



**Field Experience
Capstone
Field Internship
Manual
2023**

Program Leadership

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I. Introduction

The field internship EMS 86 will be a 12–16-week session. The Clinical Coordinator in conjunction with the Academy Director will conduct the Field Internship scheduling.

During your “Field Internship” you will be required to utilize Platinum Planner. This is tracking software that you will utilize during the entire duration of the academy. This program is used to track your schedule, patient contacts, skills competencies, and Team Leads, by the student.

When a mandatory meeting is announced, you must attend. There are no exceptions to this policy.

Additionally, you will be required to obtain liability insurance upon registration for EMS 86 (Field).

The Victor Valley College Paramedic Academy strictly adheres to State of California Code of Regulations Title 22, Division 9, Chapter 4. You are strongly encouraged to view and familiarize yourself with these regulations, they can be found at

<http://www.emsa.ca.gov/legislation/legislation.asp>

At no time, will firefighting duties be allowed or performed during a scheduled field internship shift. If information is forwarded to the Academy Clinical Coordinator or Director regarding a student not abiding by this rule, he or she will be immediately removed from the field internship course and given a grade of F.

II. Course Perquisites

To enter the field experience / capstone field internship phase of our paramedic program, each student must be successful in the following courses:

- EMS 80-85

III. Time Requirements

Title 22 requires that interns complete a minimum of 480 HOURS and 50 ALS contacts. The paramedic academy requires the intern to complete 552 hours. To a maximum of 720 hours is allowed.

VVC prefers that extension of the internship be placed as the necessity becomes apparent. Extension is a group decision made by the preceptor, liaison, field coordinator and the medical director. Extensions may be reduced or removed if the intern’s performance meets the standard criteria.

Each intern is provided with a zero (0) shift on order to allow the preceptor and the intern time to become acquainted and for the preceptors to outline their expectations. This shift is intended to be

an observation shift for the intern; however, some interns do participate in patient care during that shift.

Interns may be moved from one preceptor to another for various reasons. Victor Valley College Paramedic Academy has a basic philosophy that we do not move interns unless special circumstances arise, they must be documented and verified, and then only after review by the program director and the medical director will a student be moved.

IV. Schedule Changes

Any change in schedule, illness, overtime, change in primary preceptor, for any number of hours, must be:

- **Reported to the field coordinator prior to the occurrence.**
- **Reported to the preceptor and/or agency prior to the occurrence.**

When you need to communicate with the field liaison/clinical coordinator:

V. Fire Suppression

VVC's philosophy is that the field interns concentrate on the internship and their needs as an intern. Based on this philosophy no fire suppression will be allowed. If an intern is found to be participating in fire suppression training or activity, he or she will be expelled from the paramedic academy.

VI. Safety Gear

You will be issued safety gear for your field time you must take responsibility for these items. You must understand that it is your responsibility to maintain the equipment issued to you in a safe, and clean state. If any damage occurs to the equipment, you must immediately notify your squad leader, supervisor or faculty liaison as determined by the chain of command of the damage. Understand that you may be held accountable for the replacement / repair of equipment damaged while in your possession if it is determined that the damage occurred through misuse or abuse. You must return the equipment issued immediately upon completion, termination or separation from the Paramedic Academy. Please understand that this equipment is provided for your protection while performing duties as a currently enrolled paramedic student at the Victor Valley College Paramedic Academy. It is also your responsibility to utilize this equipment in a manner that is responsible and consistent with best practices. The college and paramedic program are not responsible for injuries or illnesses that occur because of the appropriate or inappropriate use of this equipment.

VII. Paramedic Dress Code

Appropriate attire, that reflects a professional attitude is mandatory. Failure to meet this standard will result in the student being sent home from field and the shift being counted as an unexcused

absence. The shift will be made up at a later date. The student must notify the Field Liaison/Clinical Coordinator immediately if this occurs. The following are general guidelines. The individual facilities may have other policies the student must follow:

1. The hair must be neat, clean and well-groomed and off the collar. Long hair must be pulled back.
2. Proper body hygiene requires a clean body at all times. Nails may not be excessively long as to interfere with patient care aseptic technique.
3. Excessive use of perfume, cosmetics and jewelry is to be avoided.
4. Dark blue Clinical/Field shirt must be worn. The shirt must be clean and have a neat appearance.
5. Dark blue or black slacks (not jeans).
6. Appropriate undergarments are to be worn.
7. Dark shoes clean with closed toe and heel.
8. School nametag and college ID card must be worn at all times during scheduled clinical shifts.
9. Pens, watches with second hands, penlights, and heavy-duty bandage scissors & stethoscopes will be taken with you to all clinical sites.
10. Bring your books.

