
S.O.P. #: 600-22
SUBJECT: PRECEPTORS
DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To outline the duties and responsibilities of Preceptors.

Section I: Preceptors

A. Requirements

1. In accordance with Code of Maryland Regulations 30.04.02.06 Subpart F each ALS education program shall have a field preceptor who shall supervise and evaluate each student's performance in an approved EMS operational program setting or equivalent as approved by MIEMSS.
2. The ratio of students to field preceptors shall be one to one to ensure effective learning and supervision.

Section II: Prerequisites

A. Prerequisites to become a Preceptor shall include the following:

1. Successful completion of the local field preceptor orientation program (preceptor class), taught by the Fire-Rescue Academy
2. Members must meet the following prerequisites to be eligible to attend the preceptor class:
 - a. Display working knowledge and practice of ALS/BLS curricula
 - b. Display working knowledge and practice of the Maryland Medical Protocols for Emergency Medical Services Providers.
 - c. Have the expertise to supervise the required skills.
 - d. Submit a completed "Preceptor Letter of Endorsement" from assigned District Officer and Company Commander (see "Exhibit A")
 - e. Maryland licensure at the Paramedic level for at least five years.
 - f. At minimum, three years as a Career functioning Baltimore County Fire Department ALS provider. This excludes those functioning as an ALS provider in the volunteer system for 2 years without career experience.
 - g. At minimum, two years as a promoted Paramedic or Paramedic Firefighter in the Baltimore County Fire Department.
 - h. Be approved by the Baltimore County Fire Department EMS Operational Program (EMSOP).
 - i. Must not have documentation of department discipline and must not have any QA/QI concerns that encompass patient care or documentation, within the previous 24 months.
 - j. Must have been a consistently functioning ALS provider for 24 months.

Section III: Responsibilities

A. Responsibilities of the preceptor.

1. Maintain current, active, EMT-Paramedic licensure.
2. Maintain status as promoted Paramedic First Class, Paramedic/FF or Paramedic.
3. Evaluate ALS and BLS students during their field clinical.
4. Assist with ALS clearance of new providers.
5. Provide remedial training, under the guidance of the FRA and/or the EMS Office, to BLS and ALS providers.
6. Must attend the required annual update training for preceptor.
7. Complete necessary reports and forms required by the corresponding ALS or BLS program and the FRA.

These reports shall be thoroughly and accurately completed.

- a. Preceptor reports are to be completed within 48 hours of any shift where the preceptor has a student/provider. If a preceptor has no activity for the preceding month, the preceptor must submit a productivity report with the status “No Student” prior to the fifth of each month. Preceptors who fail to comply will be subject to disciplinary action.
 - b. Required documentation for the student’s educational program must be completed accurately at the conclusion of each shift where the student has been precepted.
8. The Preceptor retains ultimate control for all patient care rendered during the clinical/internship experience by the student while under their supervision and shall be ultimately responsible for all patient care and treatment rendered while in the field.
 9. The Preceptor shall make available to the student, under appropriate supervision, records and information necessary to enhance the professional experience. The Preceptor and student will exercise confidentiality with information regarding the patient and their medical information, spoken or written.
 10. The Preceptor will determine when an emergent situation permits the student, to gain experience performing approved skills in the field setting while under direct supervision.
 11. The Preceptor shall provide the student with an orientation to all facilities and equipment in the facility/unit which the student may be responsible for using.

Section IV: Operational Components

A. Students

1. Students who are being precepted must have an active affiliation, be in good standing with a Baltimore County career or volunteer company, and be an active student in a participating EMS Educational Program which has a clinical services agreement on file with the FRA.
 - a. BCVFA members participating in a MFRI sponsored program, must have a current Appendix A on file with the Fire Department’s Safety Office.
 - b. Career members participating in a MFRI sponsored program, must have a current Form 503 on file with the Department.
2. Students may only be approved and assigned by the Fire Rescue Academy Preceptor Program Administration.
3. Any student performing in a field internship as part of an educational program to obtain a higher level of medical certification or licensure must be directly supervised by an approved Preceptor. Direct supervision is defined as: the Preceptor being in constant contact with the student and having direct visualization of the student at all times. If the Preceptor is not able to have visualization and contact, then the student cannot function as a student; that is the student cannot perform any procedure or skill not currently licensed or certified to do so.

