

<b>Guideline Name:</b> EMS Preceptor Qualifications and Responsibilities		<b>Department:</b> Orange County Emergency Services
<b>Effective Date:</b>  05/01/2021	<b>Revised:</b> 04/04/2025	<b>Approval(s):</b> Kim Woodward, EMS Operations Manager 

**Purpose**

In an effort to provide a quality prehospital experience to the EMS Student/Cadet, the EMS preceptor will assist with the prehospital training, supervision and evaluation of skills performed by students enrolled in affiliated training programs and providers participating in the Field Training Evaluation Program. A preceptor demonstrates critical thinking in initiating patient care protocols, leadership and clinical proficiency; and serves as a mentor to the Student/Cadet.

**Scope**

Independently practicing Paramedics and EMTs who have met the minimum qualifications who provide training to emergency medical technicians (EMT), advanced emergency medical technicians (AEMT), paramedic students and EMT, AEMT, paramedic new hire employees.

**All preceptor Qualifications**

- Current on all required trainings

**Student preceptor Qualifications**

- EMT requirements
  - Any person released to practice independently within the Orange County EMS System
- AEMT/paramedic requirements
  - AEMT or paramedic with a minimum of six months of fully released experience within the Orange County EMS System

**Employee preceptor Qualifications**

- Minimum of six months fully released experience within the Orange County EMS System
- One year of experience at credentialed level
- Required within 6 months:
  - Completion of Orange County Preceptor I Course.
- Recommended within first year:
  - Instructor Methodology completion
  - NC level 1 instructor at credential level

## Responsibilities

1. Assists the Student/FTEP Candidate in the development of patient assessment techniques, communications, and documentation practices, overall patient management and other technical skills, while they make the transition to the team lead role.
2. Maintains an ongoing awareness of the EMS Student's/FTEP Candidate advancing skill level and communicates the need for remediation to the FTO.
3. Working knowledge of the goals and objectives of the FTEP program and/or student syllabus.
4. Communicates feedback of skills, scene management, and operational knowledge to Student/FTEP Candidate in both written and verbal summary.
5. Responsible at all times for the quality of patient care delivered. The preceptor is expected to assume management of the patient at any time the Student/FTEP Candidate does not provide appropriate care in a timely manner.
6. Responsible for demonstrating our Department's ETHOS through actions and ensuring student/FTEP Candidate adheres to our ETHOS.
7. Responsible for completion of the FTEP Candidate/Student's required daily documentation.
8. Assist at new hire orientation.
9. Assist with Continuing education training scenarios.
10. In discussion with the training officer preceptors should be prepared to serve one or more of the following (the list below is not exclusive) :
  - a. Administrator for software programs
  - b. Writing training scenarios
  - c. Assisting with core courses at new employee orientation