

**VBDEMS DUTY FIELD SUPERVISOR (EMS-5) PROGRAM  
STANDARD OPERATING PROCEDURE**

**NAME**

Preceptorship and Internship

**APPLICABILITY**

This SOP applies to all current and future EMS-5 program applicants and interns, and all EMS-5 team members who may find themselves precepting or partnering such interns.

**PURPOSE**

To establish a consistent criteria for designating EMS-5 preceptors, and to define standard procedures for the conduct and completion of EMS-5 internships.

**DESCRIPTION**

1 QUALIFICATIONS OF PRECEPTORS

The qualifications for the role of EMS-5 Preceptor shall be as follows:

- Must be a current or former VBDEMS CT or Paramedic;  
-AND-
- Must be a current or former holder of a VBDEMS Blue ID Card other than an EMS-5 card;  
-AND-
- Must have accumulated eighteen months of service as an EMS-5.

2 SEQUENCE OF INTERNSHIP

Upon acceptance to the EMS-5 program, a member shall be regarded as an *EMS-5 Intern*, and shall be responsible for completing the following sequence of events:

- 2.1 The intern shall secure an EMS-5 Internship Packet from the EMS-5 Team Captain. The intern shall complete and return all [forms included in the packet](#) to the team captain.
- 2.2 The intern shall choose an EMS-5 Preceptor and attain approval of such choice from the EMS-5 Team Captain.

2.3 The intern's initial EMS-5 duty shall be a full twelve hour ride-along with that intern's preceptor. On this initial duty, the preceptor shall provide the intern with a set of internship objectives. The preceptor shall establish these objectives according to (a) the preceptor's own prior experience with, current observations of, and initial impression of the intern; (b) the results of the preceptor's prior consultations with the intern's current and former supervisors and associates; (c) the results of the preceptor's prior consultations with officers on the EMS-5 Team chain of command. The preceptor shall complete a shift evaluation form for this shift that indicates the established objectives.

2.4 The intern shall ride along with released EMS-5 Team members for up to 96 hours of EMS-5 duty. On each such ride-along, the intern shall inform his partner of his internship objectives. The intern's partner shall complete a shift evaluation form. Afterwards, intern and partner are encouraged to consult with the intern's preceptor to discuss the intern's activities and performance.

2.5 When the intern believes that the internship objectives have been met, the intern shall stand one more full twelve-hour ride-along with the preceptor. On this duty, the preceptor shall, by a combination of observation, didactic sessions, and review of the intern's shift evaluations, make a judgement as to whether or not the intern has indeed met the established objectives.

If so, the preceptor shall complete a final shift evaluation form indicating his approval of the intern for release.

If not, the preceptor shall complete a shift evaluation form indicating which objectives remain unmet. The preceptor may establish or substitute other objectives related to the unmet objectives. The EMS-5 Team Captain shall establish a time limit for the intern to complete the remaining objectives. The intern shall repeat sections 2.4 and 2.5 using the new time limit. Only one repeat shall be allowed.

2.6 At all phases of internship, it shall be the intern's responsibility to submit one copy of each shift evaluation to the preceptor, and one copy to the EMS-5 Team Captain, each within 14 calendar days.

2.7 The EMS-5 Team chain of command reserves the right to restrict interns from riding EMS-5 shifts with certain released members of the team.

This SOP shall take effect upon approval of the EMS-5 Team Captain and the Chief of Special Operations:

APPROVED:

*Kevin A. Lysscomb*

12 Aug 01

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EMS-5 Team Captain

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Date

Supercedes version dated 23 Jul 99