

Emergency Medical Services Programs

Preceptor Training Manual

1. Introduction

Horry Georgetown Technical College (HGTC) thanks you for serving as a preceptor for our EMT and Paramedic students. You were selected by your agency and have met the qualifications required by the college. Your mentorship is essential to the development of competent, confident, and ethical EMS professionals.

As stated in the original manual, *“The knowledge and skill you share during this experience are an integral component of successfully transitioning the student(s) from basic theory principles to practice.”* Your guidance strengthens the connection between EMS education and real-world practice and directly contributes to the success of our graduates.

2. Purpose of the Internship

The field internship includes introductory prehospital training and finishes with the capstone experience of the Paramedic program. It provides students with:

- Opportunities to apply classroom theory in real patient care settings
- Professional role-modeling from experienced paramedics
- Development of clinical judgment and decision-making
- Increased competence and confidence
- Preparation for safe, ethical, entry-level paramedic practice

This experience is essential for meeting CoAEMSP Terminal Competency requirements.

3. Definitions

Internship / Preceptorship A structured clinical experience in which a designated paramedic supervises, teaches, and evaluates a student.

Preceptor A qualified paramedic employed by an EMS agency who collaborates with HGTC faculty to supervise and evaluate students.

Preceptee An EMT or Paramedic student assigned to a practicum experience to meet course requirements.

Faculty Liaison An HGTC faculty member responsible for coordinating the practicum and maintaining communication between the student, preceptor, and agency.

4. CoAEMSP Compliance Requirements

To meet CoAEMSP Standards II–IV, HGTC requires:

4.1 Capstone Field Internship Requirements

Students must demonstrate competence as **Team Lead** on ALS calls across a broad range of patient presentations, including:

- Medical
- Trauma
- Cardiac
- Respiratory
- Neurological
- OB/GYN

- Psychiatric
- Pediatric
- Geriatric

4.2 Terminal Competency Expectations

Students must demonstrate:

- **Cognitive competency** (knowledge and decision-making)
- **Psychomotor competency** (skills performance)
- **Affective competency** (professional behavior)

4.3 Preceptor Training Requirements

CoAEMSP requires that preceptors:

- Receive orientation to program expectations
- Understand student evaluation tools
- Provide real-time feedback
- Communicate concerns promptly to faculty

4.4 Documentation Requirements

Students must document:

- All patient contacts
- All skills performed
- All team lead encounters
- All evaluations

Documentation must be completed in **Platinum Planner** within 72 hours.

5. Faculty Liaison Responsibilities

The faculty liaison:

- Coordinates all aspects of the practicum
- Maintains communication with preceptors and students
- Provides practicum requirements and expectations
- Offers feedback to promote student growth
- Integrates preceptor evaluations into final grading
- Meets with students during and after the practicum

Situations Requiring Immediate Contact

- Unsafe or unprofessional behavior
- Repeated absences or tardiness
- Inadequate preparation
- Failure to follow guidance
- Inability to complete tasks
- Injury, accident, or illness
- Outstanding or substandard performance

6. Preceptor Qualifications

Preceptors must:

- Hold current South Carolina Paramedic certification
- Be designated by their agency as a preceptor
- Demonstrate the ability to supervise, teach, and evaluate
- Model professional EMS behavior

- Maintain responsibility for patient care
- Complete HGTC's preceptor orientation

7. Preceptor Responsibilities

Preceptors agree to:

- Review this manual and clarify questions
- Serve as a professional role model
- Work one-on-one with the student
- Promote critical thinking and clinical reasoning
- Discuss expectations with the student
- Assist the student in meeting clinical objectives
- Provide access to appropriate resources
- Foster competence and confidence
- Provide accurate, honest evaluations
- Report unsafe practice immediately

8. Student Responsibilities

Students must:

- Understand and meet all practicum requirements
- Coordinate schedules with the preceptor
- Maintain communication with preceptor and faculty
- Document all activity in Platinum Planner
- Demonstrate professionalism
- Recognize limitations and seek help appropriately
- Work effectively within a team
- Participate in skill acquisition
- Adhere to all HGTC and agency policies
- Maintain professional appearance
- Attend all scheduled hours
- Participate in practicum evaluation

9. First-Day Expectations

Preceptor Provides

- Introduction and station orientation
- Expectations for duties, meals, and procedures
- Overview of dispatch processes
- Review of special events or agency-specific information

Student Provides

- Brief personal background
- Goals for the internship
- Areas of self-identified weakness

10. Administrative Tasks

- Complete any required agency paperwork
- Verify student carries their SC EMT certification card

11. Orientation to Unit / Facility

Preceptors should:

- Ensure student has proper identification
- Identify restricted areas
- Introduce student to EMS/Fire personnel
- Explain expectations and prohibited activities
- Review documentation procedures

12. Daily Routine and Clinical Progression

Students may require additional time to complete tasks. Preceptors should:

- Encourage independence within competency
- Hold students accountable for follow-through
- Promote critical thinking
- Provide consistent, timely feedback
- Document observations on evaluation tools

13. Legal and Professional Guidelines

Students must adhere to:

- SC Technical College System Student Code
- SC DHEC EMS Guidelines
- EMS Regulation 61-7
- Code of Ethics for Paramedics

Students may perform:

- Skills routinely performed by paramedics
- Skills for which they have received instruction
- Medication administration (errors must be reported)

Preceptors may restrict skills for safety.

