



Victor Valley College Paramedic Academy

Field Internship

VICTOR VALLEY COLLEGE FIELD INTERNSHIP

TIME REQUIREMENTS

Title 22 requires that interns complete a minimum of 480 HOURS and 40 ALS contacts. The paramedic academy requires the intern to complete 600 hours, however some exceptions may be allowed for completing less than the required 600. 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. This shift may be a complete shift or a partial shift. The time does not count toward the total of 600 hours but the shift is mandatory.

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.

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 coordinator:

- Use only the coordinator's office voice mail if you need to leave a message or contact via cell if you need prior approval

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.

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 as a result of the appropriate or inappropriate use of this equipment.

DRESS CODE AND PROFESSIONAL BEHAVIOR

Interns are required to:

- Dress in the school uniform and name tag
- Wear the name tag on the outside of their attire at all times
- Appear clean and neat
- Have a change of uniform with them at all times
- Follow all policies of the interning agency
- Follow the instructions of the preceptor
- Arrive on shift in time to complete assigned pre-shift duties
- Arrive emotionally and physically prepared for each shift
- Communicate professionally with patients and families
- Communicate professionally with the preceptor and with other EMS and health care providers
- Accept feedback from the preceptor

- Take responsibility for self-improvement
- Maintain confidentiality and respect the rights of others at all times
- Complete all required paperwork
- Refrain from false documentation on field paperwork
- Perform only under the direct supervision of the approved preceptor
- Follow all policies of the San Bernardino Community College District

HARASSMENT

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

SCOPE OF PRACTICE

The California Code of Regulations, Title 22, EMT-P Regulations, state the paramedic intern must be under direct supervision during the field internship. Your approved preceptor only provides this direct supervision.

In the field, the paramedic intern may perform any activity identified in the “basic” scope of practice of the EMT-P as defined in the California code of regulation, and the expanded scope of practice approved by the Medical Directors for San Bernardino County EMS Agencies. If a preceptor is not accredited to perform skills or medications in the expended scope, the student may not perform those skills.

GRADING CRITERIA

EVALUATION AREAS:

| | |
|------------------------|----------------------|
| Major Evaluations: | Possible Points: 90 |
| FISDAP: | Possible Points: 105 |
| Field Care Audits: | Possible Points: 5 |
| Total Points Possible: | 200 |

To successfully complete the field internship, the student must:

- Meet the required time line for all required paperwork
- Earn an overall grade equivalent to 80%
- Earn a grade equivalent to 80% in each of the evaluation areas
- Complete and submit field notebook within 15 days of the last field shift

A = 190- 200 points

B = 180-189 points

D = 179-170 points

F = <169 points

INJURY/MEDICAL LIABILITY

If an intern is injured or exposed to a communicable disease or another harmful agent during the internship, they must:

- Refrain from initiating any care other than life and death care
 - Stay by the phone, a call will be made immediately
 - Follow the directions for care given by the program administrator
 - See the school nurse, on campus, within 48 hours of the injury or exposure

Failure to follow this procedure can make the intern responsible for any incurred costs.

When the intern needs to speak to the Field Coordinator/Program Director call the following numbers:

Field Coordinator

Brian Hendrickson (760) 963-3400

Program Director

Dave Oleson (909) 838-5409

Field Liaison

Scott Jones (951) 719-5478

Field Liaison

Christi Myers (760) 887-7137

Medical Director

John Stroh, MD (310) 902-2040

FIELD MEETINGS AND FIELD COORDINATOR MEETINGS

During the internship, interns will be required to:

- Attend 1 field meeting with their liaison or the clinical coordinator
- Speak or meet with your field liaison or clinical coordinator at a minimum of one time.
- After the 5th shift and before the 15th shift and after completion of the final shift.
- Your field liaison will contact you to schedule this meeting

You may not progress to shift 15 or 25 until you have completed the meetings.

Failure to attend field meetings will result in a grade reduction of one letter.

