

### ***Paramedic Preceptor Accreditation Policy (Number)***

#### **PURPOSE:**

The purpose of this policy is to outline the procedure for a Kern County accredited paramedic to be considered for accreditation as a paramedic preceptor.

The procedure is the same for all paramedics regardless of whether the paramedic preceptor will be a preceptor of paramedic students or initial accreditations or performing remedial training for paramedics in Kern County.

The paramedic preceptor shall be responsible for the training, supervision and evaluation of personnel in Kern County who are preparing for accreditation and paramedic interns. The paramedic preceptor is responsible for ensuring appropriate patient care is provided to every patient encounter in accordance with County *Paramedic Protocols*, all local policies, and procedures, as well as all appropriate local, and/or State laws, rules and regulations

#### **AUTHORITY:**

This policy is administered under the authority of Health and Safety Code Sections 1797.107, 1797.172, 1797.173, 1798, and California Code of Regulations, Title 22, Division 9, Chapter 4, Sections 100147 and 100153.

#### **PROCEDURE**

- A. In order to be eligible for accreditation as a paramedic preceptor a candidate shall:
1. Present a valid paramedic license issued by the State of California to the County EMS Division.
  2. Be a Kern County accredited paramedic working full time for an approved ALS Provider for at least two years.
  3. The paramedic's license and accreditation must be in good standing with the County EMS Division and the State of California Emergency Medical Services Authority. A paramedic is considered in good standing if:

- a. License status with the State of California Emergency Medical Services Authority is either “Active” or “Approved” only.
  - b. The following statuses with the State of California Emergency Medical Services Authority are not considered in good standing:  
“Active-PROBATION”, “Active-PROVISIONAL”, “Active-RESTRICTED”,
  - c. No disciplinary action taken against the paramedic’s accreditation by the County EMS Division within the last three (3) years.
  - d. No mandated remedial training within the last year.
4. Present a letter of recommendation from the candidate’s employer, who must be an approved ALS provider.
5. Complete preceptor training outlined below:
    - a. Successfully complete and show proof of an online course that is approved with all Health and Safety Code regulatory standards.  
([http://www.fisdap.net/what\\_we\\_make/preceptor\\_training](http://www.fisdap.net/what_we_make/preceptor_training))
    - b. Attend a Kern County Paramedic Preceptor course that is administered by the EMS Division that will fully outline the EMS Divisions expectations and requirements for a Paramedic Preceptor
6. Successfully complete a written exam on local optional scope of practice and local operational procedures with a passing score of 90 percent.
    - a. If the candidate fails the exam on the first attempt, the candidate will have the option to retake the exam after one (1) week of the initial attempt.
    - b. If the candidate fails the second attempt, the candidate shall wait until the next regularly scheduled Paramedic Preceptor class for remediation to re-attempt the process for paramedic preceptor accreditation. Upon successful completion of a second preceptor training class the candidate shall submit a second letter of recommendation from his or her employer as outlined below.
    - c. The employer of the preceptor candidate will be notified by the Division upon each failed attempt at passing the exam.

- B. Successfully pass a review of past performance as well as an official Oral Testing process administered by the Kern County EMS Division.
  - a. Performance review will consist of but is not limited to the following:
    - 1. Field Evaluations
    - 2. ePCR review
    - 3. Quality Improvement reports

The Oral Testing process will evaluate the paramedic preceptor candidate's ability to communicate effectively, problem solving through scenario presentation, general knowledge, and professionalism. A Paramedic Preceptor shall demonstrate trends of exceptional patient care and a mature professional demeanor. The oral board will consist of at least three members and will include at least one EMS Division Coordinator, a Kern County MICN, and/or Public Health representative.

- C. Upon successful completion of the above requirements, the paramedic shall be placed on an approved list of paramedic preceptors for Kern County. The Preceptor list will be vetted and passed on to the Kern County EMS Medical Director for approval. The EMS Medical Director reserves the right to deny a preceptor candidate with proper written justification.
- D. A candidate who fails to complete the process within two (2) attempts shall wait a period of one (1) year prior to being eligible for consideration of paramedic preceptor accreditation. The candidate shall repeat all procedures for consideration as outlined in this policy.

## **RENEWAL**

- A. Paramedic preceptor accreditation shall be continuous upon each Kern County Paramedic accreditation renewal, provided:
  - 1. The Paramedic Preceptor continues to pass the written exam on local optional scope and local operational procedures with a passing score of 90 percent.
  - 2. The Paramedic Preceptor attends all required update classes sponsored by the Kern County EMS Division.
  - 3. The Paramedic Preceptor must complete and show proof of three (3) items from the following two (2) sections prior to expiration of his/her Paramedic Preceptor Accreditation cycle.

- a. Section 1
  - i. A field internship consisting of a minimum of 240 hours of training of a paramedic reciprocity.
  - ii. A field internship consisting of a minimum of 480 hours of training of a paramedic student intern.
  - iii. Two field internship trainings of an EMT-B student of a minimum of 100 hours each of patient care/assessment.  
**Ambulance Operation hours do not apply.**
- b. Section 2
  - i. Provide remedial training for Paramedics as designated by the Kern County EMS Division that may include, but are not limited to; skills competency, patient assessment, and/or education application.
  - ii. Assist with any new/updates to Policies and/or Procedures as deemed necessary by the Kern County EMS Division.
  - iii. Attend a four (4) hour Paramedic Preceptor re-certification course within every two year accreditation and/or California Paramedic License renewal.
  - iv. Assist in peer review Quality improvement assignments.

## QUALITY ASSURANCE

- A. In order to ensure the provision of a quality learning environment, all Kern County approved Paramedic Preceptors shall submit an Intern Progress Report to the Division. These progress reports will be submitted via email after the completion of every 100 hours of training, which will be known as phases, and will detail the following elements:
  - a. Phase of Training (100 hour time frames)
  - b. Number of ALS Contacts
  - c. Any Strengths of the Intern
  - d. Any identified weaknesses of the Intern
  - e. Corrective Actions needed/taken
  - f. Noteworthy Events
  - g. Plan for next Phase
- B. All Paramedic Interns and/or Paramedics seeking Kern County Accreditation shall complete a Kern County EMS Division survey at the different phases of training which will discuss in detail any and all issues that the Division deems necessary to monitor in order to show proof of a quality learning environment. Completion of this survey is mandatory in order to receive a Kern County Accreditation.

## REVOCATION

- A. Failure to maintain the requirements set forth in this policy and/or failure to remain in good standing with the EMS Division or the State of California Emergency Medical Services Authority will result in immediate removal from the approved preceptor list.
- B. Paramedics that have had their paramedic preceptor status revoked will not be eligible to attempt paramedic preceptor accreditation for a period of two (2) years.