B. Certified/Licensed Provider Not Cleared to Function

1. Any individual who is currently involved in the ALS clearance process and holds Maryland certification or licensure and is not cleared to function in Baltimore County, may only function with a certified or licensed functioning provider to his/her certification level or lower, when approved to do so. However, the primary provider must ensure that the non-cleared to function provider is in direct supervision, contact, and visualization at all times (appropriately supervised), as with Students above. Individuals in this category are not students; therefore, they do not have to be with a Preceptor. This will only occur after the individual has followed the initial affiliation process through the Fire Rescue Academy.

Example 1: Paramedic Bill is an EMT-I and his EMT partner Josh is an EMT-P who cannot provide ALS care in Baltimore County (a nonfunctioning provider). If both providers are taking care of a patient, Josh is able to function as an ALS provider to the EMT-I level as long as Bill is able to have direct contact and visualization of the patient and of Josh. Once the unit begins transport to the hospital, Paramedic Bill must

be with the patient.

Example 2: Paramedic Bill is an EMT-P and his EMT partner Josh is an EMT-P who cannot provide ALS care in Baltimore County (a nonfunctioning provider). If both individuals are taking care of a patient, Josh is able to function as an ALS provider to the EMT-P level as long as Bill is able to have direct contact and visualization of the patient and Josh. Once the unit begins transport to the hospital, Paramedic Bill must be with the patient.

C. Preceptors Utilized as Part of Remediation Process

1. If a circumstance arises whereby a Preceptor is to be utilized as part of a Performance Improvement Plan or other similar remediation process, this must be coordinated with the Fire Rescue Academy. Involving the Fire Rescue Academy ensures the coordination of assigned students. The Preceptor will be expected to ensure and maintain confidentiality as it pertains to any part of the remediation process, and will only discuss such matters with those actively involved in the remediation, (i.e. FRA staff members, the student's education program, District Officer). Failure to comply with this confidentiality could be subject to disciplinary action.

Section V: EMS District Officer Responsibilities

- A. COMAR 30.03.04.02 requires EMS operational programs to have a written quality assurance plan approved by the Medical Director. As part of Baltimore County Fire Department Quality Assurance Plan, EMS District Officers are the quality assurance officers of the department. As such, EMS District Officers shall and are permitted to:
 1. Observe the patient care rendered by a provider.
 2. Provide remedial action to resolve any patient care issues involving EMS providers or the EMS system which should be addressed at the jurisdictional level.
 3. Identify violations of the Maryland Medical Protocols for Emergency Medical Services Providers.

Exhibit A



**Baltimore County Fire Department
EMS Preceptor Letter of Endorsement**



I endorse _____ from _____ - _____ to attend the local field preceptor orientation program (preceptor class). This member has been under my command for the follow amount of time _____.

Please read the performance benchmarks listed below and carefully consider if the candidate has demonstrated the ability to perform each benchmark.

- Effective team leader/scene management skills
- Effectively delegates tasks
- Highly motivated/displays outstanding initiative
- Highly dependable/reliably completes tasks (eMEDS, NFIRS, CDS replacement, etc.)
- Safety conscientious, requires minimal supervision
- Outstanding knowledge of pertinent phases/skills of job classification
- Displays above normal cooperation
- Displays expert knowledge of ALS/BLS curricula
- Displays expert knowledge of MIEMSS Protocols
- Displays expertise to supervise required skills (student's performance of ALS Skills)
- Displays effective communication skills/ability to deliver constructive criticism appropriately

In your own words, describe why you feel the candidate would be an asset to the preceptor program.

By signing my name I attest this assessment of the above mentioned provider is accurate and they meet all criteria to attend the preceptor class.
