



TCMI
Treasure Coast Medical Institute

Paramedic Department

PARAMEDIC PRECEPTOR AND INTERN FIELD EXPERIENCE TRAINING MANUAL

Name _____

This manual was developed to assist field internship preceptors in the training and evaluation process and to provide the student with an understanding of performance expectations.

Revised Summer 2022

Acknowledgments

I would like to thank the TCMI paramedic preceptors who provided valuable input during the development stages of the Paramedic Intern Training.

My job here at TCMI has been made easier and professionally more rewarding because of the help, cooperation, enthusiasm, and interest of the paramedic preceptors in this four-county area. I salute you for your commitment to quality prehospital care. I hope this manual for paramedic student evaluation will assist you and the department in providing the best paramedic training program in the state.

The success of each Paramedic Intern is a collaborative effort between lecture, labs, hospital clinical and field experience. As the role of preceptor, you shape the Paramedic Intern and help them grow in their profession as an entry level paramedic riding on an ALS ambulance. The time and effort you spend with the Intern will not go un-noticed. Let us as a Paramedic Program “Teach them Up” and maintain a high standard.

Kevin Franklin
Program Director
Treasure Coast Medical Institute, Inc.

Paramedic Intern Clinical Rotation Field Experience

UNIT OBJECTIVES

During this rotation, as experience, exposure, and knowledge level permits, the paramedic intern:

1. Determines safety for self and adequacy of work environment and takes appropriate action.
2. Initiates appropriate crowd control maneuvers.
3. Establishes and maintains rapport while providing emotional support to patients, family, and bystanders.
4. Performs primary assessment and intervenes as indicated.
5. Obtains relevant and accurate patient history in a systematic manner.
6. Performs an appropriate physical exam.
7. Recognizes patients that need further attention and transports at appropriate point in run.
8. Recognizes the need to make hospital contact.
9. Obtain vital signs quickly and accurately.
10. Recognizes arrhythmias.
11. Interprets assessment information clearly and takes appropriate action.
12. Accurately reports all pertinent information in a systematic manner.
13. Speaks clearly and concisely and is easily understood.
14. Repeats all orders and reports patient response to therapy.
15. Keeps accurate, complete and legible written records.
16. Anticipates orders, and the needs of other team members.
17. Establishes appropriate working relationships with all team members.
18. Assumes leadership role and directs team members appropriately.
19. Communicates information appropriately to all team members.
20. Performs well under stress, uses good judgment.
21. Is able to accept constructive criticism and guidance.
22. Maintains adequate airway control.
23. Applies splints and bandages appropriately.
23. Provides proper care to burn patient.
24. Performs CPR correctly and effectively.
25. Safely and effectively performs defibrillation/cardioversion.
26. Displays proper knowledge and skill level when using drug therapy.
27. Demonstrates knowledge and ability in emergency childbirth.

28. Efficiently performs ET, Nasal Tracheal and supraglottic procedures.
29. Initiates or directs extrication of patient.
30. Aseptic and proficient insertion of IV and monitoring IV therapy.
31. Performs needle thoracostomy.
32. Proficiently administers oxygen therapy.
33. Spinal immobilizes patient correctly.
34. Demonstrates ability to suction patient.
35. Maintains assigned ambulance inventory.
36. Demonstrates the ability to correctly operate all electronic equipment.
37. Critiques runs with preceptor.
38. Maintains a professional demeanor throughout this clinical rotation.

Introduction

The paramedic intern is required to complete clinical riding time on ALS units. This is a critical phase of training where the student applies the knowledge gained in didactic and lab situations to actual prehospital care. The TCMI approved paramedic preceptors play a vital role in this phase by being role models, mentors, teachers, and evaluators.

The TCMI paramedic field internship requirements have been developed to best ensure that a paramedic graduate has received appropriate training and can provide safe and competent prehospital care on a consistent basis.