VIII. Illness

If you are ill or other circumstances prevent you from attending your scheduled clinical shift, you must:

1. Notify the Clinical Coordinator by one of the following methods:
 - a. Email, text or call the Clinical Coordinator (Brian Hendrickson) at (760) 963 -3400
 - b. Email, text, or call the Paramedic Academy Director (Dave Oleson) at (909) 838-5409
 - c. Email, text, or call Full-time Faculty (Scott Jones) at 951-719-5478
 - d. Email, text, or call Full-time Faculty (Jenilynn Pendergraft) at (818) 251-0151
 - e. Failure to notify VVC will count as an unexcused absence.
2. Notify the charge nurse of the assigned clinical area.
3. If a student has an absence from a shift, the student will be required to make up the shift. If the student exceeds the one-absence limit, he/she will be dropped from the program. The exceptions to this policy will be EXCUSED ABSENCES due to special circumstances, which will be determined by the Clinical Coordinator and/or the Program Director.

IX. Tardiness

In the event of tardiness during the field experience or capstone field internship rotation, the paramedic intern must call the preceptor and your field liaison to inform them of the anticipated time of arrival.

X. Harassment

Harassment is against the regulations and policies of the Victor Valley Community College District. Any occurrence must be reported to the field liaison / clinical coordinator immediately.

XI. Student Progress Evaluation

All students will be assigned a field liaison prior to field rotations. This evaluation may occur at the field site, by phone, or at Victor Valley College. This evaluation is routine and allows the Clinical Coordinator/liaison to monitor the intern's progress.

XII. Injury / Medical Liability

If a student is exposed to a communicable disease or injured during a clinical shift it must be reported to the Program Director, Dave Oleson or his designee immediately. The student may not receive care other than for life threatening emergencies prior to notifying the Program Director or his designee. Failure to follow the correct path of reporting will result in the student being responsible for the cost of treatment.

If the student is injured or exposed to a harmful substance or pathogen during a field experience or capstone field internship shift, these are the steps that must be followed:

1. Immediately notify the field liaison
2. Immediately notify the Program Director (Dave Oleson)
3. Complete the necessary paperwork and reporting procedures as required by the hospital, agency and Victor Valley College.
4. If the student needs to leave the shift to seek treatment the field liaison should be notified as soon as possible.

XIII. Work / Cell Phone Contacts

Name	Work Phone	Cell Phone
Dave Oleson Program Director / Faculty	760-245-4271, ext. 2738	909-838-5409
Brian Hendrickson Clinical Coordinator / Faculty	760-245-4271, ext. 2206	760-963-3400
Scott Jones Faculty	760-245-4271, ext. 2338	951-719-5478
Jenilynn Pendergraft Faculty	760-245-4271, ext. 3109	818- 251-0151
John Stroh, MD Medical Director	N/A	310-902-2040
Susanne Pinto Senior Instructional Assistant	760-245-4271, ext. 2401	Susanne.pinto@vvc.edu

XIV. Capstone Field Internship Completion Requirements

Student Minimum Competencies (SMC 2023):

Performance of the paramedic intern during the field experience / capstone field internship will be closely observed and evaluated by the field preceptors and field liaisons. The evaluation is done after each shift to determine whether the intern is demonstrating appropriate application of the knowledge and skills acquired during the didactic/clinical portion of training. The field liaisons will review the evaluations and inform the Paramedic Program Director of any areas of difficulty.

All student minimum competencies (SMC) will be completed to 100% in all areas prior to the field experience / capstone field internship. Any SMC's achieved above and beyond the minimum SMC's will still be tracked. SMC's will be tracked utilizing Platinum Planner.

Each student must demonstrate successful team leads/team members in the following areas:

- Field Experience (Team Leader or Team Member)– (30)
- Capstone Field Internship (Team Leader) – (20)

Each student must demonstrate a minimum of 40 ALS patient contacts (per Title 22) and 20 of those must be full continuation of care. This means students completing ride outs with a non-transporting agency, 20 patient contacts will require the student and preceptor to ride with the patient to the hospital.