PRECEPTOR INFORMATION

You must provide the clinical coordinator an email address for your preceptor or preceptors no later than shift 20; this address will be used so that the continuing education roster can be sent to each preceptor when you are finished with your field time.

NATIONAL REGISTRY

Either the clinical coordinator or program director will provide information regarding National Registry testing to you. **Every student will be required to submit proof of at least three NREMT practice exams during their field internship. This must be submitted through FISDAP, this is MANDATORY WITH NO EXCEPTIONS!**

FIELD INTERNSHIP PERFORMANCE OBJECTIVES

The field internship will offer the student the opportunity to perform many or all of 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 this course the student will be able to:

1. Determine safety for patient, self and team members and ensure an adequate work environment in a timely manner.

2. Use universal precautions, wear appropriate personal protective equipment specific for patient condition, clean and sanitize equipment in accordance with provider policy and procedures.
3. Initiate or delegate appropriate crowd control and deal effectively with family and bystanders.
4. Recognize the need for and request additional assistance or equipment needed in a timely manner.
5. Perform an organized primary assessment within 60 seconds and intervene appropriately in a timely manner.
6. Obtain a relevant and accurate patient history, chief complaint/problem, medications and allergies in a systematic and timely manner.
7. Perform a thorough exam with appropriate inquiry and inspection pertinent to the patient's chief complaint with accurate findings.
8. Interpret and correlate assessment information correctly.
9. Identify breath sounds and have adequate knowledge of chest auscultation.
10. Identify cardiac rhythms in an accurate and timely manner.
11. Develop and implement an appropriate plan of action.
12. Assess patient response to therapy/interventions.
13. Build rapport with patient, family, and bystanders.
14. Communicate all pertinent information to team members.
15. Utilize medical control appropriately, including organized and complete radio reports.
16. Complete patient care reports in an accurate, thorough and legible manner.
17. Function as a member of the patient care team.
18. Assume a leadership role and direct team members appropriately.
19. Participate in the evaluation of self; including accepting feedback and suggestions and taking necessary steps to correct performance.
20. Use all equipment correctly.
21. Assure the adequate delivery oxygen to patient, including use of appropriate airway adjunct and achieving or maintaining patency of airway in a timely manner.
22. Correctly use advanced airways in a timely manner.
23. Recognize signs/symptoms of tension pneumothorax, and decompress the chest.
24. Correctly identify the indications for and perform defibrillation and cardioversion.
25. Establish an intravenous infusion with proper technique and in a timely manner.

26. Demonstrate the respect for the dignity of each individual he or she is associated with in the practice of his or her professional duties.
27. Respond to the field-learning environment in such a manner to invite confidence of patients, supervisors, peers and other health care professionals.

FISDAP Goals:

You must complete the following goals in FISDAP in order to successfully complete your field internship:

- You must have 40 ALS contacts
- You must have 40 Team Leads
- You must have contact with two unconscious patients
- You must have contact with two pediatric patients

- **AREA ORIENTATION CHECK LIST**

We have informed the students that he or she is a guest in your facility. Social behaviors would identify that the student will initially be nervous in a new and unfamiliar setting. The following checklist is designed to help you orient the student to your agency's policies.

Check each item when completed:

- | | |
|--|---|
| <input type="checkbox"/> Tour of station | <input type="checkbox"/> introduction to personnel |
| <input type="checkbox"/> Equipment check and restock | <input type="checkbox"/> agency specific policies |
| <input type="checkbox"/> Who to contact if ill | <input type="checkbox"/> documentation procedures |
| <input type="checkbox"/> Meal info | <input type="checkbox"/> specific phone number needed |
| <input type="checkbox"/> Sleep info | <input type="checkbox"/> any necessary financial info |

Primary Base Hospital _____

Other Base Hospitals in Area _____

Methods of Communication _____

Direct Phone Line to BH _____

Trauma Centers _____

Other agencies with which there is interaction and/or response and their level of care _____

Any special communication problems or transport problems due to terrain or transport time

