No. 6101, Sentinel Event Reporting Requirements.
- E. Paramedic preceptors shall be present in the patient compartment of the ambulance anytime the paramedic intern is providing patient care during transport to a hospital.

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- F. Paramedic preceptors are responsible for the completion of all patient care records and must review and countersign all patient care records completed by the paramedic intern.
- G. Paramedic preceptors shall instruct their intern on how to properly document patient care and complete a patient care record.
- H. Paramedic preceptors shall ensure that all required patient care records, ALS service provider records, and paramedic training program records are completed and submitted prior to going off shift.
- I. Paramedic preceptors shall conduct daily evaluations of the paramedic intern assessing intern behavior and performance using cognitive, psychomotor, and affective domains.
- J. Paramedic preceptors shall conduct cumulative and final field evaluations of the paramedic intern.
- K. Paramedic preceptors shall rate interns for evaluation using established field criteria measuring interns against the standard of entry level paramedics.
- L. Paramedic preceptors shall identify appropriate intern progress and counsel an intern that is not progressing. Paramedic preceptors shall keep the training program and the employer's CQI Coordinator informed of the intern's progress.
- M. Paramedic preceptors shall instruct interns on the correct procedures for making base hospital contact, conducting a patient report via med-net, and requesting base hospital orders.
- N. All paramedic students accepted for field internships shall at a minimum meet the requirements of California Code of Regulations, Title 22, Chapter 4, Section 100152 and SJCEMSA Policy No. 2571, Paramedic Student Field Internship Authorization.

VI. Restrictions:

- A. Paramedic preceptors are restricted to overseeing the field internship of one (1) intern at a time. Paramedic preceptors shall not precept more than one (1) paramedic intern or EMT student during the same time period.
- B. No more than one (1) student of any level shall be assigned to a response vehicle at any one time.
- C. Paramedic interns, paramedic preceptors, and paramedic training programs are prohibited from making and retaining copies of patient care records and other confidential records (e.g. QI forms, ALS without base contact reports).

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- D. In order to prevent conflicts of interest, paramedic preceptors shall not accept payments or gratuities from interns or students.

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