Paramedic Student Clinical Guidelines and Objectives Field Experience

During the paramedic program, the paramedic student will be riding on ALS units in the four-county area. A continuum of knowledge and skill level will be expected.

The paramedic preceptors will continuously be evaluating the initiative, professionalism, skill, and knowledge level of the Intern. At no time will the student perform ALS skills while on regular work duty. The Intern is covered by TCMI liability insurance to perform ALS procedures under the direct supervision of a preceptor, while in an approved clinical rotation, and after checked-off in a classroom/lab setting (see skills verification card).

Ride rotations are scheduled through the TCMI Clinical Coordinator.

The student should be familiar with the standing orders and protocols of the county in which he/she is riding.

A student who is at any time disrespectful to any member of the health care team or patients or acts or dresses in an unprofessional manner should be sent home and notified immediately.

Additionally, students may not sleep during Field Experience rotation unless the preceptor/crew are also sleeping. Some departments do not allow afternoon naps. The student will adhere to the ALS department policy.

Expectations of Clinical Performance

First Semester-Paramedic I: The paramedic Intern will initially observe ALS procedures, refine BLS skills, and gradually add the responsibilities of a paramedic. The Intern is not expected to have the skill or knowledge of a seasoned paramedic; however, the Intern will be expected to show progress toward total patient care.

Second Semester-Paramedic II: The paramedic Intern will be expected to have developed proficiency in ALS skills and total patient management. During this semester, the preceptor will allow and encourage the Intern to provide a more holistic approach to patient care. More attention should be directed to scene control and directing other crew members. The Intern should demonstrate leadership qualities and technical proficiency.

Third Semester Capstone Internship: Capstone refers to a culminating Intern experience in which Interns apply the concepts that they have learned to solve real-life problems. It is an opportunity for Interns to demonstrate that they have achieved the terminal goals for learning established by their educational program and to demonstrate entry level competency in the profession. The CoAEMSP Policies and Procedures Manual define a capstone experience as: “Activities occurring toward the end of the educational process to allow students to develop and practice high-level decision making by integrating and applying their Paramedic learning.” The Paramedic Intern is required to have 20 Paramedic Team Leads.

Team Lead- The student has successfully led the team if he or she has *conducted a comprehensive assessment* (not necessary performed the entire interview or physical exam, but rather been in charge-of the assessment), as well as *formulated and implemented a treatment plan* for the patient. This means that *most* (if not all) of the *decisions* have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging and moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, first responders or crew.”

ALS Clinical Requirements

The requirements for ALS clinicals are as follows:

1. **Paramedic Training Center:** The paramedic intern will complete approximately 312 hours over the course of twelve months on designated ALS units. The Intern must be scheduled by the clinical coordinator and approved by the individual agency prior to the student riding.

2. Florida State Rules and Regulations: According to Florida Administrative Code 64E-2, a paramedic trainee must function under direct supervision of a certified paramedic, physician, or registered nurse when administering definitive care while on ALS units.

3. Intern: The clinical coordinator must be notified by the student if he/she is going to be late, absent, or leaving early.

If the Intern must be moved to another station or there is a preceptor change, the student will note the change on the evaluation form. No Intern will take it upon himself/herself to change stations without notification and approval of the shift Captain or Supervisor.

If an Intern must leave a clinical because of illness or personal reasons, the clinical coordinator must be notified at that time. The Clinical Coordinator must be notified of any station change.

4. Preceptor: The preceptor will discuss the Intern's strengths and weaknesses with the student at the beginning of each shift. A plan should be developed by both participants for the day. Goals should be set, and critiques of those goals should be performed throughout the shift.

The preceptor should introduce the Intern to the entire crew. If the Intern is unfamiliar with the department policies, standing orders, or equipment, the preceptor should review these at the beginning of the shift. The Intern should be responsible for advising the preceptor of lack of familiarity with system.

The preceptor should be willing to work with the Intern on the skills packets.

