

**CCEMS
ADMINISTRATION POLICY 300-24
PRECEPTING**

I. PURPOSE

- 1.1 To establish and explain guidelines for training new employees & auxiliary personnel, current personnel who have increased their level of certification, and current personnel who need clinical assistance/remediation.
- 1.2 To explain hourly incentive compensation for those selected as a Preceptor.
- 1.3 To outline the selection process and duties expected of a CCEMS Preceptor.
- 1.4 CCEMS strives to provide the best learning and orientation experience to our personnel. The primary objective of Preceptors is to help prepare their coworkers to function to their full potential within the CCEMS protocol and have a thorough understanding of CCEMS policies and procedures.

II. PROCEDURE

- 2.1 Precepting duties include, but are not limited to; assisting the trainee in completing their orientation manual, reviewing CCEMS protocols and policies, reviewing radio operations, driver training, ensuring the trainee can properly use all CCEMS equipment, and mentoring the trainee while they perform patient assessments/treatment. Preceptors will oversee the actions of the trainee and are responsible for the actions of the trainee during the assigned training period.
 - 2.1.1 Preceptors are responsible for all actions of their trainee. If at any time, the preceptor feels a trainee is doing something wrong, they need to stop the trainee and correct the situation.
 - 2.1.2 If the trainee fails or refuses to take direction from the preceptor, the preceptor must notify the Supervisor, the Education Coordinator or the Director immediately.
- 2.2 Preceptors will be expected to identify any areas of weakness shown by the trainee and work with the trainee to help them improve in these areas.
 - 2.2.1 If a preceptor continues to observe the trainee struggling with an area of weakness after attempting remediation, the preceptor must report the issues to the Education Coordinator.
- 2.3 An orientation period will terminate upon successful completion of all the requirements of the Preceptor, Education Coordinator, Medical Director and Director.

- 2.3.1 CCEMS preceptors will assist CCEMS employees and auxiliary members in completing their orientation process in a timely manner.
- 2.3.2 Coshocton County employment policy requires all new employees to complete a six month probationary period, beginning the date they are hired. This probationary period is separate from the orientation process. CCEMS preceptors will strive to help newly hired CCEMS employees and auxiliary members complete their orientation process before the end of their probationary period.
- 2.3.3 The preceptor, in conjunction with the Education Coordinator, will periodically evaluate the progress of their personnel in training and report to the Director.
 - 2.3.3.1 If specific areas of weakness are noted, a plan should be developed to help the person in training become more proficient.
 - 2.3.3.2 Within the first few weeks of employment, the Director needs to be advised of a new employee's progress and potential for successful completion of their orientation.
- 2.4 Preceptors must evaluate the person they are training each time they work with them.
 - 2.4.1 This evaluation will include a face-to-face discussion between the preceptor and the trainee.
 - 2.4.2 The preceptor is expected to explain to the trainee what they did well, and what they need to improve upon.
 - 2.4.3 Discussions will include a review of the trainee evaluation form. Detailing a summary of the responses handled, skills performed successfully and unsuccessfully, strengths, weaknesses, goals and any specific action plans for the trainee.
- 2.5 Preceptors must properly complete all orientation paperwork and submit the paperwork to the shift supervisor before leaving shift.
 - 2.5.1 The shift supervisor will ensure that the paperwork is properly completed before authorizing the preceptor's time sheet.
 - 2.5.2 The shift supervisor is only ensuring that all paperwork is complete. All other aspects of the training session will be handled by the Director, Education Coordinator, and/or Medical Director.
- 2.6 Every attempt will be made to schedule trainees with approved preceptors.
 - 2.6.1 In the event that someone who is not an approved preceptor is asked assist personnel in training in learning a specific task or topic, or because of an

unexpected absence or scheduling issue is asked to stand-in as a preceptor, they may be compensated for their time.

- 2.7 Preceptors will be selected based on the following criteria:
 - 2.7.1 Preceptors will have demonstrated above average knowledge in CCEMS Protocols, Procedures and Policies.
 - 2.7.2 Preceptors will have demonstrated above average competency in patient assessment, treatment, report writing, radio and equipment use.
 - 2.7.3 Preceptors must be in good standing with CCEMS and will be selected by, and serve at the discretion of, the Director.
 - 2.7.3.1 Personnel who have received corrective action for major protocol/policy violations may be ineligible to be a preceptor.
 - 2.7.3.2 Personnel who receive corrective action for major protocol/policy violations while serving as a preceptor may be relieved of their preceptor duties.

- 2.8 Preceptors are expected to work with trainees during “down time”, in addition to the time while they are handling calls. Preceptors may be removed from their preceptor assignment if CCEMS Administration determines that they are not spending enough time with their trainee.

- 2.9 Preceptors should follow all protocols and procedures, and demonstrate to their trainees the proper way to perform their job. In the event that a trainee fails to perform to expectations due to being improperly trained by their preceptor, the preceptor may be relieved of their duties as a preceptor.

- 2.10 Preceptors will receive compensation at the rate of \$0.50/hr for each hour they work as a preceptor.
 - 2.10.1 The additional compensation will only be for actual hours worked as a preceptor and will be noted on the employee’s time sheet.
 - 2.10.2 A supervisor must initial the employee’s time sheet authorizing the hours that will receive the additional compensation.
 - 2.10.3 The additional compensation for precepting will not be multiplied by 1.5 for overtime and will not factor into the employee’s hourly rate for calculating overtime.
 - 2.10.4 Only one person will be paid to precept a trainee at any time.

- 2.11 There will be no preceptor compensation for any employee paired with a clinical student or observer. However; all CCEMS employees are expected to assist any and all students/observers with clinical assessments, practices, questions and guidance during their scheduled ride time. Disrespect or blatant failure to mentor a student/observer will not be tolerated.
- 2.12 The shift supervisors will remain "in-charge" of their shift for all operational and administrative concerns. Preceptors will continue to report to their respected shift supervisor and advise them of their planned training for that day.

Director



Effective Date:

2/2/2012

Reviewed:
