



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: EMS PRECEPTOR

SECTION: EDUCATION / TRAINING

POLICY NUMBER: H-8

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding minimum requirements for a preceptor.

**POLICY:**

Preceptors within the CDHEMSS shall meet the following requirements:

1. Be in good standing within the CDHEMSS
2. Be an active member of the CDHEMSS for at least 1 year
3. Preferably be a Lead Instructor
4. Have approval of the agency EMS Coordinator
5. Have no corrective actions or case reviews within past 12 months
6. May only precept:
  - a. EMT-B may precept EMT-Bs
  - b. EMT-P may precept EMT-B, EMT-P, PHRN and ECRNs
  - c. PHRNs may precept EMT-B, EMT-P, PHRN and ECRNs
  - d. ECRNs may precept EMT-B, EMT-P, PHRN and ECRNs
  - e. Critical Care Paramedics may precept EMT-B, EMT-P, PHRN and ECRNs

To become a preceptor EMS personnel shall:

1. Shall receive a written recommendation from the EMS Coordinator, Chief or Manger
2. Meet the above requirements
3. Have approval of the EMS Medical Director
4. Have approval of the Paramedic Program Instructor (for EMT-P program)
5. Attend required preceptor training

Responsibility of preceptors include but are not limited to:

1. Willingness to be a preceptor
2. A non-judgmental attitude toward co-workers
3. Assertiveness to stand for best practice care
4. Flexibility to change and ability to adapt to new situations
5. Excellent communication skills
6. Positive attitude toward patient care and adherence to System standards
7. Good to excellent critical thinking and interpersonal skills
8. Patience

Preceptor Suspension

1. Should a preceptor fail to meet the above-mentioned requirements he or she will at that point no longer interact with students / candidates and the following shall take place:
  - a. A letter will be sent from the EMS System to the preceptor outlining the cause for revocation of preceptor status:
    - i. For EMS
      1. A letter will be sent to the preceptor’s Chief / President
        - a. Should the cause for revocation not be corrected within the revocation letters outlined timeframe the preceptor will not be able to take a student / candidate until the next available preceptor class is completed
    - ii. For RN / RT / MD / DO
      1. A letter will be sent to the preceptor’s Chief / President
        - a. Should the cause for revocation not be corrected within the revocation letters outlined timeframe the preceptor will not be able to take a student / candidate until the next available preceptor class is completed
  - b. The EMSMD or his designee will review the preceptor’s performance and will discuss a corrective action plan with the provider Chief/EMS Director.

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