As professionalism is very important to the TCMI Paramedic Department, preceptors are cautioned against signing any skills or time sheets with inaccurate information. Students must perform the training skills assigned during each semester. Preceptors should not sign these skills off unless completed

Performance Evaluations

Performance of the paramedic Intern during ALS clinicals will be closely observed and evaluated by a preceptor to determine whether the intern can demonstrate, in a field setting, appropriate application of knowledge and skills acquired during the didactic and lab portions of training. This is a competency-based evaluation. All ratings must be based on the Performance Evaluation Standards (Appendix A). A competency-based evaluation is one which the intern is evaluated according to a predetermined skills performance criteria. The intern is not expected to achieve a competent rating in all areas until the final semester, Captstone. However, the student should demonstrate progress throughout the training program.

Each run should be critiqued as soon as possible following the run. Areas of strengths and weaknesses are to be discussed with the intern during the evaluation sessions, and should reflect the following information:

1. Evaluation and control of the scene
2. Patient history-taking and assessment skills
3. Communications skills
4. Demeanor/teamwork (appropriate use of personnel)
5. Treatment skills
6. Use of equipment
7. Judgment
8. Establishment of priorities

Simulations/Training Scenarios

Simulation can be a very useful teaching tool. Preceptors can use scenarios to help a trainee become more organized and complete in performing the primary and secondary assessments on a patient. They can also be used to help the trainee become more comfortable with equipment so that actual runs flow more smoothly. Unlike actual runs, simulations provide an added advantage because the situation can be controlled and redone as needed. Simulations give preceptors an opportunity to expose the trainee to patient scenarios that have not occurred on actual runs during his or her internship.

Paramedic students will have a specific number of skills to practice with preceptors throughout the year. The student should take the initiative to ask to practice these skills.

Daily Evaluations

Each Field Experience Shift is to be recorded by the Paramedic Intern on the:

FISDAP-Daily Field Internship Evaluation Form: Preceptor Evaluation of Student
(Appendix A)

A brief but complete description of activities performed by the Paramedic Intern should be listed in the appropriate column. The preceptor then will rate the intern's performance. Explanations and comments are to be made in the comment areas provided.

If an area of weakness is noted, the preceptor, in conjunction with the Intern, should develop a plan for improvement. This may include additional training scenarios, study assignments or suggestions of additional riding time.

If the preceptor feels the student performed a skill well, but was not successful e.g., IV or ET, a comment will be written in the comment section of the ALS evaluation.

Additional Intern Requirements

It may be necessary to increase the number of required riding hours or skills for an individual student to assure competency in specific areas of practice. Extensions of field experiences may include, but are not limited to the following reasons: Inability to or unable to consistently--

1. Perform adequate field assessments.
2. Obtain complete medical history include chief complaint and history of chief complaint.
3. Determine appropriate field protocols when chief complaint is identified.
4. Anticipate appropriate hospital orders.
5. Understand basic concepts or perform BLS skills with proficiency.
6. Demonstrate assertiveness in field situations.
7. Demonstrate adequate communication skills.
8. Interact properly with patients or others.
9. Accept constructive criticism/guidance.
10. Demonstrate proper professional behavior/appearance.

Intern Duties When at the Station

1. Interns should exhibit self-motivation and initiative for learning experiences.
2. Studying and working with preceptor on classroom material is expected during the day.
3. Interns is encouraged to participate in physical training with crew.
4. Scenarios are encouraged daily.
5. Intern are expected to actively participate in station duties, daily equipment and drug box inventory, and any other crew duties or training (interns will not at any time participate in fire-related activities or drive an emergency vehicle).

