



Riddle EMS EMS Prehospital Internship Preceptor Training Guide

Purpose of Internship

The practicum provides educational experiences to assist students in developing the EMT / Paramedic roles beyond what is possible during traditional clinical experiences. The experience provides the student opportunity to:

1. Translate theory into practice through a collaborative relationship with an experienced paramedic.
2. Develop effective clinical judgment based on interactions with a professional who demonstrates successful EMS practice.
3. Increase competence and confidence under the guidance of an experienced paramedic.
4. Benefit from the relationship between EMS education and EMS practice.
5. Attain skills necessary to begin competent, safe, and ethical practice as an EMT / Paramedic graduate.

Definitions

- **Internship** – a selected experience in which a designated professional paramedic collaborates with faculty to supervise, teach and evaluate student performance; may also be referred to as “preceptorship”
- **Preceptor** – a qualified paramedic employed by a health care agency who agrees to collaborate with faculty to supervise, teach, and evaluate student performance in a selected practicum experience.
- **Preceptee** – An EMT/paramedic student assigned to participate in a practicum experience in order to fulfill the clinical requirements for a designated EMT course.
- **Faculty Liaison** – A designated EMT faculty member who establishes and maintains the connection between the entities involved in the preceptor agreement.

School Faculty Liaison

Name: _____
Address: _____

Office: () _____-_____
Cell: () _____-_____
Fax: () _____-_____
E-Mail: _____@_____.

Riddle EMS Agency Liaison

Name: _____
1068 W. Baltimore Pike
Media, PA 19063
Office: () _____-_____
Cell: () _____-_____
Fax: () _____-_____
E-Mail: _____@_____.

School Faculty Liaison Responsibilities

Your designated faculty liaison is expected to:

1. Accept responsibility for the overall coordination of the practicum experience.
2. Establish and maintain communication with the preceptor, student, and agency staff to support and facilitate fulfillment of preceptor experience.
3. Provide students with the requirements for the practicum experience.

4. Provide meaningful feedback to both preceptors and students to promote professional growth; schedule meeting as needed to enhance this process.
5. Assume responsibility for the evaluation process of the student's practicum by integrating verbal and written preceptor feedback into overall evaluation for this clinical component.
6. Meet with the student, at least once during practicum to discuss progress in meeting objectives for the practicum and review final grade at the end of internship.

Situations in which the faculty liaison must be contacted:

1. Patient Safety / Professional Issues
 - a. Inappropriate behavior (ex: places client or agency at risk)
 - b. Repeated absences, tardiness & illness
 - c. Inadequate preparation for clinical day.
2. Concerns related to student progress
 - a. No follow-through on suggestions made by preceptor.
 - b. Difficulty transferring knowledge from one situation to another.
 - c. Consistently unable to complete work in established time frame.
3. Injury / Accidents / Illness on Site
4. Support and Feedback
 - a. For guidance or suggestion in directing student learning.
 - b. To inform regarding outstanding or substandard student events.

Preceptor Qualifications & Responsibilities

To serve as a preceptor, you must possess the following qualifications:

1. A current certification to practice as a paramedic in Pennsylvania.
2. Be designated by your agency as a preceptor.
3. An ability to supervise, teach and evaluate students.
4. A positive attitude towards the practicum experience, students and faculty participation.
5. The ability to model specific EMS roles: provider of care, manager of care, and member of EMS discipline.
6. Responsibility for the care of an assigned group of patients and authority for delegation and supervision.
7. Complete this online preceptor orientation.

By assuming the role of preceptor you agree to:

1. Review this document, and clarify any unclear areas with liaison, prior to beginning the practicum experience.
2. Act as a role model / mentor for the student.
3. Work on a one-on-one basis with the student.
4. Assist the student to think critically in making clinical judgments by applying new and previously learned theory and skills, and by integrating research findings into EMT practice.
5. Discuss mutual expectation between you and the student.
6. Act as a facilitator by assisting the student to meet clinical objectives and choose goals relevant and feasible to unit assigned.
7. Facilitate student's access to appropriate resources.
8. Foster an environment that boosts student competence and increases confidence in assuming responsibility and accountability for practice.
9. Maintain a record of student assignments and achievements throughout the practicum to aid in accurate evaluation of student behaviors and performance (documents provided to you by the student).
10. Collaborate with the faculty liaison, as needed, for issues or concerns about the practicum; report concerns of unsafe practice immediately to the faculty liaison.
11. Evaluate the student's performance upon completion of the practicum.

