I have received and reviewed a copy of the HCC EMS Programs Guide to EMS Preceptorship.

Name (Print)     Date:

Signature

Thank you for agreeing to be a field preceptor for Hillsborough Community College EMS Programs. Should you have any questions or concerns feel free to contact us at any time.  A copy of this field guide as well as specific Field Internship goals and objectives can be found by visiting our website at www.hccfl.edu.

Go to Departments > Health Wellness and Sports Technology > EMT and Paramedic

Tear at perforations and turn in.
WHAT IS A PARAMEDIC PRECEPTOR?

A paramedic preceptor is an individual who works with students to provide appropriate clinical learning experiences that enhance student knowledge and facilitates a role transition from an observer to team leader; and ultimately to entry level paramedic status.

HOW ARE PRECEPTORS SELECTED?

Based on a willingness to serve, preceptor candidates are chosen jointly by HCC EMS Programs and the Cooperating Agency related to the candidate’s demonstration of the following behaviors:

1. Clinical competence
2. Effective communication with patients, co-workers, and students
3. Self-confidence and realistic self-perception of job performance
4. Leadership in the workplace and the ability to initiate improvement of patient care;

AND the following criteria:

1. Completion of an approved paramedic program
2. At least 2 years post-graduate employment as a field paramedic
3. Demonstrated expertise or current certification in specialty areas
4. Current licensure, certification, or registry as a paramedic.
WHO DOES THE PRECEPTOR CONTACT SHOULD STUDENT CONCERNS ARISE?

Should additional questions or concerns arise, preceptors are encouraged to contact the Clinical Coordinator, Program Manager or Medical Director at anytime by email or office phone.

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WHAT ARE THE RESPONSIBILITIES OF A PRECEPTOR?

2. Provide direct supervision of students requiring attendance in the clinical setting and availability to the student at all times during clinical.
3. Consistently demonstrate clinical competence in the area of practice
4. Facilitate student learning by:
   a. Assessing and suggesting appropriate learning experiences available to the student within program objectives
   b. Directly assisting student learning experiences when needed
5. Provide daily oral or written feedback to students regarding direction, performance, and attainment of student goals
6. Foster and maintain regular communication with faculty regarding student progress according to program objectives
7. Completion of a comprehensive student evaluation at the end of the rotation and at the termination of the preceptor/student relationship to be reviewed by the student and faculty.

PRECEPTOR DO’S AND DON’TS

DO:
- Be an exemplary role model
- Meet briefly with your student before daily assignments to discuss student goals and answer student questions
- Address problems immediately and appropriately
- Remember what it felt like to be a student
- Maintain professionalism in attitude, appearance, and confidentiality at all times
- Attempt to offer your student adequate breaks and meal opportunities
- Offer appropriate positive reinforcement
DON’T:
● Impede student learning by assigning only “busy work”
● Be inconsistent with teaching methods
● Take your frustrations out on students
● Do anything to the student you wouldn’t want done to you!

WHAT IS THE ROLE OF THE COOPERATING AGENCY?

The Cooperator Agency shall:
1. Retain full responsibility for the care of patients and maintain quality patient care.
2. Ensure that each preceptor:
   a. Is providing direct supervision of the student.
   b. Meets qualifying criteria for the preceptorship role.
   c. Personally provides direct supervision for his/her student, which requires the preceptor to be present in the clinical setting and available to the student.
   d. Facilitates his/her student’s learning by:
      1. Assessing and suggesting learning experiences available to the student within the program’s objectives
      2. Directly assisting student learning experiences when needed
   e. Evaluates student performance and provides the College with evaluations regarding the student’s participation.
   f. Is an employee of the Cooperating Agency?
3. To never allow students to be in the patient compartment alone during patient transport.

WHAT IS THE ROLE OF THE COLLEGE:

The College shall:
1. Ensure that its faculty participating in the preceptorship program:
   a. Provide preceptors with objectives, policies, procedures, and evaluation instruments to be utilized with students.
   b. Facilitate, monitor, and evaluate the student’s learning through regular communication with the students and preceptors.
   c. Assist students with application of core content.
   d. Serve as resource personnel for students and preceptors.
2. Require its students and faculty to follow the College’s and the Cooperating Agency’s rules, regulation, policies, and procedures.
3. Ensure students participating in the program have the required accident and medical liability insurance.
4. Retain ultimate responsibility for student’s grades, evaluations and discipline.
5. Provide the Cooperating Agency with copies of student evaluations upon request.

Florida Statute Responsibilities: Honesty is KEY!
Chapter 401.41 (1)(d)
Any person who knowingly makes false or fraudulent claims to procure, attempt to procure, or renew a certificate, license, or permit is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.083 or s. 775.083.

Chapter 401.411 (1) (d)
The department may deny, suspend, or revoke a license, certificate, or permit or may reprimand or fine any licensee, certificate holder, or other person operating under this part for any of the following grounds:

(f) knowingly making false or fraudulent claims; procuring, attempting to procure, or renewing a certificate, license, or permit by fakery, fraudulent action, or misrepresentation.