Additional Information

1. Interns will be required to bring the following equipment to clinical rotations: (1) stethoscope; (2) a black pen; (3) a pen light; (4) trauma scissors; (5) eye protection.
2. Interns and/or preceptor must report any unusual incidents or injuries immediately to Kevin Franklin. This includes medication errors, injury to students or patients, or other situations which could be a potential risk-management problem.
3. The Intern will adhere to TCMI's blood borne pathogens policy at all times when caring for patients. This means that gloves will be worn during all patient contacts. Additional protective gear (eye protection, mask, gown, respirator) should be worn as the situation or policy dictates).
**Any student exposure to blood or body fluids (eg. needle stick, fluids in eyes, or skin exposure) must be reported immediately to the appropriate supervisor and then to Kevin Franklin.
**Interns must have a change of clothes (or jumpsuit) to replace soiled uniforms. If a change of clothes is not available, the student must be sent home and Kevin Franklin is to be notified.
4. Any Interns with alcohol on the breath or one who acts erratically or appears under the influence of drugs will be sent home and appropriate referrals made and/or discipline administered. Kevin Franklin must be notified immediately.
5. Paramedic Interns may not perform ALS skills unless checked off in lab. The Intern will carry the skills verification card at all times during any clinical or ALS rotations. If there are not appropriate signatures, the Intern may not perform that skill.
6. All ALS skills must be performed under the supervision of the preceptor and may only be performed during scheduled clinical or field hours.
7. **Any forged signatures or inaccurate information on any forms are grounds for dismissal from the program.** Accuracy in record keeping is a professional behavior which is very highly regarded by this department.
8. Interns will not carry cell phones or like devices to any hospital area. Interns may have at the station, but only for FISDAP documentation.

9. No smoking. No tobacco chewing during any ALS rotations. No gum chewing while directly involved with a patient.
10. All ALS time is scheduled through the clinical coordinator. The Intern will **never** call up the ALS service and schedule time.
11. If Intern arrives at station and there is no preceptor there, contact supervisor or Captain or Lt. for new assignment. If a different preceptor is at the assigned station, Intern may stay at that station. **Interns must document this change on the ALS evaluation form.**
12. Any Intern who does not follow the dress code may be sent home and Kevin Franklin notified.
13. Interns must always respect patient confidentiality. Do not discuss patients in areas of the hospital where friends and family may overhear i.e. cafeteria, elevators, etc. Do not discuss any patient outside of the educational context.
14. Interns may not operate any emergency vehicle, including carts or bicycles.
15. Interns must wear reflective vest at all MVC's at night and any scene with safety issues.
16. Interns may not play video games while on student status.

Interns

Please realize that you are working under the licenses of the Paramedic department medical director, your clinical coordinator, the preceptors, the medical directors of the four counties, nurses in the hospital, and other professionals. Their willingness to allow you to train under their supervision is invaluable for the continuance of this program. They deserve your respect at all times!!

Dress Code and Personal Hygiene for Paramedic Interns While on Field Experience Rotations

As a professional and a representative of TCMI, the paramedic intern should be acutely aware of the image he/she projects to the public and other health care professionals. Remember, the first impression anyone has of you is based on your appearance. A poor appearance not only reflects on you, but also, on the entire profession and the paramedic program.

Required uniform

1. A clean pressed TCM I Polo shirt, issued uniform pants and belt are to be worn during the shift.
2. Black leather work boots or shoes must be worn on Field Experience.
3. It is recommended that during Field Experience, a plain white tee shirt be worn under the uniform shirt. This will absorb perspiration and prevent the uniform shirt from staining. Do not wear a tee shirt with designs.
4. Interns will have a watch with a second hand.
5. During Field Experience, the paramedic intern may wear a navy-blue jump suit **when the entire crew is wearing jumpsuits**. You must purchase a TCM I jumpsuit through the uniform store prior to Field Experience. Department jumpsuits may not be worn.
6. No long chains or bracelets or rings with large stones. No tongue rings or other visible piercing rings (that includes earrings). The only acceptable jewelry is a watch and wedding band.
7. The Intern should have available a clean, spare uniform or jumpsuit during all ALS rotations. If a uniform is soiled with blood or body fluids, the uniform **must** be changed, and the soiled uniform bagged and cleaned as per blood-borne pathogen policy. If an Intern does not have a second uniform, she/he must be sent home.
8. The Intern will provide goggles or eye protection. These are to be worn at any time there is a potential of blood or body fluids splash. The Intern may wear the eye protection around his/her neck.

