



## Clinical Preceptor Job Description

**Specific Location:** Rural/Metro Ambulance North Georgia Operations

**Reports To:** Captain, Clinical Services, General Manager

### I. Summary Description of Job:

The Clinical Preceptor will be the primary clinical evaluator for orientees and students (3<sup>rd</sup> riders). Preceptors will conduct and document field evaluations for all 3<sup>rd</sup> riders, as well as, in-field orientation for new employees.

### II. Qualifications:

#### Licensure/Certifications:

- A. High School Diploma/GED.
- B. Current Georgia Licensure as EMT-I/Paramedic.
- C. Current Georgia Drivers License.
- D. EMT-I preceptors must hold current BLS certification. Instructor status is preferred.
- E. EMT-P preceptors must hold current BLS and ACLS certification. Instructor status is preferred.
- F. Current certification in PHTLS, PALS, AMLS, GEMS, and other ancillary courses is preferred.

#### Experience:

- G. Six months of employment with Rural/Metro preferred.
- H. One or more years of experience at current level preferred.
- I. Teaching/preceptor experience preferred.

#### Interpersonal/Communication Skills:

- J. Ability to relate constructive criticism and praise to new employees and students.
- K. Ability to establish and maintain effective working relationships with co-workers, supervisors, other public service agencies, healthcare facility staff, educational institutions, and the general public.
- L. Ability to read and comprehend all forms of communication applicable to the position.
- M. Ability to motivate co-workers and subordinates to project professional attributes.

### **Mental/Technical/Motor Skills:**

- N. Must have thorough understanding of standard EMT-I or EMT-P scope of practice.
- O. Must have thorough knowledge of standard and RMA practices and protocols.
- P. Must be able to read and understand all communications related to job.
- Q. Must have precise eye-hand coordination, finger dexterity, ability to lift, run, bend, etc. as required by the job.
- R. Must have vision and hearing, with or without assistive devices, which are within normal limits.
- S. Must be capable of operating an emergency vehicle to respond, treat, and transport patients.
- T. Must be knowledgeable and competent to perform essential job functions.
- U. Must be able to perform basic computer skills and possess the willingness to learn and/or improve proficiency in computer-based operations.

### **III. Essential Job Functions:**

- A. Demonstrates knowledge, comprehension, and willingness to comply with all Essential Job Functions of a Rural/Metro Field EMT-P/EMT-I.
- B. Demonstrates knowledge, comprehension, and compliance with all Georgia DHR/Office of EMS laws, rules and regulations, and procedures and ability to enforce them.
- C. Demonstrates knowledge, comprehension, and compliance with all Federal laws and requirements for EMS personnel, services, and vehicles and ability to enforce them.
- D. Demonstrates the attitude of a Healthcare Professional, to include, but not limited to: maintaining a clean appearance, demonstrating courteous, professional, and ethical behavior, and the ability to work cooperatively with other members of the EMS Healthcare System.
- E. Demonstrates a sincere desire to continually improve and upgrade the skills and knowledge of the emergency medical profession through the provision of initial and continuing education, participating in pre-hospital research, reading of professional publications, attendance at educational activities, and precepting EMS students.
- F. Participate in the orientation of new employees, EMS students, and third riders.
- G. Demonstrates the ability to accurately complete and review all Georgia DHR/Office of EMS, Rural/Metro Ambulance, and Federal paperwork as relates to the provision of care and transportation of patients or in daily operations and to instruct others in its proper completion.
- H. Demonstrates the ability to evaluate and document skill performance by subordinates, students, and co-workers during competency verifications, both in the classroom and in the field.
- I. Demonstrates the ability to:
  - 1. Orient all 3<sup>rd</sup> riders to Rural/Metro.
  - 2. Supervise and assist the 3<sup>rd</sup> rider while in the clinical environment.
  - 3. Critique all 3<sup>rd</sup> rider patient contacts.
  - 4. Demonstrate, assist, and evaluate 3<sup>rd</sup> rider performance of approved skills.
  - 5. Observe and review 3<sup>rd</sup> rider technique and correct if appropriate.
  - 6. Answer questions concerning all aspects of patient care.
  - 7. Complete 3<sup>rd</sup> rider evaluation forms and review observations with the 3<sup>rd</sup> rider.

#### **IV. Exposures and Working Conditions:**

- A. Must meet all physical requirements and frequency as outlined in the EMT-I/EMT-P job description.
- B. May be exposed to and expected to work in extreme weather conditions.
- C. May be exposed to chemicals or hazardous materials.
- D. May be exposed to fumes, airborne/blood borne particles, toxic substances, and contagious diseases.
- E. May be exposed to dangerous situations such as violent patients, assaults, shootings, and other violent crime scenes.
- F. May be exposed to very loud noise levels in the work environment.



**Clinical Preceptor  
Application**

Name: \_\_\_\_\_

EE#: \_\_\_\_\_

*Please circle the appropriate answer below:*

<u>Market</u>	<u>Status</u>	<u>Certification</u>
North      South	Full Time    Part Time	EMT-I      EMT-P

**Briefly describe your reasons for applying for the position of Clinical Precptor.**

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**Briefly describe what you believe you can contribute to the Operations of Rural/Metro in this position.**

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**Briefly describe why you believe you would be the best applicant for this position.**

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**Briefly describe what it takes to be successful and achieved the desired goals of this position.**

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*Please include this completed application in a sealed envelope containing a current resume and submit both to Rob Bozicevich (North) or Jeannie Riner (South). You will also need to have a Captain-Shift Supervisor complete a recommendation form for you which should be submitted separately in a sealed envelope to either Rob or Jeannie prior to the deadline of Friday, February 15, 2008.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Clinical Preceptor Applicant Recommendation

Applicant's Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Certification Level: \_\_\_\_\_

Recommending Supervisor: \_\_\_\_\_ Shift:    A    B    C

***In comparison to other EMT-I/EMT-P who have the same amount of experience and training, I would rate this applicant as follows:***

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable to rate
Overall EMT-I/EMT-P knowledge					
Overall EMT-I/EMT-P skills					
Ability to grasp new concepts					
Written communication skills/documentation					
Verbal communication skills					
Potential as a mentor/preceptor					
Potential as an instructor					
Overall knowledge of RMA policies/protocols					
Overall quality of work					
Overall commitment to improving work practices					
Overall appearance					
Overall professionalism					
Overall attendance and timeliness					

***Considering this applicant's work record, paramedic abilities, mentoring/preceptoring/teaching abilities, ambition/determination, please indicate your overall recommendation below:***

Recommend Strongly \_\_\_\_\_ Recommend with Reservation \_\_\_\_\_

Recommend \_\_\_\_\_ Unable to Recommend \_\_\_\_\_

***If recommended, please describe a situation that you believe exemplifies the Clinical Preceptor that this applicant had a role in. Be as detailed as possible.***

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***Has this applicant had any disciplinary issues in the past six months under your supervision that was not reportable to Human Resources? If yes, please describe.***

Yes      No

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When completed, please place this signed form in a sealed envelope and forward to Rob (North) or Jeannie (South) by the deadline of Friday, February 15, 2008. Please note "CP" on the envelope.**