

CoAEMSP

Committee on Accreditation
of Educational Programs for the
Emergency Medical Services Professions

Standards Interpretations: Preceptor Training

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Mark Your Calendar!

Next Webinar

Standards Interpretations: **Medical Director Responsibilities**

Thursday, April 7, 2011

2pm ET / 1pm CT / 12noon MT / 11am PT



Objectives

1. Define preceptor, preceptor training, and preceptor orientation
2. List the Standard that relates to preceptor training
3. Describe the content that must be in the preceptor training
4. Discuss delivery options for training
5. Describe evidence required to demonstrate the training has been completed by the preceptors.



Preceptor

- a teacher, instructor
- an identified experienced practitioner who provides transitional role support and learning experiences



Training vs. Orientation

Preceptor **Training:**

teaching field preceptors about how to precept students during internship

Preceptor **Orientation:**

teaching hospital personnel what the hospital/clinical preceptors should know



Training vs. Orientation

- Preceptor **Training**:
 - For **field personnel**
- Preceptor **Orientation**:
 - For **Key Hospital + Other Clinical Experience Personnel**





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Standards & Guidelines

2005 version

[CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions](#) [pdf 212KB]

Standards and Guidelines Interpretations

[Standards Interpretations](#) (2/5/2011) [pdf 221KB]

Sample Documents

Consortium Sponsorship agreement [sample](#) [doc 67KB]

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Standards & Guidelines



a. Responsibilities

The program director must be responsible for all aspects of the program, including, but not limited to:

- 1) the administration, organization, and supervision of the educational program,

1) As part of the administration, organization, and supervision of the program, the Program Director must ensure that there is preceptor orientation/training.

The training/orientation must include the following topics:

- Purposes of the student rotation (minimum competencies, skills, and behaviors)
- Evaluation tools used by the program
- Criteria of evaluation for grading students
- Contact information for the program

The training media may take many forms: written documents, formal course, power point presentation, video, on-line, or there could be designated trainers on-site that the program relies on. The program should tailor the method of delivery to the type of rotation (e.g. hospital, physician office, field).



CAAHEP Standard III.B.1.a.1)

- **III. Resources**

- B. Personnel**

- 1. Program Director**

- a. Responsibilities**

The program director must be responsible for all aspects of the program, including, but not limited to:

- 1)** the administration, organization, and supervision of the educational program,



Interpretation

- As part of administration, organization, and supervision...**the PD must ensure there is a preceptor training program.**



Training / Orientation **Must Include**

- Purpose of student rotation
(minimum competencies, skills and behaviors)
- Evaluation tools used by the program
- Criteria of evaluation for grading students
- Contact info for program



Delivery Options

- Written documents
- Formal course
- PowerPoint presentations
- Video
- Online
- Designated trainers on site
- Tailor delivery method to type of rotation
(e.g. hospital, physician office, field)



Training / Orientation

Who completes it?

- Program must demonstrate that **EACH field internship preceptor has completed the training.**



Documentation – Field Internship

Possible evidence of completed training

- Online session documenting completion by the preceptor
- Written packet provided by the program which is read and signed
- Representative of the program may meet briefly with the potential preceptors at that location



Documentation

- Rosters of participants (dated)
- Online logs
- Signed acknowledgements by the field internship preceptors



Documentation – Clinical Internship

- Orientation offered for at least key hospital and other clinical experience personnel
- Program can then arrange to have those key personnel provide guidance to other hospital preceptors, if needed.



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Questions?

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