All students must have their preceptor complete the Victor Valley College Field Internship “Statement of Completion” at the end of the last shift. The form may be found on the VVC website. This form must be signed by the preceptor and sealed in an envelope. Once sealed the preceptor must sign over the seal. The Statement of Completion form must then be submitted in-person to the clinical coordinator.

Upon completion of capstone field internship, you must notify your field liaison and the clinical coordinator. You will then need to schedule an appointment with Susanne Pinto to submit all require documents, safety gear, and complete the required paramedic cumulative exam with a passing score of 80% or better. Once the above has been completed, contact the program director to schedule an exit interview with the program medical director.

XV. Documentation Submissions

1. Keep all Platinum Planner entries current, accurate, and submitted within 72 hours after the completion of field shift.

XVI. Paramedic Scope of Practice

1. A Paramedic may perform any activity identified in the scope of practice of an EMT-1 in chapter 2 of this division or inactivity identified in the scope of practice on an EMT-II in Chapter 3 of this division.
2. A paramedic shall be affiliated with an approved paramedic service provider in order to perform the scope of practice specified in this Chapter.
3. A paramedic student or a licensed Paramedic, as part of an organized ENMS System, while caring for patients in a hospital or as part of his/her training or continuing education under the direct supervision of a physician, registered nurse or physician assistant, or while at the scene of a medical emergency, during a transport, during an interfacility transfer, or while working in a small and rural hospital pursuant to section 1797.195 of the Health and Safety Code, may perform the following procedures or administer the following medication when such are approved by the medical director of the local EMS agency and are included in the written policies and procedures of the local EMS agency.

i. Local Scope of Practice

1. Perform or monitor other procedures or administer any other medication(s) determine to be appropriate for paramedic use, in the professional judgment of the medical director of the local EMS agency, that have been approved by the Director of the Emergency Medical Services Authority when the paramedic has been trained and tested to demonstrate competence in performing the additional procedures and administering the additional medications.

XVII. Field Liaison Rideout's

Throughout the field experience / capstone field internship, your field liaison may participate in one or more ride outs to evaluate your progress and/or conduct individual education plans on an as needed basis. The field liaison may contact you or your preceptor to coordinate the ride outs.

XVIII. Preceptor Assignment and Information

Preceptors will be assigned by the clinical coordinator during the mandatory field meeting. Assignments are based off preceptor availability and preceptor commitment.

You must provide the clinical coordinator your preceptor information (i.e., local/state paramedic number). This form is available on the VVC website.

XIX. National Registry Practice Exams

Every student will be required to complete three, NREMT practice exams during their field experience / capstone field internship. These will be available through EMS testing; this is

MANDATORY WITH NO EXCEPTIONS!**XX. Field Experience / Capstone Field Internship Performance Objectives**

The field experience / capstone field internship will offer the student the opportunity to perform many, or all the skills explored in the didactic and clinical portions of the program. The environment will change from the controlled to the uncontrolled and will afford the student the environment to “put it all together.”

At the end of the field experience / capstone field internship the student will be able to:

- Determine safety for patient, self and team members and ensure an adequate work environment in a timely manner.
- Use universal precautions, wear appropriate personal protective equipment specific for patient condition, clean and sanitize equipment in accordance with provider policy and procedures.
- Initiate or delegate appropriate crowd control and deal effectively with family and bystanders.
- Recognize the need for and request additional assistance or equipment needed in a timely manner.
- Perform an organized primary assessment within 60 seconds and intervene appropriately in a timely manner.
- Obtain a relevant and accurate patient history, chief complaint/problem, medications and allergies in a systematic and timely manner.
- Perform a thorough exam with appropriate injury and inspection pertinent to the patient’s chief complaint with accurate findings.
- Interpret and correlate assessment information correctly.
- Identify breath sounds and have adequate knowledge of chest auscultation.
- Identify cardiac rhythms in an accurate and timely manner.
- Develop and implement an appropriate plan of action.
- Assess patient response to therapy/interventions.
- Build rapport with patient, family, and bystanders.
- Communicate all pertinent information to team members.
- Utilize medical control appropriately, including organized and complete radio reports.
- Complete patient care reports in an accurate, thorough and legible manner.
- Function as a member of the patient care team.
- Assume a leadership role and direct team members appropriately.
- Participate in the evaluation of self; including accepting feedback and suggestions and taking necessary steps to correct performance.
- Use all equipment correctly.
- Assure the adequate delivery oxygen to patient, including use of appropriate airway adjunct and achieving or maintaining patency of airway in a timely manner.
- Correctly use advanced airways in a timely manner.
- Recognize signs/symptoms of tension pneumothorax and decompress the chest.

