I. PURPOSE
   This policy establishes the criteria for authorization to perform as a Paramedic Preceptor in Contra Costa County.

II. REQUIREMENTS
   A. No person shall precept or otherwise supervise or evaluate a Paramedic Intern unless that individual has been authorized as a Paramedic Preceptor by the Contra Costa County EMS Agency (EMS Agency) in accordance with this policy.
   B. All Paramedic Preceptor candidates shall meet the following requirements:
      1. Submit an application on the approved form to the EMS Agency.
      2. Submit proof of licensure as a California paramedic with at least two (2) years full-time field experience within the previous two (2) years.
      3. Submit proof of current full-time paramedic experience within the Contra County EMS System for the previous twelve (12) months.
      4. Submit approval to perform as a Paramedic Preceptor by a Contra Costa County ALS EMS system provider.
      5. Submit approval to perform as a Paramedic Preceptor by an approved paramedic training program.
      6. Submit proof of attendance of an EMS Agency approved paramedic preceptor training course within six (6) months preceding the date of application.
      7. Candidate shall have no clinical corrective action, clinical performance improvement plan(s) or clinical education assignment(s); no violations of EMS Agency policy or protocol; and no violations of the EMS regulations as codified in the Emergency Medical Services System and Prehospital Emergency Medical Personnel Act within the preceding twenty-four (24) months.

   The candidate may petition the EMS Agency in writing for a waiver related to the criteria described above (Section II.B.7) if the following criteria is met:
      a. Candidate has successfully completed any/all assigned clinical performance improvement plan(s) or clinical education assignment(s);
      b. A minimum of six (6) months have lapsed from the date of completion; and,
      c. The candidates’ clinical manager(s) endorses the petition to the EMS Agency and recommends the candidate for preceptor approval.

III. PRECEPTOR RESPONSIBILITIES
   The Paramedic Preceptor is responsible:
   A. For direct supervision, instruction and evaluation of the Paramedic Intern at all times while the Paramedic Intern is assigned to the Paramedic Preceptor.
   B. To intercede and assume patient care whenever a Paramedic Intern’s performance or clinical care falls below the standard of care and/or may cause patient harm.
C. For completing the documentation and evaluations of the Paramedic Intern as required by the employer, training institution and the regulations pertaining to paramedic internships.

D. To report to the EMS Agency and the paramedic training program any clinical deficiencies, incompetency, negligence or conduct that may or did result in patient harm or that would or did have an adverse operational impact on the EMS system.

E. To comply with all employer rules and policies, state, federal and county laws, EMS system policies, protocols and state regulations pertaining to prehospital personnel at all times, whether or not precepting a Paramedic Intern.

F. For disclosing to the EMS Agency, the employer and the approved training program any conflict of interest with any Paramedic Intern or approved training program.

G. For having no more than one (1) Paramedic Intern assigned to him/her at any time.

IV. APPROVAL PROCESS
A. The EMS Agency will undertake a review of all applications for Paramedic Preceptor to determine that the prerequisites for authorization have been met.

B. Upon proof of compliance with this policy, the EMS Agency will issue documentation of authorization to perform as a Paramedic Preceptor.

V. CONTINUOUS AUTHORIZATION
A. Paramedic preceptor authorization shall be continuous if the following conditions are met:
   1. The paramedic preceptor attends an EMS Agency approved preceptor refresher course every two (2) years.
   2. The paramedic preceptor precepts at least one (1) paramedic intern every eighteen (18) months.
   3. The paramedic preceptor attends at least one (1) paramedic preceptor meeting every six (6) months.
   4. The paramedic preceptor maintains continuous paramedic accreditation in Contra Costa County.

VI. DEAUTHORIZATION PROCESS
A. The EMS Agency, after an administrative investigation, will take enforcement action to de-authorize a Paramedic Preceptor for violations of state, federal or county laws; EMS system policies and protocols; state regulations pertaining to prehospital personnel; or, for other misconduct which affects the integrity or trust associated to a Paramedic Preceptor.

B. Upon a determination that the Paramedic Preceptor should be de-authorized for a violation of this policy, the EMS Agency will notify the Paramedic Preceptor in writing by U.S. certified mail. The EMS Agency will also provide notice of the de-authorization to the paramedic training program who approved the paramedic preceptor and to the paramedic preceptor’s employer.
C. Outside of the written waiver related to the criteria described in (Section II.B.7) of this policy, there is no right of appeal or to a hearing on any decision to de-authorize a Paramedic Preceptor.

D. Paramedic preceptors who have been de-authorized may apply for Paramedic Preceptor authorization and accreditation upon the expiration of twenty-four (24) months from the date of the de-authorization.