



# Carroll County Department of Fire and EMS

## EMS Policies and Procedures

<b>Standard Operating Procedure: 3.11</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Preceptor/Mentor Guidelines</b>	<b>Section: Emergency Medical Services</b>
<b>Authorized: Michael Stoner, Assistant Chief</b>	<b>Revision Date: N/A</b>

### I. PURPOSE

This policy will provide the procedures for becoming a field preceptor/mentor for Carroll County Department of Fire and EMS and in addition, establish the required qualification to become an approved preceptor/mentor.

### II. DEFINITIONS

**Preceptor/Mentor-** A clinician who has met the requirements and has demonstrated through experience the ability to teach and guide a fellow clinician through the field learning process.

**Preceptee** – A student/clinician that is either in the process of obtaining license or a person that has obtained a license to provide emergency medical care that has not been granted clearance to function independently by the Assistant Chief of EMS.

**Medical Review Committee (MRC)** – A committee that is mandated by COMAR 3.03.03. It comprised by personnel appointed by the Medical Director and the Assistant Chief of EMS. The Medical Review Committee is responsible for reviewing and overseeing the Quality Assurance program.

### III. PROCEDURES

#### A. Required levels of Precepting/Mentorship

- a. Advanced Life Support preceptor/mentor – shall be required for precepting/mentoring all Paramedics and Intravenous Technicians (IVT).
- b. Basic Life Support preceptor/mentor – shall be required for all EMT-B and EMR clinicians.

#### B. Minimum requirements to be considered for precepting/mentorship

- a. Clinician shall have at least three consecutive years of providing care at or above the level of precepting/mentoring requested. Experience outside of Carroll County will be considered to meet this requirement.
- b. Clinician shall be a member in good standing and free of any internal investigations related to Emergency Medical Services
- c. Clinician shall meet the minimum requirements to be considered an active operational member.
- d. Clinician shall be familiar with policy and procedures of DFEMS and associated fire companies within Carroll County.

#### C. Process for becoming a preceptor/mentor

- a. Complete an application for preceptor/mentorship
- b. Submit a resume to the Assistant Chief of EMS and Medical Director
- c. Submit a letter of recommendation from one of the following:
  - i. Senior Volunteer EMS Officer
  - ii. Shift Commander or Station Lieutenant
- d. Complete a precepting/mentorship training program that has been approved by DFEMS. That shall include at a minimum:
  - i. Review and demonstration of understanding of the Maryland Medical Protocols.
  - ii. Review and demonstration of DFEMS Policies and Procedures along with assigned station policies and procedures.
- e. Meet with Assistant Chief of EMS and Medical Director

#### D. Preceptor Responsibilities

- a. Orient the preceptee to the following
  - i. The station and unit in which they are precepting
  - ii. All applicable policies and procedures
  - iii. Any equipment that is unique to a particular station
- b. Review the expectation with the preceptee about the skills, knowledge, and personal behavior required of an entry level clinician.
- c. Determine the experience level of the preceptee and alter the precepting experience to build on prior knowledge.
- d. Provide the preceptee with the opportunity to engage in learning experiences that would contribute acquiring skills needed to be an independent clinician.
- e. Provide feedback and evaluation regarding the following:
  - i. Knowledge and skills
  - ii. Professional behavior
  - iii. Usage of down time between calls
  - iv. Improvement to overall care provided
- f. Complete a daily and Incident evaluation for preceptee to reinforce skills, attitude, or professional behavior while precepting.
- g. Advise the Assistant Chief of EMS of any significant problems during precepting in which preceptee may need to be reassigned or suspended from precepting.

- h. Advise Assistant Chief of EMS when preceptee has completed the process and is recommended to be cleared to become an independent functioning clinician.

**IV. RECISION**

This Standard Operating Procedure rescinds all directives regarding Preceptor/Mentor Guidelines or similar content previously issued for personnel of the Carroll County Department of Fire and EMS.