



AET PARAMEDIC ACADEMY INC

3515

Name of Institution

Institution Number

Work Policy- PCP

NOV 2021

Name of Policy

Effective Date

Revision Date

WORK POLICY

- A. AET Paramedic Academy Inc (AET) provides clinical and preceptorship placements for students offered by BCEHS. AET ensures that work experience placements provide an opportunity for it's students to enhance the skills learned throughout completion of a program of study.
- B. AET seeks work experience placements for its students with BCEHS Preceptors who are committed to introducing students to work in the field of study. Preceptorship is under the sole guidance, discretion and authority of the BCEHS.
- C. AET works with work experience placement hosts (preceptors) to evaluate the student's performance during a work experience placement.
- D. Successful work experience is defined as demonstrating competence in all required NOCP Competencies stipulated by the Ministry of Health EMA Licensing Branch for Paramedic Licensure. This is provided by preceptor documentation.

Procedure:

1. Work experience placements are arranged directly by school staff through providing student availability with BCEHS. Students provide AET with monthly availability by a prescribed date.
2. When a possible work experience training site is identified, AET contacts the proposed site to assess the commitment of the training place host to enhancing student learning. AET explains the school's expectations with respect to evaluation of student performance.
3. AET students are expected to apply for and maintain an EMALB Student License for access to precepting and any other criteria specified by BCEHS (immunizations, ID, etc)
4. When a student has completed the required classroom components of the program and is ready for a work experience placement (precepting), AET provides BCEHS the student's availability to arrange a placement and training plan.
5. AET provides the monthly placement dates awarded by BCEHS and the student is expected to attend all scheduled dates. Should a student not be able to make a precepting shift, they are to notify AET immediately. Repeated missing of precepting shifts will result in a review that may include a student's withdrawal from precepting.
6. At the end of the work experience placement (precepting), the instructor reviews the student's performance throughout the precepting by documentation provided by preceptors. The assessment is designed to include the student's performance in the area of the skills were deemed competent during completion of the program of study. The completed assessment is signed by the instructor, the Clinician and/or Preceptor and the student. The assessment summary is placed in the student's file.