



OZARK CAMPUS

PRECEPTOR GUIDE

****This guide is designed to provide the preceptor with information, descriptions, and guidelines of the preceptorship program as defined by Arkansas Tech University-Ozark Campus Paramedic/EMS program. Please read this document carefully. ****

PARAMEDIC PRECEPTOR:

A paramedic preceptor is an individual who works with a student to provide appropriate clinical/field learning experience to enhance student knowledge and facilitate role transition from an observer to team member to team leader, and ultimately to entry level paramedic status.

PRECEPTOR SELECTION:

Preceptors are selected jointly by Arkansas Tech-Ozark and the cooperating agency related to candidate demonstration of the following behaviors:

- Clinical competence
- Effective communication with clients, co-workers, and students
- Self-confidence and realistic self-perception of job performance
- Leadership in the workplace and the ability to initiate improvement in patient care
- Completion of an approved educational program
- At least one-year post-graduate employment as a practitioner
- Demonstrated expertise or current certification in specialty areas
- Current licensure as a paramedic

PRECEPTOR RESPONSIBILITIES:

- Maintenance of uncompromised state licensure
- Completion of orientation materials provided by Arkansas Tech-Ozark regarding the preceptor program
- Always provide direct supervision of his/her designated student requiring attendance in the clinical setting and availability to the student during internship rotation.
- Consistently demonstrate clinical competence in the area of practice
- Facilitate student learning by:
 - Assessing and suggesting appropriate learning experiences available to the student within program objectives
 - Selecting patient care assignments for student in accordance with program objectives and student goal
 - Directly assisting student learning experiences when needed
- Provide daily oral or written feedback to student regarding direction, performance, and attainment of student goals
- Foster and maintain regular communication with faculty regarding student progress according to program objectives

- Completion of a comprehensive student evaluation at the 100-hour intervals and at the completion of student internship
- Keep all student education records confidential as required by the Family Education Rights & Privacy Act (FERPA). Preceptor may discuss student education records (grades, performance, etc.) with university employees, but may not reveal education records to others outside the University.

STUDENT CONCERNS:

Policies and procedures for clinical/internship is included in the clinical/internship handbook. **Should additional questions or concerns arise, preceptors are encouraged to contact the clinical instructor or program director at any time by phone or email as listed in this document.**

DO'S AND DON'TS OF PRECEPTORSHIP

DO:

- ✓ Be an exemplary role model
- ✓ Meet briefly with your student before daily assignments to discuss student goals and answer student questions
- ✓ Address problems immediately and appropriately
- ✓ Notify student and faculty of unplanned absences
- ✓ Remember what it felt like to be a student
- ✓ Maintain professionalism in attitude, appearance, and confidentiality at all times
- ✓ Attempt to offer your student adequate breaks and meal opportunities
- ✓ Offer appropriate positive reinforcement

DON'T:

- ✓ Engage the student in gossip
- ✓ Impede student learning by assigning only "busy work"
- ✓ Always use the same teaching method
- ✓ Do anything to the student you wouldn't want done to you

ROLES AND LEGAL RELATIONSHIPS

ROLE OF THE UNIVERSITY

1. Provide preceptors with objectives, policies, procedures, and evaluation instruments to be utilized with students participating in the preceptorship program
2. Facilitate, monitor, and evaluate the students' learning through regular communication with the students and preceptors

3. Assist students with application of core content in the preceptorship program
4. Serve as resource personnel for students and preceptors
5. Require students and faculty to follow Arkansas Tech-Ozark and the cooperating agency's rules, regulations, policies, and procedures, including, but not limited to, OSHA regulations and any other safety requirements while participating in the preceptorship program
6. Ensure students participating in the preceptorship program meet the cooperating agency's health standards and provide required documentation
7. Retain ultimate responsibility for the students' grades, evaluation, and discipline
8. Provide the cooperating agency with copies of student evaluations related to the preceptors and the cooperating agency
9. Be jointly responsible with the cooperating agency for student experience and performance in the preceptorship program
10. Provide proof of accident and liability insurance

ROLE OF THE COOPERATING AGENCY:

1. Retain full responsibility for the care of the cooperating agency's patients and maintain quality patient care as evidenced by appropriate licensing
2. Maintain all certifications and licenses appropriate for its business and provide Arkansas Tech-Ozark access to the cooperating agency's facilities
3. Ensure that each preceptor:
 - a. Is providing direct supervision over no more than one student at any time
 - b. Meets qualifying criteria for preceptorship role
 - c. Attends an orientation provided by Arkansas Tech-Ozark regarding the preceptorship program
 - d. Personally, provides direct supervision on his/her student, which requires such preceptor to be present in the internship setting and available to the student at all times
 - e. Facilitates his/her student's learning by:
 - i. Assessing and suggesting learning experiences available to the student within the preceptorship program's objectives
 - ii. Selecting client care assignments and arranging other learning experiences within the preceptorship objectives
 - iii. Directly assisting student learning experiences when needed
 - f. Evaluates student performance and provides Arkansas Tech-Ozark with evaluations regarding the student's participation in the preceptorship program
 - g. Is an employee of the cooperating agency
4. Be jointly responsible with Arkansas Tech-Ozark for student experience and performance evaluation in the preceptor program
5. To never allow students to function as employees while interning

LEGAL RELATIONSHIP:

The legal relationship between Arkansas Tech-Ozark and the cooperating agency is that of independent contractors. Arkansas Tech-Ozark students and faculty participating in the preceptorship program are not employees of the cooperating agency and the preceptors are not employees of Arkansas Tech-Ozark. This agreement can be dissolved at any time by Arkansas Tech-Ozark, the cooperating agency, or the preceptor.

CONTACT INFORMATION

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After reviewing the power point, and reading this document, please remove agreement page, complete, and return using one of the sources below:

Mail	Fax	Email
Mark Maxwell EMT/Paramedic Instructor and Clinical Coordinator Arkansas Tech University-Ozark Campus 1700 Helberg Lane Ozark, AR 72949	479-667-0198 ATTN: Mark Maxwell Paramedic/EMS Department	Mmaxwell1@atu.edu

PARAMEDIC INTERNSHIP (Preceptor Agreement)

I have completed orientation material, read, fully understand, and agree to follow preceptor guidelines as defined herein by the Arkansas Tech University-Ozark Campus Paramedic/EMS Program.

Signed this _____ day of _____, 20_____

Printed Name _____

Employee of _____

Arkansas EMSP License # _____

NREMT Certification # _____