CRITERIA FOR EVALUATING STUDENT PERFORMANCE

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

- By the preceptor
- By the intern
- As the measurement of the intern against the standard for a competent paramedic
- Only in the form listed for scoring, e.g. 1, 2, or 3

DAILY PERFORMANCE RECORD To Be Completed On FISDAP

When completing the Daily Performance Record:

- Every ALS response must be documented within FISDAP
- You must provide all pertinent information regarding patient care
- You must evaluate yourself after every call
- 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 FISDAP using the text bubble for that shift
- You must be on time with inputting your information that means that every call must be documented in FISDAP within 24 hours of the response
- Your liaison will periodically review FISDAP

FIELD INTERNSHIP GRADING CRITERIA

| Evaluation Factors | Rating of 1 | Rating of 2 | Rating of 3 |
|--|---|--|---|
| Safety and work environment | Frequently fails to provide a safe and adequate work environment | Inconsistently determines or provides a safe and adequate work environment or slowly initiates appropriate measures. | Consistently determines safety for patient, self and team members and ensures an adequate work environment in a timely manner. |
| Universal Precautions | Frequently fails to use appropriate universal precautions. Personal protective equipment or care for equipment appropriately. | Inconsistently uses universal precautions and personal protective equipment or cleans equipment inappropriately. | Consistently uses universal precautions and wears appropriate personal protective equipment specific for patient condition. Cleans and sanitizes equipment in accordance with provider policy and procedures. |
| Crowd Control | Frequently fails to take steps to control crowd or deal effectively with family and bystanders. | Inconsistently initiates or delegates crowd control. Inconsistently deals effectively with family and bystanders. | Consistently initiates or delegates appropriate crowd control and deals effectively with Family and bystanders. |
| Additional Assistance and Equipment | Frequently fails to recognize the need for additional assistance and/or equipment needed. | Inconsistently or slowly recognizes the need for additional assistance or equipment | Consistently recognizes the need for and requests additional assistance or equipment needed in a timely manner. |

FIELD INTERNSHIP GRADING CRITERIA PG.2

| Evaluation Factors | Rating of 1 | Rating of 2 | Rating of 3 |
|--|--|--|---|
| Primary Assessment and Intervention | Frequently fails to perform an organized and complete primary assessment within 60 seconds or fails to intervene appropriately. | Inconsistently or slowly performs a complete and/or organized primary assessment. Does not intervene appropriately in a timely manner. | Consistently performs an organized primary assessment within 60 seconds and intervenes appropriately in a timely manner. |
| Patient Information | Frequently is disorganized or unable to illicit appropriate patient information | Inconsistently or slowly obtains relevant or accurate patient information. | Consistently obtains a relevant and accurate patient history, chief complaint/problem, medications and allergies in a systematic and timely manner. |
| Physical Examination | Frequently fails to perform a thorough exam with appropriate inquiry and inspection and/or findings are inaccurate. | Inconsistently or slowly performs an exam. Needs assistance in being thorough and systematic. | Consistently performs a thorough exam with appropriate inquiry and inspection pertinent to the patient's chief complaint. Findings are accurate. |
| Assessment Interpretation | Frequently fails to determine a working diagnosis or substantially misinterprets the patients problem. Cannot formulate a working diagnosis for treatment. | Inconsistently or slowly determines a working diagnosis or substantially misinterprets the patients problem. | Consistently interprets and correlates assessment information correctly. |
| Chest Auscultation | Frequently fails to demonstrate adequate assessment and identification of basic breath sounds. | Inconsistent knowledge of chest auscultation and breath sounds. | Consistently identifies breath sounds. Adequate knowledge of chest auscultation. |

