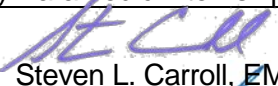



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| COUNTY OF VENTURA HEALTH CARE AGENCY | | EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES | |
| Policy Title: Out of County Paramedic Internship Approval Process | | Policy Number 335 | |
| APPROVED: Administrator:  Steven L. Carroll, EMT-P | | Date: December 1, 2017 | |
| APPROVED: Medical Director:  Daniel Shepherd, M.D. | | Date: December 1, 2017 | |
| Origination Date: | October 13, 2005 | | |
| Date Revised: | April 19, 2013 | Effective Date: | December 1, 2017 |
| Date Last Reviewed: | October 12, 2017 | | |
| Next Review Date: | October 31, 2020 | | |

- 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.
- II. AUTHORITY: Health and Safety Code Sections 1797.107, 1797.172, 1797.173, 1798, and California Code of Regulation, Title 22, Sections 100147 and 100153.
- III. DEFINITIONS: This policy defines the standards for field interns, whose paramedic training program is located outside the jurisdiction of the paramedic training program approving authority, and who wish to complete all or a portion of their field internship requirements with an advanced life support provider in Ventura County.
A paramedic intern is a person trained by a VCEMS approved training program who 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.
- IV. POLICY: The following requirements must be completed prior to internship commencement.
 - A. Paramedic Training Program Responsibilities:
 1. Letter requesting approval for out of county paramedic student placement within the local EMS system
 2. Copy of Paramedic Training Program's CAAHEP accreditation.
 3. Evidence of a contract to provide field training between the ALS training program and the ALS provider agency where the intern will be training.
 4. Copies of forms used to document student's progress, continuum of care and the training program's collaboration with the field preceptor.

5. 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.
- B. Paramedic Intern Responsibilities:
1. Completed VCEMS application
 2. Copy of intern's valid government issued photo identification.
 3. Copy of intern's professional rescuer level CPR card.
 4. Completion of a California Department of Justice (CA DOJ Live Scan) background check through VCEMS. A copy of the Request for Live Scan Services form must be submitted to VCEMS at time of application.
 5. 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.
 6. Letter from training program confirming that the intern has performed five (5) successful live patient endotracheal intubations during primary ALS training.
 7. Upon completion of above requirements, intern shall contact VCEMS to schedule appointment to complete internship process.
- C. ALS Provider Responsibilities:
1. Notify VCEMS of intention to provide field internship for a specific intern.
 2. Provider agency shall submit a completed Appendix A to VCEMS for each intern who is placed for internship prior to the start date.
 3. Ensure that the student has been oriented to the Ventura County EMS System including local policies, procedures and treatment protocols.
- D. Paramedic Intern Photo Identification:
1. 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.

- E. In order to ensure an adequate number of internship placements for in county paramedic students, no internships involving out of county students will be permitted from February 1st through May 31st of each year. Placement for internships for out of county interns must be initiated prior to November 1st in order to allow adequate time for completion before January 31st.

ATTACHMENT A

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

| | |
|--------------------------|--|
| Intern Name | |
| Start date of internship | |
| Agency sponsoring intern | |
| Preceptor name | |
| Training Institute | |

Information below is to be completed by the EMS Agency

| | |
|--|-----------|
| Authorization approved: | Date |
| Authorization is not approved because: | |
| ALS Provider notified on: | Date |
| Training Program notified on: | Date |
| EMS Representative | Signature |

AVCDS LOGIN

| | |
|-------|----------|
| LOGIN | PASSWORD |
| | |

The password issued is a default password. You must change it upon successful login.