

Institution #: 03876
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Introduction

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

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 or in a hospital clinical setting under the 1:1 supervision and guidance of their assigned preceptor.

The Academy has arranged insurance coverage through WorkSafe BC for the times that the student is performing on-ambulance work experience shifts in the province of British Columbia. Similar insurance will be obtained for any other jurisdiction(s) a student may request to complete the work experience.

Columbia Paramedic Academy has signed agreements with several health authorities (HA) to place students in the field, including hospital and pre-hospital settings.

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 HA responsible for BCEHS.

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

Policy

1. The work experience is a required part of both the Primary Care Paramedic and Advanced Care Paramedic programs in which the student obtains practical skills relevant to the learning objectives of the 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 Columbia Paramedic Academy 24 hours in advance; failure to report for assigned shifts may 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).
 - Students must have on their person at all times the following: 1) N95 respiratory fit testing certificate 2) EMALB Student License and 3) a jacket 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 their Program Coordinator.
 - The Program Coordinator will submit that availability to either HSPNet (clinical shifts) or BCEHS precepting (precepting shifts).
 - The Program Coordinator 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 HA partners have limited precepting available in some areas of the province.
 - Columbia Paramedic Academy 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 Columbia Paramedic Academy. Furthermore, our affiliation agreements with the various HAs specifically forbids the academy and its students from working outside of the approved scheduling process.
4. Columbia Paramedic Academy, the student, and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
5. 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 online competency tracking program within 24 hours of completion and approved by the supervising instructor/preceptor within 1 week from the time the NOCPs being claimed were demonstrated.
 - 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 format and through the online competency tracking program.
6. 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.
7. The student will be provided with at least one written evaluation in relation to the work experience component.
8. Columbia Paramedic Academy will monitor the student during the work experience by reviewing:



- each week whether the student is attending the work experience; and
 - each 6 shifts whether the student is meeting the learning objectives of the Primary Care Paramedic program.
 - each 4 shifts whether the student is meeting the learning objectives of the Advanced Care Paramedic program.
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Other Related Policies

- Columbia Paramedic Academy Student Contract
- Student Code of Conduct
- Dispute resolution policy