FIELD INTERNSHIP GRADING CRITERIA PG.3

| Evaluation Factors | Rating of 1 | Rating of 2 | Rating of 3 |
|--|---|--|--|
| Cardiac Rhythms | Frequently fails to identify rhythms in a timely manner. | Inconsistently identifies rhythms in an accurate and timely manner. | Consistently identifies rhythms in an accurate and timely manner. |
| Patient Management | Frequently fails to develop and implement an appropriate plan of action. | Inconsistently or slowly develops or implements an appropriate plan of action. | Consistently develops and implements an appropriate plan of action. |
| Patient Response To Therapy | Frequently fails to assess patient response to therapy/interventions. | Inconsistently assesses patient response to therapy/interventions. | Consistently assesses patient response to therapy/interventions |
| Rapport With Patient, Family and Bystanders | Frequently fails and does not attempt to establish rapport with patient, family and bystanders. Is inconsiderate and disrespectful of others. | Inconsistently builds rapport with patient, family and bystanders. Inconsistently shows consideration and respect for others. Does not instill confidence in patients. | Consistently builds rapport with patient, family and bystanders. Shows consideration and respect for others. Instills confidence in patient. |
| Team Members | Frequently fails to report pertinent information to team members. | Inconsistently reports pertinent information to team members. | Consistently communicates all pertinent information to team members. |
| Radio Report | Frequently fails to recognize the need to utilize medical control. | Inconsistently utilizes and recognizes medical control. Reports are disorganized and incomplete. | Consistently utilizes medical controls appropriately. Reports are organized and complete. |
| Documentation | Frequently fails to complete patient care reports in an accurate, thorough or legible manner. | Inconsistently completes patient care reports in an accurate, thorough and legible manner. | Consistently completes patient care reports in an accurate thorough and legible manner. |

FIELD INTERNSHIP GRADING CRITERIA PG.4

| Evaluation Factors | Rating of 1 | Rating of 2 | Rating of 3 |
|--|---|---|---|
| Working Relationships With Team Members | Frequently fails to function as a member of the patient care team. | Inconsistently functions as a member of the Patient care team. | Consistently functions as a member of the patient care team. |
| Leadership | Frequently fails to function as a member of the patient care team. | Inconsistently assumes leadership role and direction of team members. | Consistently assumes leadership role and directs team members appropriately. |
| Professionalism | Frequently exhibits unprofessional conduct, is rude, abrupt and/or out of uniform. | Inconsistently exhibits a professional demeanor. | Consistently exhibits a professional demeanor. |
| Feedback And Guidance | Frequently fails to accept feedback: argues with others. Uses excuses to justify mistakes. | Inconsistently accepts feedback. Does not take necessary steps to change performance. | Consistently participates in evaluation of self: accepts feedback and suggestions. Takes necessary steps to correct performance. |
| Inventory Maintenance | Frequently fails to perform equipment inventory at the start of shift and does not re-supply inventory. | Inconsistently re-supplies all inventory per provider policy. | Consistently re-supplies all inventory per provider policy. |
| Equipment Operation | Frequently fails to use equipment in a safe manner. | Inconsistently demonstrates proper use of all equipment. Needs direction. | Consistently demonstrated the ability to use all equipment correctly. |
| Airway Management/Oxygen Therapy | Frequently fails to assure adequate delivery of oxygen to patient. Fails to utilize appropriate airway adjunct and/or maintain patency of airway in a timely manner | Inconsistently assures adequate delivery of oxygen to patient and/or utilization of appropriate airway adjunct. Does not maintain patency of airway in a timely manner. | Consistently assures adequate delivery of oxygen to patient. Uses appropriate airway adjunct. Achieves or maintains patency of airway in a timely manner. |

