



AET PARAMEDIC ACADEMY INC

3515

Name of Institution

Institution Number

Work Experience Policy - PCP

NOV 2021

Name of Policy

Effective Date

Revision Date

Introduction

The purpose of this document is to set forth the guidelines by which evaluation of precepting (NOCP) competencies will be undertaken in the AET Paramedic Academy Primary Care Paramedic in the work experience setting (Preceptorship).

These work experience areas may include both on-ambulance (precepting) and in-hospital (clinical) settings. The paramedic student will perform the role of the attending paramedic on an ambulance under the 1:1 supervision and guidance of their assigned preceptor or in a hospital clinical setting under the 1:6 supervision and guidance of their assigned clinician.

The primary venue for work experience will be on BCEHS ambulances throughout the province, under the agreement in place with the Provincial Health Services Authority (PHSA). PHSA is the health authority responsible for BCEHS.

All on-ambulance preceptors are practicing paramedics who have undergone additional preceptor training thru BCEHS. They are assigned by BCEHS supervise individual PCP students. All clinical preceptors are employees of their respective organizations or Health Authorities.

All paramedic students are required to have a valid student license issued by the Emergency Medical Assistants Licensing Board (EMALB) while precepting or in the clinical setting.

Policy

1. The work experience is a required part of the Primary Care Paramedic program in which the student obtains opportunities to demonstrate practical skills and treatment judgements relevant to the learning objectives of the PCP program.
2. The requirements for participation in the work experience are as follows:
 - Students must accept the direction and control of their assigned preceptor or clinical supervisor at all times.
 - All students must report for their assigned work experience shifts or notify AET Paramedic Academy 24 hours in advance; failure to report for assigned shifts may be result in the termination of the student's ability to complete the balance of the required shifts and impact their status in the program.
 - Students must at all times protect patient confidentiality.
 - Students must wear the required uniforms, safety footwear and personal protective equipment as required or directed to by the preceptor.
 - Students must have on their person at all times the following: 1) N95 respiratory fit testing certificate 2) EMALB Student License and 3) markings identifying them as a 'Paramedic Student'. At no times shall the student be seen as a BCEHS employee while on-Ambulance.

3. The process by which the student will be placed in a work experience is as follows:
 - Students will be asked to provide their availability to AET.
 - AET will submit that availability to either HSPNet (clinical shifts) or BCEHS precepting (precepting shifts).
 - AET will then relate to students their assigned shifts, once the schedule is received back from the respective external organizations.
 - Students must be flexible as to accepting assigned work experience (precepting) shifts as our health authority partners have limited precepting available in some areas of the province.
 - AET will endeavor to arrange clinical and precepting shifts in the student's chosen location(s) wherever possible, however students must be prepared to travel outside of their local area to complete the assigned shifts.
 - Any costs associated with travelling to complete these assigned shifts will be at the sole cost of the student.
 - Students must not arrange their own precepting or clinical shifts as they are an integral part of the paramedic programs and must be monitored by AET Paramedic Academy.

4. The precepting shifts are for the purpose of demonstrating precepting competencies, as specified by the applicable Paramedic Association of Canada 'National Occupational Competency Profile'.
 - All competencies achieved must be recorded in the provided precepting manual and witnessed by the supervising instructor/preceptor.
 - Each NOCP must be demonstrated competently a minimum of two (2) times, as solely determined by the assigned Preceptor. A copy of the required NOCP competencies that the student must achieve will be provided to the student in a paper-based.

5. These competencies will be evaluated using the following two methods:
 - A) Formative Evaluation
 - The student may be given a task or assignment where the focus is to develop their knowledge or their ability to perform of a specific skill competency. These evaluations may take the form of scenarios (with either a mannequin or live subject), skill stations or skills performed on a patient.
 - B) Summative Evaluation
 - Reports will be submitted by field preceptors and/or instructors who observe, coach and evaluate the performance of students in the field using a 1:1 preceptor-student ratio.

6. The student will be provided with at least one written evaluation in relation to the work experience component.

7. AET Paramedic Academy will monitor the student during the work experience by reviewing:
 - each month whether the student is attending the scheduled work experience; and
 - each 4 shifts whether the student is meeting the learning objectives of the PCP program.

8. The work experience will be a minimum of 12 ambulance shifts (approximately 120 hours).