

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

**AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.;

**DEFINITIONS:**

- A. "Paramedic Intern" or "Intern" means a paramedic student that has completed didactic and clinical portions of paramedic training and is eligible for and who is in the process of completing the field internship portion of paramedic training.
- B. "Paramedic Preceptor" or "Preceptor" means a licensed and accredited paramedic that is authorized to supervise and instruct paramedic students during their field internship.

**POLICY:**

I. Paramedic Preceptor Qualifications:

- A. History of having worked full-time providing patient care in San Joaquin County for the previous three (3) years.
- 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.
- 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 100149 and 100152, and EMS Policy No. 2570.

II. Authorization:

- A. San Joaquin County accredited paramedics may apply in July to the EMS Agency 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

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- preceptor; and
  - 2. Successfully passing a peer review oral board.
    - a. Applicants may appeal the findings of the peer review oral board to the EMS Agency Medical Director. The Medical Director's decision is final.
  - B. Paramedics approved by the peer review oral board must successfully complete the San Joaquin County EMS Agency Paramedic Preceptor Training course, which includes passing with a score of 80% or higher a closed book examination of the San Joaquin County EMS Agency's policies and procedures.
  - C. Preceptor authorization shall be issued for a four (4) year term and will expire October 31<sup>st</sup> of that term.
- III. Re-Authorization
- A. Paramedics may reapply for preceptor authorization by completing steps II. A. – B.
- IV. Maintenance
- A. Preceptor Authorization shall be invalid if a lapse in Paramedic Accreditation occurs.
  - B. Preceptors shall attend one preceptor conference each year of the authorization term. Failure to participate in preceptor conferences shall automatically revoke preceptor authorization.
  - C. 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 EMS Agency, or the EMS Authority. Following the conclusion of such an investigation the EMS Agency may revoke or reinstate the preceptor's authorization.
- V. Paramedic Preceptor Responsibilities:
- A. Preceptors shall be thoroughly knowledgeable of and adhere to all EMS Agency policies and procedures with a special emphasis on field operations, clinical care, and preceptor/intern oversight and responsibilities.
  - B. Preceptors are responsible for patient care including all care provided by their intern.

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- C. 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 preceptor shall immediately intercede whenever the intern's performance may be harmful or detrimental to the patient.
- D. Preceptors shall report all incidents that result in patient harm or threatened patient safety to the paramedic training program, ALS service provider, and the EMS Agency in accordance with EMS Policy No. 6101, Sentinel Event Reporting Requirements.
- E. Preceptors shall be present in the patient compartment of the ambulance anytime the paramedic intern is providing patient care during transport to a hospital.
- F. 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. Preceptors shall instruct their intern on how to properly document patient care and complete a patient care record.
- H. 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. Preceptors shall conduct daily evaluations of the paramedic intern assessing intern behavior and performance using cognitive, psychomotor, and affective domains.
- J. Preceptors shall conduct cumulative and final field evaluations of the paramedic intern.
- K. Preceptors shall rate interns for evaluation using established field criteria measuring interns against the standard of entry level paramedics.
- L. Preceptors shall identify appropriate intern progress and counsel an intern that is not progressing. Preceptors shall keep the training program and the employer's CQI Coordinator informed of the intern's progress.
- M. 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 San Joaquin County EMS Agency Policy No. 2571.

VI. Restrictions:

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- A. Paramedic preceptors are restricted to overseeing the field internship of one (1) intern at a time. 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.
- D. In order to prevent conflicts of interest preceptors shall not accept payments or gratuities from interns or students.

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