

## Preceptor Information

School of EMS provides comprehensive preceptor training for our clinical site affiliates. An EMS preceptor is a seasoned healthcare professional who guides and mentors EMS students during their clinical and field internships. They provide real-world training and supervision, helping students apply their classroom knowledge to actual patient care situations. The preceptor evaluates students' performance, provides constructive feedback, and helps shape their professional growth. Our training program allows preceptors to easily follow along with the program and evaluate students' performance in the field while also providing constructive feedback. Our preceptors play a crucial role in ensuring that future generations of EMS providers are equipped to provide high-quality, compassionate care in emergency situations.

### Institutional Catalogue

A copy of our institutional catalog can be found at <https://www.schoolofems.org/institutional-catalog/>

### Course Schedule, Scope of Practice, Minimum Competency Matrix and Minimum Hours

Attached are examples of the EMT/Paramedic Course Schedules, Student Scope of Practice, and the Minimum Competency Matrix and Minimum Hours. Classes start monthly, so please ask the student to provide information on their current progress. Students will need to meet a minimum number of patient contacts, pathologies/complaints, and skills.

### Clinical Objectives and Minimum Hours Required

These can be found in the Institutional Catalog at <https://www.schoolofems.org/institutional-catalog/>

### Student Uniform

Students should arrive for a shift wearing their School of EMS Polo, black or navy EMS pants or slacks, black closed toe shoes or boots, and a SOE Photo ID Badge.

### Shift Documentation

Students will be completing patient care forms and evaluations online via the following website:

<https://www.schoolofems.org/clinicals>

Students can document using their cell phones or personal computers. Please be aware that the evaluations must be completed prior to leaving the shift. Students will complete page one of the evaluation and then hand over their device to the preceptor to complete the second page.

### Preceptor Expectations of the Student

Preceptors should expect the student to arrive on time, maintain patient confidentiality, follow instructions, and actively participate in patient care. Capstone Training Video: <https://www.schoolofems.org/preceptors/>

### Student Expectations of the Preceptor

Students will require guidance, feedback, and evaluations.

### Questions or Concerns

If you have questions or concerns, please contact one of the following:

Robert Stanley, Program Director

Amber Jameson, Clinical Services Manager

O: 727-460-9104 / [RStanley@schoolofems.org](mailto:RStanley@schoolofems.org)

O: 903-405-4759 / [AJameson@schoolofems.org](mailto:AJameson@schoolofems.org)

If you would like to discuss the student's progress, please add your contact information when completing the student evaluation. If you have an after-hours emergency, please call 888-390-5081 Option 6.

## EMT and Preceptor Course Schedule

Week	Paramedic Course
0	Online Orientation
1	The EMS System
2	Reporting
3	Anatomy & Physiology
4	Pathophysiology
5	Patient Assessment
7	Pharmacology
8	Airway
11	Respiratory
12	Cardiology
13	Cardiology
14	Cardiology
15	Cardiology
16	Cardiology
17	Cardiology
18	Cardiology
19	Neurology / EENT
21	GI / GU / GYN / Endocrine
22	Hematology / Immunology / Infection
23	Toxicology / Psychiatry
24	Trauma 1
25	Trauma 2
26	Trauma 3
27	Working a Field Code
30	Obstetrics
31	Neonatology
32	Pediatrics
34	Geriatrics / Specials
35	Operations 1
36	Operations 2
37	Begin Capstone

Week	EMT Course
0	Online Orientation
1	Foundations
2	Human Body
3	On Scene
4	Resuscitation
5	Medical 1
6	Medical 2
7	Trauma 1
8	Trauma 2
9	Trauma 3
10	OB / Pediatrics
11	Special Needs Patients
12	EMS Operations
13	NIMS / ICS
14	Foundations
15	Human Body
16	<b>Final Exam</b>

## Scope of Practice

Skills performed are at the discretion of the preceptor.

