



Division 05 **Emergency Medical**

Chapter 21 – Advanced Life Support Preceptor Program

March 2009

POLICY

This General Order sets forth policy, authority, reporting, and compensation procedures for the Advanced Life Support Preceptor Program.

DEFINITIONS

Advanced Life Support (ALS) Provider – A State of Maryland licensed Paramedic or Cardiac Rescue Technician

Affiliation – Requirement that all EMS providers must function under the authority of an EMS operational program

ALS Intern – An ALS Provider enrolled in the ALS Internship process.

ALS Student – An EMS provider enrolled in an ALS Training Program that is approved to operate on ALS Units in Prince George’s County. Approved programs are coordinated and managed by the ALS Training Coordinator.

Annotated Code of Maryland Regulations (COMAR), Title 30 – State regulations that reference EMS requirements within the State of Maryland.

County Certified ALS Provider – ALS Provider that has successfully completed the ALS internship process as required by the medical director.

Field Training Officer (FTO)

Compensation – Compensation for personnel that serve in the capacity of a preceptor. As

reference to Section 7.26 of the Collective Bargaining Agreement, FTO is a term that applies exclusively to compensation issues.

Preceptor – Defined by COMAR Title 30 as an EMS Provider “who shall supervise and evaluate each student's performance in an approved EMS operational program setting or equivalent as approved by MIEMSS.”

PROCEDURES

1. General

The preceptor serves as a mentor and field educator for ALS students and ALS interns. Their primary responsibility is to:

- Facilitate a learning environment for the ALS students and ALS interns while on duty.
- Coordinate with their supervisor and AEMS Internship Coordinator to indentify problems and ensure progress through the ALS Internship Process
- Submit appropriate paperwork documenting the progress of the ALS students and ALS interns
 - Intern documentation is completed on a bi-weekly basis.
 - Student documentation is completed each shift.

2. Administration

ALS Interns

ALS interns are assigned a primary preceptor at the beginning of their Internship program.



This preceptor is responsible for completing and submitting an ALS Intern Evaluation Form during the last shift of each pay period. This form should be completed electronically and emailed to the EMS Quality Development Officer and the appropriate supervisor.

- The EMS Duty Officer (EMS801) reviews the ALS Intern Evaluation Forms to ensure compliance with program requirements.
- The preceptor's supervisor shall monitor the progress of the preceptor with their assigned Intern.
- All hours eligible for FTO Compensation are recorded and tracked in Telestaff. **It is the preceptor's responsibility to review all accumulated hours recorded in Telestaff and to ensure accuracy.**
- The ratio of ALS interns to preceptors shall be one to one to assure effective learning and supervision.

ALS Students

The Quality Development Officer coordinates participation of ALS Students on operational ALS units.

The preceptor is responsible for completing and submitting the ALS student evaluation forms for that student's program at the completion of the ride-a-long period. This form is essential to the administration of the student's educational program and is returned to the student.

- All hours eligible for FTO Compensation are recorded and tracked in Telestaff. **It is the preceptor's responsibility to review**

all accumulated hours recorded in Telestaff and to ensure accuracy.

- The ratio of ALS students to preceptors shall be one to one to assure effective learning and supervision.
 - A single preceptor should not operate with both an ALS intern and an ALS student.

3. Preceptor Minimum Qualifications/Requirements

The Fire/Emergency Medical Services Training Academy (FETA) is responsible for training and certification of preceptor's. The roster of all qualified preceptors is maintained by the FETA and shared with the ALS Quality Development Officer.

The minimum qualifications/requirements to become a preceptor include:

- Possession of the criteria to be a Preceptor as outlined in COMAR Title 30;
- Successful completion of the Preceptor Training Course;
- Approval of the AEMS Major; and
- Approval of the Department's Medical Director.

Exceptions to the minimum qualifications may be made by the AEMS Major in conjunction with the Department's Medical Director.

4. Preceptor Performance

The EMS Quality Development Officer and the individual preceptor's supervisor collaborate to ensure that the educational goals for the ALS Intern or ALS Student are met.



The preceptor is responsible to ensure the intern is meeting the objectives as outlined in the ALS Intern Study Guide and is providing adequate mentoring to the ALS student. This includes submitting completed ALS Intern Evaluations in a timely manner. If it has been determined that the preceptor is not fulfilling their obligations, the following steps towards performance improvement will be initiated:

Initiative 1: The preceptor's supervisor will meet with the preceptor in an effort to identify deficiencies in performance and to review expectations. Documentation of the meeting is forwarded to the Quality Development Officer. The AEMS Major and the Medical Director are notified of the meeting.

Initiative 2: If the preceptor's performance continues to be substandard, the Supervisor and the Quality Development Officer will meet with the preceptor to discuss performance issues and the need for remedial training pertaining to the Preceptor Program. The AEMS Major and the Medical Director are again notified of the meeting.

Initiative 3: If the preceptor fails to demonstrate improved performance following remedial training, the preceptor will meet with the Supervisor, Quality Development Officer and the Medical Director to discuss preceptor's removal from the Preceptor Program. The AEMS Major will also be notified.

At any point, the AEMS Major the Medical Director can assert their authority to require Initiative 3 meeting depending on the infractions or issues presented.

In cases where there is not acceptable progress, as determined by the preceptor, supervisor, or ALS Quality Development Officer, and/or the Medical Director, the Intern may be assigned to a different primary preceptor.

5. Compensation

Qualified preceptors are eligible to receive Field Training Officer (FTO) Compensation as indicated in the Collective Bargaining Agreement.

Field Training Officer Compensation is earned hour-for-hour when all of the following conditions are met:

- The preceptor:
 - Is working with an ALS Intern or an ALS Student
 - Is working on an ALS Transport Unit
 - Is a qualified preceptor, as certified by the FETA.
 - Completely documents operations and progress of the ALS Intern or ALS Student.
 - Requests all FTO compensation hours are documented in Telestaff
- The preceptor's supervisor must verify the hours requested.

A preceptor is eligible to receive FTO Compensation when detailed or working overtime with an ALS Intern or ALS Student, providing they meet all of the requirements described above.

Employees promoted or acting as a Lieutenant or above are not eligible to receive FTO Compensation.

Telestaff data is used by Fiscal Affairs to ensure FTO Compensation is granted in



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

accordance with the Collective Bargaining Agreement.

REFERENCES

Collective Bargaining Agreement, Section 7.26

Code of Maryland Regulations (COMAR)
Title 30.04.02.06

FORMS/ATTACHMENTS

Form 1 - ALS Intern Evaluation Form