

Policy Title: PRECEPTOR: EMT-P/Prehospital RN/ECRN**No. P - 1****Board approval: 1/17/02****Effective: 7/1/10****Supersedes: 7/1/05****Page: 1 of 3****I. INTRODUCTION**

- A. All paramedic, Prehospital RN (PHRN), and Emergency Communication Registered Nurse (ECRN) students shall be directly supervised, mentored and evaluated by an approved preceptor.
- B. The preceptor shall act as a resource, facilitator and guide. This individual is valued not only as a teacher but serves as a role model exemplifying the standards of excellence in the NWC EMSS. Therefore, the preceptor must demonstrate thorough knowledge of the Northwest Community EMS System Policies, Procedures, and SOPs.

II. POSITION DESCRIPTION: A Preceptor shall

- A. complete a preceptor orientation class given by the Resource Hospital prior to the first preceptor assignment and again once every two years if changes in practice or field internship processes have occurred.
- B. be responsible and accountable for decisions made regarding patient care when working with their student.
- C. orient, teach, and coach their assigned student during all supervised experience.
- D. complete sequential, objective, and fair evaluations which quantify achievement of the objectives and measure performance against System standards. Their judgment will be consulted and heavily relied upon when considering a candidate for licensure/recognition; therefore, areas of strengths as well as continued learning opportunities must be specifically documented on the evaluations.
- E. meet with the Hospital EMSC/Educator at the end of each Phase to provide a progress report and plan for the next phase and confer at the end of the internship to finalize the paperwork and offer a comprehensive evaluation, summary report and recommendation, either positive or negative, to be forwarded to the NWC EMSS Administrative Director and/or Paramedic Course Coordinator.
- F. maintain effective communication with the student's EMS Agency and/or System hospital to facilitate the evaluation process.
- G. teach and mentor according to the current NWC EMSS Policies, Procedures and SOP's.
- H. review all runs completed by the student that are evaluated by another licensed Paramedic/PHRN/ECRN. Delegation of preceptor duties is to occur only in the instance of operational necessity and only to another approved Preceptor. Delegation to another preceptor is not to exceed 50% of the runs accumulated by the student unless a waiver has been granted by the Resource Hospital.
- I. remain with the student throughout the duration of the call.

III. QUALIFICATIONS: In order to be considered for Preceptor status, a Paramedic/PHRN must receive written recommendation from their Fire Chief/EMS Director and an ECRN must receive written recommendation from their ED nursing director. Each candidate must demonstrate or provide evidence of the following:

- A. Current unencumbered license as a Paramedic or PHRN and current practice privileges in the NWC EMSS for Paramedic preceptors and current unencumbered license as a Registered Nurse in the State of Illinois and ECRN status in the NWC EMSS for ECRN preceptors.
- B. No multiple sustained complaints or run reviews in their EMS personnel file for the past year that should have triggered a Request for Clarification (RFC) per System policy G-1.

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- C. At least two years' experience as a Paramedic/PHRN/ECRN in good standing in the NWC EMSS unless a waiver is granted based on an individual's outstanding performance.
- D. Above average knowledge and skill proficiency. All System modular testing must be successfully completed on the first attempt unless extenuating circumstances apply.
- E. **For Preceptor candidates who have not had direct patient care experience in at least six of the last 12 months ONLY:** The Preceptor candidate must submit to the Paramedic Course Coordinator a minimum of 12 acceptable ALS PCRs/Communications Logs for runs on which the preceptor candidate participated and completed the documentation. These will be evaluated for completeness and accuracy of care according to the current SOP's.

IV. **MECHANISM OF APPROVAL**

- A. Provider Chief/EMS CEO or their designee shall sign and submit the applications of the recommended paramedic preceptor(s) to the assigned System hospital EMSC/Educator. An ED Nursing Director or their designee shall submit the name(s) of the recommended ECRN Preceptors to the EMSS Administrative Director.
- B. The hospital EMSC/Educator will review the appropriateness of the candidate based on their qualifications and adherence to recommended guidelines.
 - 1. Preceptors should demonstrate the following characteristics:
 - a. A desire to teach
 - b. Willingness to be a preceptor
 - c. A non-judgmental attitude toward co-workers
 - d. Assertiveness to stand for best practice care
 - e. Flexibility to change and ability to adapt to new situations
 - f. Excellent communication skills
 - g. Positive attitude toward patient care and adherence to System standards
 - h. Good to excellent critical thinking and interpersonal skills (emotional intelligence)
 - i. Patience
 - 2. Preceptors should have documented teaching/mentoring experience, i.e., CPR instructor, Fire Fighter instructor certification, Illinois-recognized EMS Lead Instructor, ACLS/BLTS/PHTLS instructor, community education, assisting with skill competencies, teaching within the Department, assisting with any training program within the System and/or previous experience successfully precepting other students/nurses. For full list of teaching options see Con-Ed policy C2.
 - 3. Paramedic Preceptors should demonstrate knowledge of the principles and concepts included in National EMS Education Standards. ECRN Preceptors must demonstrate thorough knowledge of the NWC EMSS SOPs, Policies and Procedures.
- C. In the event a concern is raised by the EMSC/Educator. that a candidate may not be qualified or appropriate based on the guidelines, a discussion shall take place with the Chief/EMS Director or his designee to clarify the objections and reach consensus. If they cannot reach consensus, the concern will be raised to the EMS MD or his designee to discuss with the Chief/EMS Director.
- D. Upon approval by the Chief/EMS Director and Hospital EMSC/educator, the application will be sent to the Resource Hospital for approval by the EMS MD. Upon his approval, a letter of appointment will be sent to the Preceptor with copies of relevant forms. Copies will be sent to the Department Chief or EMS Director/ED Clinical Director and Provider EMSC.

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- A. fulfill annual CE requirements mandated by IDPH and/or the NWC EMS System.
- B. fulfill key performance expectations as specified in the preceptor agreement.

A review of the student's and preceptor's performance will occur at the Phase meetings with the designated Hospital EMS Coordinator/Educator. Performance will be measured by the appropriateness of EMS judgments and interventions and adequacy of patient care report and supplemental forms documentation for runs on which both the student and preceptor participated, and the preceptor's written comments on the student's evaluation forms.

- C. If the preceptor has not successfully completed performance expectations as stated in the preceptor agreement, the opportunities for improvement will be documented in writing and provided to the preceptor, the Provider Chief/EMS CEO/ED Supervisor, the Provider EMSC, and the Paramedic Course Coordinator.
- D. The EMS MD or his designee will review the preceptor's performance and will discuss a corrective action plan with the provider Chief/EMS CEO/ED Supervisor.

VI. MECHANISM FOR OBTAINING A WAIVER

In cases of demonstrated personnel hardship to the EMS Agency, candidates with strong performance records who do not meet all Preceptor qualifications may be awarded a waiver and temporary privileges to perform as a Probationary Preceptor for a student Paramedic/PHRN/ ECRN who has demonstrated strong didactic and clinical skills while in class, pending completion of a corrective action plan agreed to by the EMS MD and the EMS Agency. The Probationary Preceptor may be asked to meet with the designated EMSC/educator and the student on more than a monthly basis to evaluate and mentor the Preceptor's performance.

- VII. **BENEFITS:** A maximum of eight clinical hours per year will be granted to Preceptors contingent on the quality of evaluations as determined by the Hospital EMSC/Educator.

John M. Ortinau, M.D., FACEP
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