# EMS SPONSOR HOSPITAL POLICY
## PARAMEDICS PRECEPTOR REQUIREMENTS AND SELECTION

**Purpose:**

Provide a standard method of application, selection, and maintenance of individuals authorized by Hartford Hospital to precept paramedics and paramedic students.

**Scope:**

All Hartford Hospital sponsored paramedic preceptors and those wishing to become preceptors.

**Discussion:**

Preceptors serve as extensions and ambassadors of the EMS Medical director. The Sponsor Hospital relies heavily on these individuals to model and reinforce superlative patient-centric clinical care, attitude and decision-making. Preceptors are expected to be self-motivated individuals who stay abreast of the latest prehospital care research and practice guidance.

**Policy:**

**Preceptor Responsibilities:**

1. Evaluate, educate, mentor and train paramedics seeking medical control sponsorship through Hartford Hospital
2. Evaluate, educate, mentor and train paramedic students from various programs
3. Provide a positive environment conducive to learning
4. Be familiar with Hartford Hospital's policies, procedures and clinical guidance
5. Complete and submit all required documentation as specified by precepting policy
6. Complete call evaluations for each call and discuss evaluations with preceptee
7. Upon completion of the precepting process, submit a letter recommending a course of action for the sponsor hospital with regard to the preceptee (e.g. unrestricted authorization to practice, additional training or precepting, withhold authorization, etc.)
8. Review proposals for new protocols, provide opinions on protocol changes, and carry out limited field trials of new protocols, at the discretion of the EMS medical director.
9. Maintain open and ongoing communication with the EMS Coordinator and other sponsor hospital staff.

**Preceptor Selection:**

1. Individuals seeking to become a paramedic preceptor for Hartford Hospital must meet the following criteria:
   I. CT licensure and be actively practicing as a paramedic for at least two years.

II. Current provider status for CPR, ACLS, and PALS, with instructor status preferred
III. Current Hartford Hospital paramedic practice authorization in good standing
IV. CT EMS-I preferred, but not required

2. Applicants for paramedic preceptor should submit the following to the Hartford Hospital Department of EMS Education:
    I. Proof of requirements outlined in (1).
    II. A cover letter requesting to be considered for paramedic preceptor status
    III. A letter of recommendation from his or her employer's training officer
    IV. A current resume or curriculum vitae

3. The EMS Coordinator will review a sampling of the applicant's patient care reports and quality assurance history for any clinical care issues. The following criteria must be met:
    I. No major deviations from protocol or generally accepted care standards within the last 6 months
    II. Record of patient care documentation which is consistently clear and complete
    III. No active disciplinary action against the applicant's license or medical authorization to practice within the last year

## Initial Training:

1. Successfully complete a Hartford Hospital approved paramedic preceptor education program.
2. Successfully complete the Hartford Hospital protocol exam with a minimum score of 85 percent
3. Meet with the EMS Coordinator to review expectations and orient to the process

## Maintaining Preceptor Status

Preceptor status must be renewed each year. In order to renew preceptor status, the following requirements must be met:

1. Maintain Hartford Hospital medical control as a paramedic
2. Obtain at least two hours of educator-specific continuing education per year, which will count hour for hour towards paramedic medical control requirements
3. Perform at least two hours of classroom instruction per year.
4. Precept at least one medical control candidate or paramedic student per year
5. Complete an annual performance review with Hartford Hospital
6. Exceptions to the above criteria may be made at the discretion of the EMS Medical Director and EMS Coordinator