12. Submit completed evaluation form in the manner designated by your EMS agency, these may include faxing the report, mailing the report, or having the reports picked up by a member of the faculty.

Note: Students may not complete the course without submission of the preceptor evaluation form. The preceptor evaluation is used to determine the student's Satisfactory or Unsatisfactory grade but is not the sole method for determining the student's course grade.

Student Objectives / Responsibilities

As a requirement for satisfactory completion during the preceptorship the student agrees to:

1. Assume responsibility for understanding the requirements of the practicum experience and fulfilling the clinical objectives.
2. Negotiate a schedule based on preceptor availability to fulfill total hours required for the practicum.
3. Maintain open communication with the preceptor and faculty liaison to promote achievement of clinical objectives.
4. Maintain a clinical journal by entering all information into the approved skill tracking document in a timely manner.
5. Be professional, responsible, and respectful.
6. Recognize limitations and seek assistance appropriately.
7. Work interdependently within a multidisciplinary setting.
8. Seek and participate in opportunities to acquire psychomotor skills appropriate.
9. Be accountable for own actions / decisions.
10. Assume responsibility for knowing and adhering to the student policies as well as clinical site and internship site related student policies.
11. Maintain a professional appearance while in the role of the student.
12. Attend all scheduled preceptor hours as agreed upon
 - a. If unable to attend a scheduled practicum, the student is expected to notify the preceptor and faculty liaison in a timely manner.
 - b. Excessive absences or tardiness will be reported to the faculty liaison by the preceptor.
13. Participate in the evaluation of the practicum experience as a whole.

Initial Contact on the First Day

On the first day, the student will likely be overwhelmed with many emotions and expectations regarding the precepted experience. As the preceptor, you will need to assist the student to focus on the priorities of the day which include administrative tasks, orientation to the unit and then as time allows, observation and participation in patient care routines. By explaining the importance of the initial steps and ensuring the student there will be adequate time for the hands-on clinical skills attainment, the student will likely become more comfortable in his / her surroundings and the overall experience will be more productive and meaningful.

Each individual agency has selected preceptors based on experience and availability. It is the student's responsibility to report to his or her assigned station, upon reporting the following should occur:

The following information should be provided by the preceptor with the initial contact:

1. Your name.
2. A brief orientation to the station to include areas that the student may and may not enter.
3. Your expectations of them related to station duties, meals and any special information they need to know.
4. Review with student the dispatch procedures, and special events of the day or information that may be required by Riddle EMS.

The following information should be provided by the student with the initial contact:

1. Brief information about self (ex: any related healthcare experience, current employment, etc.)
2. Goals for preceptorship experience (ex: specific clinical skill attainment, time management and organization improvement, etc.)
3. Any areas of self-identified weakness that you may be able to assist them with.

Administrative Tasks

1. Review and sign any paperwork needed by Riddle EMS for the ride along. There is a contract in place related to liability requirements.
2. Ensure that the student is carrying their PA EMT card as per PA EMS regulations.

Orientation to Unit / Faculty:

1. Ensure student has appropriate identification –Required “Student” ID badge.
2. Identify the location of any areas that are off limits to the student.
3. Provide an orientation to the unit as necessary.
4. Introduce student to EMS / Fire team members in your area and key individuals that he or she may come in contact with.
5. Provide overview of the expectations of precepted experience (what activities the student will be involved in and what they cannot be involved in – such as firefighting activities or other situations of safety concerns.
6. Discuss documentation protocols (ex: charting methods, narrative, etc.)

Additional Suggestions

1. Develop a timeline with specific goals / accomplishments for each day of the experience.
2. Discuss any special interests of the student and attempt to integrate into the overall plan for precepted experience.
3. Share personal strategies from your own EMT experience to assist the student in organization, time management, and prioritization.
 - a. Share any worksheets you use for keeping up with patient care interventions / activities.

