

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Training- Preceptor Program</i>	SOG #200-003
	Approved: Chief Christopher J. Reynolds	Initiated: September 2023 Revised: N/A

Description: This guideline will provide information about precepting at LPEMS and the expectations of the LPEMS membership and students working on their achievements at LPEMS.

Definitions:

- **Preceptor-** A qualified member of LPEMS that is of the Corpsman Status and is designated by the FTO and confirmed by the Chief who agrees to collaborate with the organization to supervise, teach, and evaluate student performance during emergency calls.
- **Preceptee-** A student of an accredited EMR, EMT, or Paramedic program who is assigned to participate in observations and participate in clinical practical for experience.
- **Field Training Officer (FTO)** – The designated organizational contact for EMR, EMT, and Paramedic programs wishing to assign students to LPEMS.

Purpose: The preceptor practicum (program) provides educational experiences to assist students in developing the EMR / EMT / Paramedic roles beyond what is possible during traditional clinical experiences. Through this program students will be able to translate theory and practical into firsthand experience.

Procedure: Lower Providence EMS has partnership with numerous agencies and training centers in the region. LPEMS will only accept students from organizations which have a signed and current agreement with LPEMS. Each agency will contact LPEMS via the LPEMS FTO and will have a School Faculty Liaison contact registered with the LPEMS FTO.

Approved Agencies

1. Montgomery County Public Safety Training Institute
2. Freedom Valley Training Institute.
3. Good Fellowship Training Institute

Preceptor Qualifications- To be an LPEMS Preceptor a member must possess the following qualifications:

1. Possess a Current EMT or Paramedic Certifications
2. Be designated as a Corpsman in compliance with SOG Section(s) 101.
3. Be designated by the LPEMS FTO and Approved by Chief as LPEMS Preceptor.
4. Possess an ability to supervise, teach, and evaluate.
5. Possess a positive attitude towards educating and assisting preceptee's.
6. Ability to, in a timely manner, complete student evaluations.
7. Ability to act as a role model/mentor
8. Ability to work on a one-on-one basis with preceptee's
9. Ability to foster an environment that boosts student competence and increases confidence in assuming responsibility and accountability for practice.

School Faculty Liaison Responsibility

10. Establishes and maintains communication with the LPEMS FTO, Preceptee, and if needed Preceptor to support and facilitate the completion of Preceptee exercises.
11. Provide meaningful feedback to FTO, preceptors and Preceptee to promote professional growth; schedule meeting as needed to enhance this process.

Situations to contact Faculty Liaison

1. Patient Safety/Professional Issues
 - a. Inappropriate behavior
 - b. Repeated absences, tardiness, and illness
 - c. Inadequate preparation for clinical day.
2. Concerns related to Preceptee progress
 - a. No follow-through on suggestions made by preceptor
 - b. Difficulty transferring knowledge from one situation to another
 - c. Consistently unable to complete PCRs in established time frame.
3. Injury/Illness/Accidents involving Preceptee.
4. Support and Feedback
 - a. For guidance or suggestions in directing preceptee learning
 - b. To inform regarding outstanding or substandard preceptee events.

Student/Preceptee Objectives / Responsibilities- As a requirement for satisfactory completion during the preceptorship the student/Preceptee 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/FTO 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.