FIELD INTERNSHIP GRADING CRITERIA PG.5

| Evaluation Factors | Rating of 1 | Rating of 2 | Rating of 3 |
|--|--|--|--|
| Advanced Airways | Frequently fails to demonstrate correct use of advanced airways. Inadequate knowledge base of indications and contraindications | Inconsistently demonstrates or recognizes need for use of advanced airways. Needs some guidance to complete procedures. | Consistently demonstrates correct use of advanced airways in a timely manner. |
| Pleural Decompression | Frequently fails to recognize signs/symptoms of tension pneumothorax. Fails to demonstrate appropriate procedure. | Inconsistently recognizes signs/symptoms of tension pneumothorax. Needs some guidance to complete the procedure. | Consistently recognizes signs/symptoms of tension Pneumothorax. Demonstrates correct procedure. |
| Defibrillation/ Cardioversion | Frequently fails to demonstrate correct procedure and indications for use. | Aware if indications for use, but needs some direction to perform procedure. | Consistently performs correct procedure. Aware of indications for use. |
| Intravenous Access | Frequently fails to establish IV access due to improper technique. | Inconsistently establishes IV access. Needs some direction to complete procedure. | Consistently uses proper technique. Completes procedure in a timely manner. |
| Pneumatic Antishock Garment | Frequently fails to perform procedure in a systematic and timely manner. | Inconsistently performs procedure in a systematic and timely manner. Needs direction to complete procedure. | Consistently performs procedure in a timely and competent manner. |

MAJOR EVALUATION FORM

When completing the Major Evaluation:

- Complete this on FISDAP 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 “N/A”
- The preceptor must complete the “Summary of Performance” and “Plan for Improvement.”

AFFECTIVE BEHAVIOR EVALUATION

The field coordinator and the preceptor will evaluate affective behaviors during the internship. The result of these evaluations will be considered in the overall field grade.

The preceptor will complete the affective behavior form at the end of every 120 hours and on the intern’s, last shift.

The field coordinator will complete the field coordinator affective behavior form as a part of final notebook review.

**VICTOR VALLEY COLLEGE
AFFECTIVE BEHAVIOR EVALUATION
FIELD INTERNSHIP**

Date: _____

Intern: _____

Shift: 5 10 15 25 or 30

Preceptor: _____

Preceptor Signature _____ Intern Signature _____

Preceptors, please rate each of the following behaviors:

A score of 1 means you strongly agree, a score of 5 means you strongly disagree.

- 1.** Punctually attends scheduled shifts.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 2.** Is mentally and physically prepared for each shift.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 3.** Is neat and clean in appearance, and in appropriate uniform.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 4.** Takes responsibility to complete assigned pre-shift duties.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 5.** Communicates professionally with patient and family.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 6.** Communicates professionally with preceptor and other EMS and health care providers.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 7.** Accepts feedback from the preceptor, and takes responsibility for self-improvement.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

- 8.** Maintains confidentiality and respects the rights of others.
1-strongly agree 2-agree 3-neutral 4-disagree 5-strongly disagree

Comments:

PREPARATION FOR COURSE COMPLETION

To prepare to complete the field internship course requirements, the intern must:

- Call the field coordinator to make an appointment for final check
- Review FISDAP
- **Submit your signed “Statement of Completion” form in a sealed envelope from the preceptor**

Course completion will not take place until the following is verified:

- Course completion paperwork submitted
- FISDAP up to date and all goals are 100%
- Safety gear returned

Course completion requirements must be completed within 15 days of the final field shift.

**VICTOR VALLEY COMMUNITY COLLEGE
FIELD INTERNSHIP**

STATEMENT OF COMPLETION

To the Medical Director of the Paramedic Program:

I have been a preceptor for _____ during his or her field internship. The student has demonstrated the following entry-level paramedic competencies:

1. Respects the dignity of each individual with whom he or she is associated in the practice of their professional duties.
2. Responds to the field-learning environment in such a manner to invite confidence of patients, supervisors, peers and other health care professionals.
3. Analyzes subjective and objective information to formulate a plan of action and correctly implements the plan.
4. Assures and procures scene safety.
5. Assesses and treats patients as they present during the field internship, according to standard protocols.
6. Communicates effectively verbally and in writing.
7. Displays leadership abilities.
8. Maintains equipment.

I recommend successful completion of their field internship from Victor Valley Community College Paramedic Program.

Preceptor Signature: _____ Date: _____

Agency: _____

State License No. _____ County Accreditation No. _____