- Correctly identify the indications for and perform defibrillation and cardioversion.
- Establish an intravenous infusion with proper technique and in a timely manner.
- Demonstrate the respect for the dignity of everyone he or she is associated with in the practice of his or her professional duties.
- Respond to the field-learning environment in such a manner to invite confidence of patients, supervisors, peers and other health care professionals.

XXI. Criteria for Evaluation of Student Performance

The following criteria must be used when evaluating intern performance and affective behaviors. It is to be used:

- By the preceptor
- As the measurement of the intern against the standard for a competent paramedic
- Only in the form listed within Platinum Planner

XXII. Daily Performance Documentation

When completing the Daily shift documentation and patient tracking the student will:

- Every ALS response must be documented within Platinum Planner.
- You must provide all pertinent information regarding patient care.
- Your preceptor must evaluate you after every call.
- At the completion of every 120 hours your preceptor must fill out a major evaluation along with an affective behavior evaluation this must be reviewed with your preceptor.
- Your preceptor must complete an overall summary of your performance for the shift. This will be completed in Platinum Planner.
- You must be on time with inputting your information that means that every call must be documented in Platinum Planner within 72 hours of the end of shift.
- Your liaison will periodically review you Platinum Planner documentation.

XXIII. Major Evaluation Forms

When completing the Major Evaluation forms:

- Complete this on Platinum Planner at the completion of each 120 hours.
- Use only 1, 2, or 3 as scores, use the comment section to elaborate.
- Mark any area where the student has not performed in that 120 hours as "N/A".
- The preceptor must complete the "Summary of Performance" and "Plan for Improvement."

XXIV. Course Syllabus

The course syllabus will address policies unique for each course. The syllabus will not attempt to supersede the policies addressed in this manual. If a situation arises in which a policy in this manual is contradicted by a syllabus, this manual's policy will be used and the policy referred to in the syllabus will be invalid. The following policies will be addressed and replicated in each syllabus.

XXV. Canvas Learning Management System (LMS)

The paramedic academy utilizes Canvas Learning Management system for the tracking of student academic progress. Students may login to view their current grades, class assignments, lectures, quizzes/exams, discussion boards, etc. at any point throughout the course.

XXVI. Definitions

Affective Domain - Describes learning in terms of feelings/emotions, attitudes, and values.

Cognitive Domain - Describes learning that takes place through the process of thinking—it deals with facts and knowledge.

Domains - A category of learning.

Entry-level competence - The level of competence expected of an individual who is about to begin a career. The minimum competence necessary to practice safely and effectively.

Intern – a Paramedic student assigned to participate in a practicum experience to fulfill the clinical training requirements for their program.

Internship – an experience in which a designated professional Paramedic, RN or physician collaborates with faculty to supervise, teach, and evaluate the students' performance.

Preceptor – a qualified Paramedic, RN or physician who agrees to collaborate with faculty to supervise, teach and evaluate student performance in a practicum experience. This individual typically has training to be able to function effectively in the role.

Psychomotor Domain - Describes learning that takes place through the attainment of skills and bodily, or kinesthetic, movements.

ALS Contact – Any ALS contact is when the student interprets a cardiac rhythm via 4-lead or 12-lead and/or also starts an IV, administers an ALS medication, or does an advanced level skills.

Field Experience Team Leader / Member - Someone who leads the call and provides guidance and direction for setting priorities, scene and patient assessment and management with assistance. The team leader may not actually perform all the interventions but may assign others to do so.

Capstone “Team Leader” – To be counted as a “Team Lead” the Paramedic student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, direct, and participate in the transport of the patient to the medical facility and transfer care to a higher level or terminate the call in the field, all with minimal to no assistance.