Any Intern may be sent home by the preceptor or supervisor if the Intern does not conform to the dress code.

Personal Hygiene

1. **Any** Intern with long hair must secure hair with tie pulled back away from face.
2. No bright nail polishes. Nails should be trimmed and clean.
3. Beards and mustaches should be neat and trimmed.
4. No perfume and cologne.

5. Clean hair and body. Please use deodorant and toothpaste.
6. Uniform and jumpsuit should be cleaned and neat.
7. Shoes or boots should be polished.

Appendix A

Confirmed

Evaluation | FISDAP - Daily Field Internship Evaluation Form: Preceptor Evaluation of Student

Evaluator: **Instructor - Kevin Franklin** [change](#)

Date:

Subject: **Student - TCM Student - Paramedic: 12/2025** [change](#)

[Unconfirm](#)

Shift: **19208047**

Start time:

Please rate the student in the following categories at the end of the shift. COMMENTS ARE A MUST FOR FUTURE IMPROVEMENT

GRADING SCALE

- 4 = Exceptional (performed above expectations and course knowledge)
- 3 = Appropriate for experience level (functioning at the expected level in the program)
- 2 = Need moderate improvement (needs further education and practice to improve)
- 1 = Need significant improvement (needs intensive assistance and education to improve)

DAILY AFFECTIVE APTITUDE EVALUATION

Learner Characteristics

The student demonstrated attendance within the stated program policy, independently sought out appropriate learning experiences, participated in a multi-skilled approach to patient care, practiced required skills, sought advice to improve skills, demonstrated the superior delivery of patient care required of a paramedic student as stated within the program policy.

Professionalism/Attitude

The student's behavior demonstrated integrity, empathy, self motivation, self-confidence, team work, diplomacy, respect, patient advocacy, careful delivery of service, appropriate time management, appropriate appearance and personal hygiene. The student reported to clinical assignments on time and in full uniform.

Communication Skills

The student performed and reported patient assessments completely and proficiently. He or she interacted with patients and other health care professionals on a "student role" at an appropriate level.

Ethics and values

The student demonstrated integrity by respecting patients, bystanders, the organization and other allied professionals; he or she demonstrated compassion and empathy toward patients and others.

STUDENT PERFORMANCE

Phase/Shift Objectives

The student reviewed current objectives and performed the tasks to the standards outlined. He or she requested and accepted constructive criticism and took personal responsibility for self-improvement.

4 3 2 1

Psychomotor Skills

The student was able to thoroughly describe all elements of applicable procedures and could accomplish psychomotor skills independently and proficiently.

4 3 2 1

Interview

The student completed comprehensive patient/bystander interviews. He or she demonstrated active listening.

4 3 2 1

Exam

The student completed an appropriate physical exam.

4 3 2 1

Treatment

The student formulated a field impression and implemented a treatment plan. Interventions performed were complete, satisfactory and timely.

4 3 2 1

Remediation needed:

Do not enter patient identification information that would violate HIPAA

Area requiring immediate attention:

Do not enter patient identification information that would violate HIPAA

Choose "1" if you would like to receive immediate, personal contact from clinical faculty.

1 0

Student Plan of Action: Development Goals for Future

Do not enter patient identification information that would violate HIPAA

General Feedback

Do not enter patient identification information that would violate HIPAA

End time:

Score
25%

Details

Total Points Possible: 36

Points Awarded: 9

Prompts Deducted: 0

Total: **9 of 36**

Submit and Close

Reset

◀ May 2022 ▶

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4