

## A GUIDE TO PRECEPTORSHIP

This guide is designed to provide the preceptor with information, description, and guidelines of the preceptorship program as defined by the College of Southern Idaho Paramedic Program. Please read this document carefully.

Student Name \_\_\_\_\_

Student Phone Number \_\_\_\_\_

### CSI Paramedic Program Contact Names and Numbers:

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#### **Paramedic Program Website**

<http://www.csi.edu/paramedic>

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*College of Southern Idaho  
Health Sciences and Human Services  
Paramedic Program*

*After reading this booklet please sign and return BACK TO THE STUDENT. If unable to return to student please send back to the College of Southern Idaho*

Todd Evans, Program Director  
CSI Paramedic Program  
PO Box 1238  
Twin Falls, ID 83303

### **AGREEMENT**

I have read, fully understand, and agree to follow preceptor guidelines as defined herein by the College Of Southern Idaho Paramedic Program.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Printed Preceptor Name \_\_\_\_\_

Employee of \_\_\_\_\_

Signature \_\_\_\_\_

### **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 participating in the preceptorship program
  - 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 in preceptorship program, and:
  - 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, including, but not limited to, OSHA regulations and any other safety requirements, while participating in the preceptorship program
3. Ensure their students participating in the preceptorship program meet the Cooperating Agency's health standards and provide required documentation
4. Retain ultimate responsibility for the students' grades, evaluation, and discipline
5. Provide the Cooperating Agency with copies of student evaluations related to the preceptors and the Cooperating Agency
6. Be jointly responsible with the Cooperating Agency for student experience and performance in the preceptorship program
7. Provide proof of accident and medical liability insurance.

## **WHAT IS THE ROLE OF THE COOPERATING AGENCY?**

The Cooperating Agency shall:

1. Retain full responsibility for the care of the Cooperating Agency's patients and maintain quality patient care as evidenced by appropriate accreditation
2. Maintain all certifications, accreditations, and licenses appropriate for its business and provide the College and accreditation/licensing entities access to the Cooperating Agency's facilities
3. Ensure that each preceptor:
  - a. Is providing direct supervision over no more than one student at any time
  - b. Meets qualifying criteria for preceptorship role
  - c. Attends an orientation provided by the College regarding the preceptorship program
  - d. Personally provides direct supervision on his/her student, which requires such preceptor to be present in the clinical setting and available to the student at all times
  - e. Facilitates his/her student's learning by:
    1. Assessing and suggesting learning experiences available to the student within the preceptorship program's objectives
    2. Selecting client care assignments and arranging other learning experiences within the preceptorship objectives
    3. Directly assisting student learning experiences when needed
  - f. Evaluates student performance and provides the College with evaluations regarding the student's participation in the preceptorship program
  - g. Is an employee of the Cooperating Agency
4. Be jointly responsible with the College for student experience and performance evaluation in the preceptor program
5. To never allow students to function as employees while interning

## **WHAT IS A PARAMEDIC PRECEPTOR?**

A paramedic preceptor is an individual who works with one student to provide appropriate clinical learning experience to enhance student knowledge and facilitate role transition from an observer to team member 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 College and the Cooperating Agency related to candidate demonstration of the following behaviors.

1. Clinical competence
2. Effective communication with clients, 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 in client care;

**AND** the following criteria:

1. Completion of an approved educational program
2. At least 2 years post-graduate employment as a practitioner
3. Demonstrated expertise **or** current certification in specialty areas if practice includes such areas
4. Current licensure, certification, registry as a paramedic

## WHAT ARE THE RESPONSIBILITIES OF A PRECEPTOR?

1. Maintenance of uncompromised state licensure
2. Completion of orientation materials provided by the College regarding the preceptor program
3. Provide direct supervision of his/her designated student requiring attendance in the clinical setting and availability to the student at all times during clinical
4. Consistently demonstrate clinical competence in the area of practice
5. Facilitate student learning by:
  - a. Assessing and suggesting appropriate learning experiences available to the student within program objectives
  - b. Selection of patient care assignments for student in accordance with program objectives and student goals
  - c. Directly assisting student learning experiences when needed
6. Provide daily oral or written feedback to student regarding direction, performance, and attainment of student goals
7. Foster and maintain regular communication with faculty regarding student progress according to program objectives
8. Completion of a comprehensive student evaluation at the 48 hour intervals and at the termination of the preceptor/student contract to be reviewed by the student and faculty.

## WHO DOES THE PRECEPTOR CONTACT SHOULD STUDENT CONCERNS ARISE?

A list of frequently asked questions is included in each student's internship packet. Should additional questions or concerns arise, preceptors are encouraged to contact the clinical instructor or program manager at anytime by email, office phones, or pager numbers listed in this booklet.

## 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
- ✓ Notify student and faculty of unplanned absences
- ✓ 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:

- ✓ Engage the student in gossip
- ✓ Impede student learning by assigning only "busy work"
- ✓ Always use the same teaching method
- ✓ Do anything to the student you wouldn't want done to you!

## LEGAL RELATIONSHIP

The legal relationship between the College and the Cooperating Agency is that of independent contractors. The College's students and faculty participating in the preceptorship program are not employees of the Cooperating Agency, and the preceptors are not employees of the College.