

POSITION DESCRIPTION

Title:	EMS Clinical Preceptor	Location:	Northern Emirates
Department:	Clinical Education	Reports to:	Clinical Education Manager
Salary:	Salary package	Band:	3
Prepared by:	Clinical Education Manager	Date:	November 2019

Overall Purpose:

In effort to provide a quality prehospital experience to the EMS students/probationary member, the EMS preceptor will assist with the pre hospital training, supervision and evaluation the skills of performed by students enrolled in the National Ambulance EMS System training programs and probationary members of the system. A preceptor demonstrates critical thinking in initiating care protocols, leadership, and clinical proficiency; and serves as mentor to the students/probationary EMT.

Roles and Responsibilities

1. Assists the students/probationary member in the development of patient assessment techniques, communications and documentation practice, overall patient management and other technical skills while he/she makes the transition to the leadership role.
2. Maintains an ongoing awareness of the EMS student's advancing skill level and communicates need for remediation to the EMS Staff.
3. Working knowledge of the goals and objectives of the EMS training/probationary program
4. Communicates progress of skills to students/probationary member and EMS staff, both written and verbal summary.
5. Responsible for the quality of patient care delivered. Expected assume management of patient care at any time the students/probationary member does not provide appropriate care in a timely manner.
6. Consistently demonstrate clinical competence in the area of practice.
7. Facilitate student learning by:
 - Assessing and suggesting appropriate learning experiences available to the student within program objectives
 - Selection of patient care assignments for student in accordance with program objectives and student goals
 - Directly assisting student learning experiences when needed
8. Provide daily oral or written feedback to student regarding direction, performance, and attainment of student goals.
9. Foster and maintain regular communication with educator regarding student progress according to program objectives.
10. Completion of a comprehensive student evaluation at the end of each clinical
11. Implements, evaluates, and assists in revising all initial training and continuing education for all levels of pre-hospital providers in National Ambulance LMS System.

12. Assists in developing an annual calendar of initial and continuing education offerings for all levels of pre-hospital providers in the EMS system.
13. Prepares assignments and examinations to determine student progress and grades. Maintains all required student records and prepares all related reports. Counsels and guides students concerning professional goals and educational needs and problems.
14. Educator-prepare and present to students
15. Participate in the provision of public education, primarily focused on prehospital care
16. Advise the EMS Program Director (Education Manager) and Program Coordinator immediately of any significant problems with student knowledge, skills, or personal behaviors/attitudes that require immediate intervention.
17. To maintain strict confidentiality of all educational clerical/ administrative records under his/her teaching.
18. To provide a wide range of administrative support to course teams.
19. Attend Division meetings and department meetings
20. Maintain positive and professional interpersonal relationships with students, faculty, staff, and administration
21. Perform other duties as assigned by the Education Department Manager

QHSE:

Selected as appropriate from the selections below:

General Staff QHSE insert for Job Descriptions

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Supervisors / Managers QHSE insert for Job Descriptions

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

Senior Managers QHSE insert for Job Descriptions

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.
- Identify and appoint reporting staff for QHSE investigations
- Demonstrate viable and active leadership that engages Employees to practice QHSE applications

Professional and Academic Expertise

Insert qualification and experience required and specific skill sets

- Maintenance of uncompromised Paramedic licensure
- Completion of orientation materials provided by the Education Department National Ambulance regarding the preceptor program
- Paramedic certification
- 3 years' experience in EMS setting
- Advanced Cardiac Life Support Provider/Instructor
- Basic Life Support Provider/Instructor
- Pediatric Advance Life Support Provider/instructor
- Pre Hospital Trauma Life Support Provider/Instructor
- Demonstrate willingness and ability to serve as a preceptor to less experienced members

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	November 2019	New PD

Review & Approval:

(Enter final approver title here)