

## Northwest Community Healthcare (NCH) Paramedic Program

# POOLED PRECEPTOR PROGRAM 2017-2018

Approved by Provider EMS Coordinators:

Feb. 25, 2010

Approved by Chiefs/administrators:

March 19, 2010; implemented 4/10; amended 2017

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## Background

Students who are educated through the Northwest Community Healthcare (NCH) Paramedic Program graduate at a level of academic and performance excellence that makes them the best possible candidates for employment in the Northwest Community EMS System (NWC EMSS).

It is therefore to the System's advantage, to facilitate education of non-affiliated paramedic students by hosting them during EMS 215 (Field Internship) to ensure a perpetual pool of optimal candidates for employment.

**Origin of the process:** The NWC EMSS Chiefs/Administrators voted unanimously to support a standardized paramedic candidate/agency matching process to be implemented for the 2010-2011 academic year and charged the Resource Hospital and Provider EMS Coordinators with drafting a policy. After approval of the core process elements, this approach has been highly successful in matching students with agencies.

This document sets forth the mechanism for matching students enrolling in the NCH Paramedic Program with NWC EMSS Agencies willing to provide a field internship opportunity for unaffiliated students during their paramedic education.

## Assumptions

- Participation in the pooled preceptor program by EMS Provider agencies is purely voluntary.
- Students are not guaranteed an internship match if they fail to meet specified criteria.
- All students must have individual health insurance coverage.
- All students shall have professional liability coverage from the Program.
- All students must meet the health requirements specified by Harper College and agreed to by the hospitals providing clinical opportunities.
- All students must meet the physical requirements set forth in the student policy manual.

## How to participate in the pooled preceptor program

EMS agencies willing to host unaffiliated paramedic students shall complete the POOLED PRECEPTOR FORM and return it to the NWC EMSS Office. It is understood that an agreement to host an individual student is dependent on agency approval. See below.

## Prospective student status options

- **Employees/agents** of NWC EMSS Provider Agencies assigned to NWC EMSS vehicles who pass the pre-entrance exam shall be affirmed by an administrative representative of the agency on the paramedic application filed with Harper College. Determination of "agent" status shall be the prerogative of the Chief/EMS CEO of the agency. These students are automatically matched with that service for the field internship.
- **First tier match:** Prospective students who pass the pre-entrance exam on the first attempt and are not employees/agents of an NWC EMSS Provider Agency but who have a family, community service, or other affiliation with the Agency and desire to be matched with a specific agency. The student shall indicate their desire to be matched with that service on their paramedic application filed with Harper College.
- **Second tier match:** Prospective students with NO affiliation or agent status with a NWC EMSS Provider Agency: The student shall indicate a need to be matched with a provider agency on their paramedic application filed with Harper College.

## Matching process and student acceptance

Representatives of Harper College shall meet with the NCH Paramedic Program Director to select eligible incoming paramedic class candidates in June.

- **Employees/agents** of NWC EMSS Provider Agencies assigned to NWC EMSS vehicles who pass the placement exam and have completed files with Harper College are automatically accepted. They will receive acceptance letters from Harper College as soon as the class is selected.
- **First tier matches** who pass the placement exam on the first attempt and have completed files with Harper College are automatically accepted. They will receive acceptance letters from Harper College as soon as the class is selected.
- **Second tier matches** who pass the placement exam and have completed files with Harper College shall be accepted in rank order based on their first attempt placement exam scores to fill the openings available for that year with the understanding that a match may not be possible. They will be assigned to an agency based on student request, geographic proximity to the provider agency, possible eligibility based on known dress codes, body art criteria, etc., and open positions as determined by the NCH Paramedic Program Director.

Nothing in this policy will limit an EMS Agency from setting forth their own internal terms and policies regarding paramedic interns riding with their agency. Therefore, Provider EMS Coordinators (PEMSCs) or their designee shall conduct interviews with each prospective student addressing a standard set of criteria agreed to in advance by System Chiefs/EMS CEOs:

- Requirements for dress, hair, body art, and body jewelry
- Agency-specific requirements for criminal background checks
- Requirements for behavior while a guest at the Agency
- Expectations for student performance through each phase of the internship
- Agency policies relative to matching unaffiliated students with possible preceptors and the rationale for acceptance or denial.

PEMSCs have until July 15<sup>th</sup> to complete their interviews and review of the possible matches and to notify the NWC EMSS office of their acceptance or denial.

- If a student is accepted; agencies and NCH shall sign a **Field Training Services Agreement** which is intended to serve as a hold-harmless agreement for the agency accepting unaffiliated students.
- Preceptors shall be approved per System Policy P1 Preceptor: Paramedic/Prehospital RN/ECRN
- Students shall sign a Memorandum of Understanding with the Agency and be accountable for meeting all policies and procedures specified for the Field Internship.

## Processing approvals/denials

- If the match is accepted, the NWC EMSS Office will inform Harper College to complete the student's file.
- If a match is denied, the NWC EMSS Office, may approach a second EMS agency, inform them of the first denial and request a second interview.
- If denied without alternative placement, the applicant will be informed of the denial as soon as possible so they can make application to another paramedic program.

## Reimbursement for preceptor services

A fee of \$1,500 shall be assessed to each student by Harper College as part of their EMS 215 tuition and fees to compensate EMS Agencies for providing preceptor oversight during the field internship. It is the position of Harper College that the same fees must be assessed to all students regardless of employee status to avoid any possibility of discrimination. Harper College will pass through the entire fee to NCH when providing the hospital with the reimbursement for EMS 215. The System has agreed with the EMS agencies to offer three options for the disbursement of the fee:

- Cut a check directly to the preceptor.
- Cut a check for \$1500, payable to the Provider EMS Agency for use at their discretion.
- Hold the funds in escrow for the Agency to offset future EMS System billing (In-station costs, Image Trend fees).

In exchange for this stipend, the agency guarantees a minimum of 385 hours and/or 3 months of internship supervision during the time assigned by the EMS program for EMS 215 (field internship) unless the internship is terminated for cause (see below). **The 2017-18 Field Internship will start the first week in March 2018 and continue to the 3<sup>rd</sup> week in May unless mutually extended for no longer than 45 days** (see below). This fee also includes the preceptor's participation in two "phase" meetings with the hospital EMSC/Educator assigned to that student.

### Termination of internship privileges

The student must continue to meet the requirements of the NCH Paramedic Program and hosting agency throughout the internship. Failure to meet the cognitive, psychomotor, and/or affective objectives of the program or to demonstrate progress in meeting corrective action plans may result in a withdrawal of field sponsorship and preceptor availability. This shall subject the student to disciplinary action specified in the Student Handbook and may result in dismissal from the program at any time during the internship with a forfeiture of the fee.

A determination to withdraw riding privileges will be the sole decision of the agency Fire Chief/EMS CEO after consultation with the Resource hospital EMS Administrative Director and EMS MD.

### Extension of field internship

If the initial 385 hours and/or 3 months have been reached and the intern has not successfully completed the program, an extension may be requested if agreed upon by the sponsoring Agency representative, the hospital EMSC/Educator, and the Paramedic Program Director. If approved, an extension will be provided in 80 hour/2 week increments for an additional fee of \$250 for each extension. This fee may be waived at the Agency's discretion.

The internship may only be extended for 45 days past the date of the end of the Harper Spring Semester unless extenuating circumstances exist and a further extension is approved by the EMS Administrative Director and Agency Chief/EMS CEO.