14. Adult Learning Principles

Adult learners are:

- Goal-oriented
- Intrinsically motivated
- Experienced
- Practical problem-solvers

Barriers may include:

- Fear of failure
- Family obligations
- Lack of motivation

Learning modalities include visual, auditory, and kinesthetic.

15. Evaluation Tools

HGTC uses:

15.1 Daily Field Internship Evaluation

- Tracks attendance and professionalism
- Evaluates affective behaviors
- Supports accreditation requirements

15.2 Paramedic Internship Patient Care Report

- Provides feedback on patient encounters

- Documents skills for Platinum Planner

Both must be submitted within 72 hours.

16. Requirements for Successful Completion

Students must:

- Complete **500 hours** as a third rider on an ALS ambulance
- Meet all summative competencies
- Complete all required patient contacts and *team leads**

*Team Lead Definition/Team Leadership Objective

Completion of the capstone field internship requires a minimum of 20 team leads. The student has successfully led the team if they have conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather overseen the evaluation) and formulated and implemented a treatment plan for the patient. Thus, most (if not all) of the student's decisions have directed patient management, especially developing a field impression, directing the treatment, determining patient acuity, disposition, packaging, and moving the patient (if applicable). The student needed minimal to no prompting. No action was initiated or performed that endangered the physical or psychological safety of the patient, bystanders, first responders, or crew.

Tritt, P. (2013, October). When Is It a Team Lead? Variations on a Theme: What, Why, When, Where, How (many), and Who. Committee on Accreditation for the Emergency Medical Services Professions.

17. Accident or Exposure Procedures

Accidents or exposures must be reported immediately to:

- HGTC Human Resources
- Agency supervisor
- Faculty liaison

Documentation must include:

- Name of injured party
- Location
- Date and time
- Witnesses
- Description of incident

The following excerpt is from the Paramedic Policy Manual:

Accident or Blood/Fluid Exposure Occurring On or Off Campus

An accident/illness involving faculty, staff or student worker must be reported immediately to the **Human Resources Department (843.349.7134)** before seeking medical treatment, if possible, so an accident/incident report can be completed, and Worker's Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier, **CompEndium Services**, to complete an accident/incident report and to receive clearance for treatment at **877.709.2667**.

If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of workers' compensation coverage.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred. Attached is a copy of the Accident/Incident Report form and a link to the same report is on the HGTC website next to the Preceptor Training Manual link. A copy of the report needs to be distributed to the following departments: Human Resources, the respective Supervisor, and the Dean/Provost of the specific campus.

18. Daily Paperwork and Documentation

Students must complete:

- Daily Field Internship Evaluation
- Patient Care Reports

Electronic signatures via Platinum Planner are acceptable.

19. Program Contact Information

James Hutson, BS, NRP – EMS Assistant Chair and Faculty

Work Phone – (843) 477-2087

Cell – (256) 508-5173

Email – James.Hutson@hgtc.edu

Eric Hatcher, BA, BSN, NRP – Clinical Coordinator and Faculty

Work Phone – (843) 477-2051

Cell – (304) 362-3276

Email – Eric.Hatcher@hgtc.edu

Autumn Wagner, NRP – Ambulance Ride Time Coordinator and Faculty

Work Phone – (843) 855-4074

Email – wagnera@horrycountysc.gov

Chris Schierer EdD, NRP – EMS Chair and Faculty

Work Phone – (843) 477-2188

Cell – (970) 376-8676

Email – Christopher.Schierer@hgtc.edu

Horry County Fire Rescue – Shift Medical Officer

Phone – (843) 915-7283 *[For injuries or exposures if none of the above contacts are available]*

Eric Hawkins, M.D. – Medical Director

Email – eric.hawkins@hgtc.edu

20. Appendices: Evaluation Tools and Accident Report Form (found on remaining pages)

HORRY-GEORGETOWN TECHNICAL COLLEGE

ACCIDENT/INCIDENT REPORT

(Please submit to the appropriate departmental office immediately)

CAMPUS: <input type="checkbox"/> Conway <input type="checkbox"/> Grand Strand <input type="checkbox"/> Georgetown

Name of Person Involved in Accident/Incident: _____

S.S./H Number: _____

Address: _____

Phone Number(s): _____

Date of Accident/Incident Occurred: _____ Time: _____

Nature of Accident/Incident:

- (1) Injury
- (2) Property Damage
- (3) Fire/Arson
- (4) Theft/Robbery/Motor Vehicle Theft/Burglary
- (5) Hate/Prejudice Crime
- (6) Crimes (such as drug or liquor law violations, assaults, or weapons possession)
- (7) Other:

