

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES
Policy Title: Out of County Paramedic Internship Approval Process		Policy Number 335
APPROVED: Administrator:	 Steven L. Carroll, Paramedic	Date: January 1, 2026
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: January 1, 2026
Origination Date:	October 13, 2005	
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Date Last Reviewed:	August 14, 2025	
Next Review Date:	August 30, 2028	

I. PURPOSE: To establish a mechanism for notifying the EMS Agency of out of county paramedic student placement within the local EMS system and ensure appropriate medical control and oversight of Paramedic Interns prior to practicing within the local jurisdiction.

This policy defines the standards for field interns, whose paramedic training program is located outside the jurisdiction of the Ventura County EMS Agency (VCEMS), and who wish to complete all or a portion of their field internship requirements with an advanced life support provider in Ventura County.

II. AUTHORITY: Health and Safety Code Sections 1797.107, 1797.172, 1797.173, 1798, and California Code of Regulation, Title 22, Sections 100091.02, 100092.02 and 100092.05.

III. POLICY:

A. An out of county paramedic intern is a person trained by an out of county training program that has been reviewed by VCEMS ahead of time to ensure minimum training standards in this policy have been met. The out of county intern, while under the supervision of an approved preceptor, may provide ALS care as directed by local EMS medical control. The intern shall be supervised, trained, counseled and evaluated by the designated preceptor and his/her affiliated training program.

B. All of the following requirements (IV.A.1 – IV.A.3) must be submitted to VCEMS at least 45 days prior to commencement of the internship:

1. Paramedic Training Program Requirements:

- a. Letter requesting approval for out of county paramedic student placement within the local EMS system;
 - b. Copy of Paramedic Training Program's CAAHEP accreditation;
 - c. Evidence of a contract to provide field training between the ALS training program and the ALS provider agency where the intern will be training;
 - d. Copies of forms used to document student's progress, continuum of care and the training program's collaboration with the field preceptor;
 - e. Confirmation that the intern successfully completed didactic and clinical training at the same institution that is requesting internship placement. This requirement may be reduced at the discretion of the VCEMS Medical Director.
2. Paramedic Intern Requirements:
 - a. Completed VCEMS application;
 - b. Copy of intern's valid government issued photo identification;
 - c. Copy of intern's professional rescuer level CPR card;
 - d. Letter from training program confirming intern's good standing and current affiliation with a VCEMS approved training program including dates of hospital clinical completion and contact name and phone number for the instructor responsible for the intern;
 - e. Letter from training program confirming that the intern has performed five (5) successful live patient endotracheal intubations during primary ALS training;
 - f. Upon completion of above requirements, intern shall contact VCEMS to schedule appointment to complete internship process.
 3. ALS Provider Agency Requirements:
 - a. Notify VCEMS of intention to provide field internship for a specific intern;
 - b. Provider agency shall submit a completed Appendix A to VCEMS for each intern who is placed for internship;
 - c. Ensure that the student has been oriented to the Ventura County EMS System including local policies, procedures and treatment protocols.

- d. Ensure out of county intern has access to the Ventura County Electronic Patient Care Reporting System (VCePCR).
- C. Paramedic Intern Photo Identification:
- Upon VCEMS verification of all above requirements including background check results, intern will be issued a Paramedic Intern photo identification badge that must be worn visible at all times while providing pre-hospital care in Ventura County. Internship shall not start until the Paramedic Intern photo identification badge is issued.
- D. If out of county internship placement coincides with the local paramedic training program's field internship timeframe, prehospital provider agency will coordinate with local program to ensure the out of county placement does not conflict with local field intern placement.

ATTACHMENT A

Out of County Paramedic Internship Authorization
(To be completed by ALS provider agency and submitted to VCEMS)

Out of County Intern Name	
Proposed start Date of Internship	
ALS agency Sponsoring Intern	
Preceptor Name	
Out of County Training Program Name	

*****VCEMS Office Use Only*****

All Requirements Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Additional Information Requested (Date)	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Authorization approved	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Reason Authorization Not Approved:	
ALS Provider Notified (Date):	
Training Program Notified (Date):	

Name of VCEMS Representative Reviewing Authorization	
Signature	Date
Phone Number	Email Address