Establish a Daily Routine

Establishing a daily routine will aid the student in formulation of his / her own future practice preferences.

Some pertinent things to remember as you go along:

1. Students may take more time to complete tasks than experienced paramedics.
2. Students are responsible for care delivered to patients.
 - a. Encourage early independence within area of competence.
 - b. Full role responsibility should be integrated as the student progresses toward the end of the experience (updating physician of patient status, identifying concerns and reporting these to the physician.)
 - c. Hold the student accountable for follow through of assigned patient care routines.
3. Challenge the student to think critically about the whole picture (ex: ask the student to analyze the connection between an abnormal sign / symptom and a change in the patient’s condition.)
4. Encourage the student to develop his/her own style by observing a variety of EMS team members in areas of interdisciplinary communications, patient care interventions, documentation, basic unit responsibilities, etc.
5. Be comfortable in your authority to redirect student learning based on your observation of the student’s abilities and document them on the “Paramedic Internship Report”.
6. Be consistent in providing both positive and constructive feedback as close to the event as possible (if possible take a time-out to talk about what occurred for both negative and positive instances).

Legal Guidelines for Students in Preceptor Experiences

These guidelines are intended to address issues of responsibility and accountability for all students involved in precepted experiences through the Paramedic program.

Students are required to:

1. Adhere to the Student Code of conduct for their school
2. Adhere to the Code of Conduct for Main Line Health.
3. Adhere to Laws governing EMT's in Pennsylvania
 - a. Scope and Standard of Practice
 - b. Code of Ethics for Paramedics

Any breach of policy or standards during a precepted student experience should be handled according to Main Line Health policies. The faculty liaison should be contacted immediately for further guidance regarding college procedures.

In the precepted role, a student may perform:

1. Skills (interventions and procedures) a staff paramedic would ordinarily perform in the routine care of patients.
2. Skills for which he/she has received theoretical instruction.

To ensure safe practice, you may be required to dis-allow a student from performing a particular skill but encourage the student to observe as a learning opportunity. This will be at your discretion as the preceptor.

Adult Learning Styles

Most adult learners develop a preference for learning that is based on childhood learning patterns. Some characteristics of the adult learner include:

1. Goal / relevancy oriented
2. Intrinsically motivated
3. Life experienced bring vast knowledge
4. Practical and problem solvers
5. Have accumulated life experiences

Adults have a range of different motivations including:

1. Personal development
2. Professional advancement
3. To meet employment expectations
4. Make or maintain social relationships
5. Develop skills which will benefit the local community
6. Financial

There are many keys to helping adults learning become successful including:

1. Staying motivated
2. Appropriate level of concern
3. Course work should be challenging
4. Positive and negative reinforcement
5. Transfer classroom knowledge to practical knowledge and skills.

Barriers for Adult Learners

1. Fear of failure
2. Work / Family obligations
3. Fear of being made to look foolish
4. Childcare issues
5. Lack of motivation / poor attitude

Every person has an optimum way of learning new material through one or all of three modalities:

1. Visual

2. Auditory
3. Kinesthetic (Hands on)

Preceptor Evaluation Tools

The paramedic program uses two primary forms to grade the progress and conduct of the students.

1. Daily Field Internship Evaluation Form / Student Evaluation
 - a. Allows the program director a method to monitor the student's attendance and professional behavior.
 - b. Allows for general overall affective aptitude evaluation.
 - c. Allows for feedbacks and a review tool for the students
 - d. Helps to satisfy accreditation requirements.

2. Paramedic Internship Patient Care Report
 - a. Helps to provide the student with the best possible constructive criticism for each patient they encounter and each skill they perform
 - b. Helps to provide the needed information that the student must place to track skills.

Both of these forms will be turned in by the student within 96 hours of completing the field internship.

Please take the time to honestly evaluate the student in the areas indicated. If you "pencil whip" this form it is useless. Please make all comments legible. Please make sure to address the affective domain – how they interacted with the patients, hospital staff, allied health personnel, etc.

Requirements for Successful Completion

During the field internship students are required to ride a minimum number of hours, set by their school, as a third person on an ALS ambulance. Students are responsible for arranging their own internship rotations.

Preceptor Name

Signature

Date

Student Name

Signature

Date