

**TITLE: Paramedic Field Internship ALS Provider Responsibilities EMS Policy No. 4301**

**PURPOSE:** The purpose of this policy is to specify the responsibilities of advanced life support (ALS) providers accepting paramedic students for field internships.

**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. ALS providers in San Joaquin County that accept paramedic students for field internships shall adhere to the requirements of this policy.
- II. ALS providers that accept paramedic students for field internships shall provide qualified field preceptor(s) to directly supervise, instruct, and evaluate each paramedic student accepted. All field preceptors shall at a minimum meet the requirements of California Code of Regulations, Title 22, Chapter 4, Sections 100149 and 100152, and EMS Policy No. 2570. 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.
- III. ALS providers that accept paramedic students for field internships shall have a written agreement with each student's approved paramedic training program prior to accepting a paramedic student for a field internship. The written agreement at a minimum shall include the following requirements:
  - A. Specify that the paramedic training program shall notify the ALS provider at least thirty (30) days before placement of an intern with a preceptor and shall provide the ALS provider with the scheduled dates for the start and completion of the field internship.
  - B. Specify that the paramedic training program shall notify the San Joaquin County EMS Agency at least thirty (30) days before placement of an intern with a preceptor and shall provide the EMS Agency with the scheduled dates for the start and completion of the field internship by submitting a Paramedic Field Internship Registration Form 4301A.

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- C. Specify that the paramedic training program shall notify the provider and the EMS Agency within ten (10) days of the end a field internship whether the field internship was successful or unsuccessful.
- D. Specify that paramedic interns shall perform their field internships at all times under the direct supervision of a San Joaquin County approved paramedic preceptor, who must be a current employee of the ALS provider.
- E. Specify that the paramedic training program shall require interns to complete the EMS Agency requirements for paramedic internship in accordance with EMS Policy No. 2571 Paramedic Student Field Internship prior to the start of their field internship.
- F. Address coverage for general liability insurance and malpractice insurance of paramedic students conducting field internships.
- G. Specify that paramedic students shall complete all requirements established by the employer prior to the start of the field internship including but not limited to completion of an application, waiver of liability, employee orientation, pre-internship physical, and vaccination verification.
- H. Specify that the paramedic training program shall notify the San Joaquin County EMS Agency of any of the following occurrences:
  - 1. Paramedic student fails the field internship;
  - 2. The paramedic student is assigned to a different preceptor;
  - 3. The preceptor evaluates the intern as failing to progress or recommends remedial education for the paramedic intern.
- I. Specify that the intern shall have in their possession at all times a paramedic intern authorization card issued by the San Joaquin County EMS Agency.
- J. Specify that paramedic interns shall complete all required patient care, ALS provider, and paramedic training program documentation before going off shift.
- K. Specify that the preceptor shall review and approve the patient care, ALS provider, and paramedic training program documentation before going off shift.
- L. Prohibit the paramedic intern, paramedic preceptor, and paramedic training program from making and retaining copies of patient care records or other medical records or restricted documents.
- M. Specify that the paramedic training program shall only be provided access to review patient care records completed by paramedic interns through the ALS provider's CQI process.
- N. Specify that paramedic students are prohibited from being assigned to a preceptor who may have a conflict of interest as identified by the preceptor, the intern, the school, the provider, or the EMS Agency.
- O. Specify that paramedic interns abide by the ALS provider dress code and

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- appearance standards.
  - P. Specify that paramedic interns wear an identification tag with their name and the phrase "Paramedic Student" or "Paramedic Intern" while performing their field internship.
  - Q. Prohibit the assignment/scheduling of more than one student of any training level to an ambulance or fire apparatus.
  - R. Prohibit the concurrent assignment of a paramedic intern to more than one (1) preceptor or to more than one (1) ALS provider.
  - S. Prohibit paramedic interns from fulfilling the minimum staffing requirements of an ambulance or fire apparatus.
  - T. Prohibit individuals from functioning as paramedic interns while on duty as emergency medical technicians.
  - U. Specify a conflict resolution process for issues that may arise between the preceptor and the paramedic intern.
  - V. Specify that the field internship shall consist of no less than 480 hours of training with a minimum of forty (40) advanced life support (ALS) patient contacts during the field internship.
  - W. Specify that no field internship shall exceed 720 hours without the expressed written consent of the EMS Agency.
  - X. Specify that paramedic interns shall not be accepted for field internships by ALS providers if more than ninety (90) days has transpired since the paramedic student's completion of the paramedic student's hospital clinical education unless granted a waiver by the San Joaquin County EMS Agency.
  - Y. Specify the method by which preceptors shall be compensated and prohibit paramedic students from making payments or offering gratuities to the paramedic preceptors.
- IV. ALS providers shall include the performance of paramedic interns and preceptors in their continuous quality improvement programs.
- V. The ALS provider shall require ambulances or fire apparatus with an assigned paramedic intern to adhere to the approved system status management plan or deployment plan. Under no circumstances shall an ambulance crew attempt to switch or self assign to an incident as a means to obtain patient contacts for a paramedic intern.
- VI. The ALS provider shall require that paramedic preceptors:
- A. Adhere to EMS Agency policies and procedures.
  - B. Directly observe the performance of all skills by the intern and be in a position to immediately assume control of the performance of a skill if needed.

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- C. Be present in the patient compartment of the ambulance anytime the paramedic intern is providing patient care during transport to a hospital.
  - D. Conduct a daily field evaluation of the intern, specifying that the preceptor shall review and approve the patient care, and documentation required by the ALS provider before going off shift.
  - E. Evaluate the intern using the established evaluation criteria.
  - F. Notify the intern of the advanced life support contact and other requirements needed for graduation.
  - G. Assess the intern's performance using cognitive, psychomotor, and affective domains.
  - H. Create a positive and supportive learning environment.
  - I. Measure an intern's performance against the standard of an entry level paramedic.
  - J. Provide counsel to a paramedic intern who is not progressing and keep the training program and the employer's CQI program informed of the intern's progress.
  - K. Instruct interns on the correct procedures for making base hospital contact, conducting a patient report via med-net, and requesting base hospitals orders.
- VII. ALS providers, paramedic training programs, paramedic preceptors, and paramedic interns shall comply with the requirements of this policy and the written agreement between the ALS provider and paramedic training program.

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