CHECK ONE <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor

Explain Accident/Incident: _____

What Action Has Been Taken?: _____

Reporting Person's Signature: _____

College Representative: _____

Date of Report: _____ Time: _____

Copy of Report Distributed to: Human Resources, Public Safety, Student Affairs, Dean/Provost of Campus, &/or Supervisor (whomever applicable)

Horry - Georgetown Technical College Paramedic Ride Time Evaluation

AMBULANCE RIDE TIME

Date:	Shift Times:	Student Name:
Agency:	Unit:	

IV Attempts #	1	2	3	4	5	6	7	8	Airway Skills#	1	2	3	4	5
Gauge									Oral Airway					
Successful? Y/N									ET Intubation					
Patient Age									LMA					
Time									BVM Ventilations					
Location of IV									NG Tube Insertion					
Blood Drawn? Y/N									Other:					
Observers Initials									Observer Initials					

MEDICATION	Route	Observer Initials	12 Lead EKG Interpretation	STEMI?	Observer Initials	Additional Skills	Success? Y/N	Observer Initials

Assessment Log

Patient	Time	Age	Sex	Primary Field Impression/Pathology	EKG <small>You must turn in 4 EKGs / Interpretation each day</small>	MOI/NOI	LOC (AVPU)	ALS/BLS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Student to complete additional documentation and narrative writing utilizing Platinum Planner

TO BE FILLED OUT BY PRECEPTOR

Performance Rating: This area is to be completed by the Lead Paramedic for the shift.

I	Unsatisfactory Requires Assistance Needs more training	2	Tentative Needs Guidance	3	Competent Minimal Prompting Entry Level EMT-P	4	Good No Prompting	5	Excellent Experienced Level EMT-P
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Rating	AREAS OF PERFORMANCE
	<p><u>Professionalism/ Attitude:</u> The student's behavior demonstrated integrity, empathy, self-motivation, self-confidence, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, appropriate time management, appropriate appearance, and personal hygiene.</p> <p>Preceptors Comment:</p>
	<p><u>Clinical Objectives:</u> Demonstrates good attendance; reported to work on time and in full uniform; seeks out learning experiences at every opportunity; practices required skills; develops interpersonal skills; and advances the good standing of HGTC Paramedic Program.</p> <p>Preceptors Comment:</p>
	<p><u>Psychomotor Skills:</u> The student accomplishes psychomotor skills and patient assessments completely and proficiently.</p> <p>Preceptors Comment:</p>

Calls of note:

Additional Comments:

Please DO NOT sign until the student has completed the other side of this form.

_____ Preceptor Name	_____ Preceptor Signature
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Horry - Georgetown Technical College Paramedic Ride Time Evaluation

CAPSTONE RIDE TIME

Date:	Shift Times:	Student Name:
Agency:	Unit:	

IV Attempts #	1	2	3	4	5	6	7	8	Airway Skills#	1	2	3	4	5
Gauge									Oral Airway					
Successful? Y/N									ET Intubation					
Patient Age									LMA					
Time									BVM Ventilations					
Location of IV									NG Tube Insertion					
Blood Drawn? Y/N									Other:					
Observers Initials									Observer Initials					

MEDICATION	Route	Observer Initials	12 Lead EKG Interpretation	STEMI? Y/N	Observer Initials	Additional Skills	Success? Y/N	Observer Initials

Assessment Log

Patient	Time	Age	Sex	Primary Field Impression/Pathology	EKG <small>You must turn in 4 EKGs/ Interpretation each day</small>	MOI/NOI	LOC (AVPU)	ALS/BLS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Student to complete additional documentation and narrative writing utilizing Platinum Planner

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Performance Rating: This area is to be completed by the Lead Paramedic for the shift.

I	Unsatisfactory Requires Assistance Needs more training	2	Tentative Needs Guidance	3	Competent Minimal Prompting Entry Level EMT-P	4	Good No Prompting	5	Excellent Experienced Level EMT-P
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Rating	AREAS OF PERFORMANCE
	<p><u>Communication/Interpersonal Skills:</u> The student is able to communicate effectively with patients, family, and other health care providers. The student's behavior demonstrated integrity, empathy, self-motivation, self-confidence, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, appropriate time management, appropriate appearance, and personal hygiene.</p> <p>Preceptors Comment:</p>
	<p><u>Critical Thinking/Skills:</u> The student is able to demonstrate higher order of thinking when problem solving. The student is knowledgeable of various pathologies and treatment modalities as is expected of an entry level paramedic. The student is able to perform the necessary skills, at an entry level, to provide comprehensive patient care to all conditions.</p> <p>Preceptors Comment:</p>
	<p><u>Career Readiness/Lifelong Learning:</u> The student is able to effectively engage in the professional world with other health care providers and first responders. The student is able to calmly and collectively function as the LEADER of a team during high acuity calls.</p> <p>Preceptors Comment:</p>

Calls of note:

Additional Comments:

Please DO NOT sign until the student has completed the other side of this form.

_____ Preceptor Name	_____ Preceptor Signature
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