



County of Santa Clara
Emergency Medical Services
Policies and Procedures

Policy Number:	204
Effective Date:	08/01/2025
Scheduled Review:	06/01/2028

PARAMEDIC INTERNSHIP RECOGNITION

I. Purpose: This policy outlines the process for notifying the EMS Agency of paramedic student placements and ensuring proper oversight before they begin practicing locally.

II. Authority: California Code of Regulations Title 22, Section §100092.05(a)

III. Policy:

- A. To be approved as a Paramedic Preceptor, candidates must meet all the following criteria:
 1. Licensure & Accreditation
 - a. Currently licensed and accredited in the State of California and Santa Clara County.
 2. Training Program Approval
 - a. Approved by a local paramedic training program.
 3. Employment Affiliation
 - a. Employed by and affiliated with County Ambulance.
 4. Field Experience
 - a. At least two years of field experience as a paramedic in prehospital care within the last five years.
 5. Clinical Record
 - a. No substantiated clinical or field incidents within the last two years.
 6. Preceptor Training
 - a. Successfully completed a paramedic preceptor training course approved by the County EMS Agency.

IV. Procedure:

- A. Recognition Process:
 1. Submit a completed Paramedic Intern Recognition Application signed by the intern applicant, paramedic training program and approved preceptor(s).
 2. Pay any applicable fees through the online payment system.
 3. Complete a background check (Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) Live Scan) reportable to the EMS Agency. Not applicable if already certified or accredited by the Santa Clara County EMS Agency.
 4. Successfully pass the Paramedic Accreditation Examination which is a component of the Local System Orientation Examination. The exam may be completed up to six months prior to application. The required minimum passing score is 85%.
 5. When the entire process is completed, the paramedic intern will be issued an identification card valid for six (6) months. If the internship extends beyond the six (6) months, the sponsoring agency's program manager must request an extension.
 6. No paramedic intern may begin to practice as a paramedic intern in Santa Clara County until approved by the EMS Agency.

V. Special Considerations:

- A. EMS Agency personnel will only discuss internship matters with the applicant consistent with Title 22 Regulations and privacy and confidentiality laws. However, those employed by Santa Clara County EMS System provider agencies may coordinate document submission with their employer's EMS Program Manager if they desire.
- B. Express or on-site processing of accreditation is not available. Applicants should apply at least thirty (30) days prior to start of field internship

APPROVAL:

Signature on File
Nick Clay, EMS Director/Chief

Signature on File
Nicole D'Arcy MD, EMS Medical Director

EMT OPTIONAL SCOPE OF PRACTICE ACCREDITATION

VI. References: None

VII. Attachments: None