EMT	Paramedic
<b>ASSESSMENT PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Obtain primary and secondary surveys</li> <li>• Obtain present and past medical histories</li> <li>• Perform a detailed physical exam</li> </ul>	<ul style="list-style-type: none"> <li>• Team-lead the call as allowed by preceptor</li> <li>• Evaluate blood gases and laboratory results</li> </ul>
<b>AIRWAY AND BREATHING PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Basic Airway Adjuncts</li> <li>• Manual Ventilation</li> <li>• Suction</li> <li>• Supraglottic airway insertion</li> <li>• CPAP</li> <li>• Stoma/tracheostomy suction</li> <li>• Basic FBAO removal</li> </ul>	<ul style="list-style-type: none"> <li>• Endotracheal intubation/endotracheal suctioning</li> <li>• Cricothyrotomy</li> <li>• Needle decompression of the chest</li> <li>• ETCO<sub>2</sub>/Capnography monitoring</li> <li>• FBAO removal by direct laryngoscopy</li> <li>• Ventilator management</li> <li>• NG/OG tube insertion/removal</li> <li>• Stoma/tracheostomy management</li> </ul>
<b>CARDIAC PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Use of AED</li> <li>• CPR</li> <li>• Acquisition of 12-lead ECGs</li> </ul>	<ul style="list-style-type: none"> <li>• Defibrillation/Synchronized cardioversion</li> <li>• Transcutaneous pacing</li> <li>• Interpretation of ECGs</li> <li>• Interpretation of 12-lead ECGs</li> </ul>
<b>TRAUMA PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Bleeding Control</li> <li>• Bandaging and Splinting</li> <li>• Spinal Motion Restriction</li> </ul>	<ul style="list-style-type: none"> <li>• Needle decompression of the chest</li> </ul>
<b>MEDICAL/OTHER PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Uterine massage for control of post-partum hemorrhage</li> <li>• Assist in delivery of a newborn</li> <li>• Assist in basic resuscitation of the newborn</li> </ul>	<ul style="list-style-type: none"> <li>• NG/OG tube insertion</li> <li>• Assist in advanced resuscitation of the newborn</li> </ul>
<b>PHARMACOLOGIC PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Oxygen Administration</li> <li>• Use of Epinephrine Auto Injector</li> <li>• Use of Metered Dose Inhaler</li> <li>• Medication nebulization</li> <li>• Nitroglycerin SL</li> <li>• Narcan IN</li> <li>• Activated Charcoal PO</li> <li>• Oral Glucose</li> </ul>	<ul style="list-style-type: none"> <li>• Peripheral IV insertion</li> <li>• Management of IV infusions/pumps</li> <li>• Drawing of medications</li> <li>• IO insertion</li> <li>• Venous blood draws</li> <li>• Administration of medications (all routes)</li> <li>• Rapid sequence intubation</li> </ul>
<b>OPERATIONAL PSYCHOMOTOR SKILL SET</b>	
<ul style="list-style-type: none"> <li>• Assist in transporting patients to another department in the hospital</li> <li>• Use of mechanical restraints</li> </ul>	

## Patient Care Form Content (PCR)

- Preceptor's Name
- Preceptor's Email (Optional)
- Department patient was encountered
- Patient's Age Group
- Primary Impression
- Secondary Impression
- Skills Student Performed
- Patient's Disposition (EMS PCR Only)
- Narrative (EMS PCR Only)
- EKG Interpretation (Paramedic EMS PCR Only)
- Document Upload (Paramedic EMS PCR Only)

## Preceptor Evaluation Form Content

### Filled out by Student

- Internship Level
- Date of Shift / Start Time / End Time/ Total Hours
- Clinical Shift Type: EMS or Hospital Shift
- Clinical Site
- EMS Unit Number or Hospital Department
- Student will upload a copy of their paper Clinical Shift Log which includes the preceptor's signature

### Filled out by Preceptor

- Professional Behavior and Attitude
- Oral and Written Communication
- Skills and Safety
- Clinical Impression
- Treatment Plan
- Overall Rating
- Additional Comments
- Preceptor Name / Certification / License Level / Email
- Preceptor Training Verification
- Request to speak to SOE Clinical Representative

## Paramedic Student Minimum Competency Matrix and Hours

Pre-Capstone & Capstone Hours & Patient Contacts	
<b>408 Total Minimum Hours</b>	
<b>Pre-Capstone</b>	<b>312 Pre-Capstone Clinical Hours*</b> 12 Hours Hospital 192 Hours Ambulance/Field 108 Hours Hospital or Ambulance <hr/> <b>30 Pre-Capstone Patient Contacts* (EMS Unit)</b> <i>*Pre-Capstone Hours and 30 EMS Patient Contacts Due by SAP 7 (Before Starting Capstone)</i>
<b>Capstone</b>	<b>96 Capstone Hours**</b> <b>20 Capstone Team Leads**</b>
<p><i>**Capstone hours and team leads must be completed on an ALS EMS unit as the 3rd rider and are due by the End of the Program. Two of the 20 Team Leads may be non-transport (DOA/Refusal)</i></p> <p>Please review <a href="http://www.schoolofems.org/catalog">www.schoolofems.org/catalog</a> vol 2, page 37, for further details on Team Lead requirements.</p>	

Patient Ages, Complaints, & Skills				
	Requirement	Pre-Capstone	Total by End of Program	
<b>Patient Ages</b>	Adults	30	60	
	Geriatric	9	18	
	Pediatrics*	15	30	
	<i>*Contacts must include a minimum of 2 in each category below:</i>			
	Neonate		2	
	Infant		2	
	Toddler		2	
	Preschool		2	
	School-Aged		2	
Adolescent		2		
<b>Patient Complaints</b>	Trauma	18	27	
	Cardiac (ACS)	9	18	
	Cardiac (Dysrhythmia)	8	16	
	Psychiatric / Behavioral	9	18	
	Respiratory	6	12	
	Neurologic (Non-Traumatic)	6	12	
	Other Medical	9	18	
<b>Skills</b>	IV Successes		25	
	IV Bolus Successes		10	
	IM Successes		2	

## EMT Student Minimum Competency and Hours

<b>Minimum EMT Clinical Requirements</b>	
<b>60 Hours Total</b> ( <i>Minimum</i> )	
12 Hours	Hospital
36 Hours	Ambulance/Field
12 Hours	Hospital OR Ambulance/Field
<b>10 Patient Contacts</b> ( <i>Minimum</i> )	
5	911 Transports ( <i>Student must accompany the patient to the hospital</i> )
5	Additional Contacts