



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Clinical Internship—Conducting, Monitoring, and Evaluating

Effective Date: August 2018

TITLE: Clinical Internship—Conducting, Monitoring, and Evaluating

RATIONALE: To ensure adequate educational experiences during clinical internships.

POLICY:

A clinical coordinator shall be designated for each program that integrates internship as part of the curriculum. The clinical coordinator will be responsible for the following:

1. Verify that each student enrolled has met the expected pre-requisites PRIOR to initiating clinical rotations, including but not limited to: required immunization records, background checks, drug screens, and skill verification.
2. The Clinical Coordinator is responsible for collecting sizes, ordering, and disseminating clinical uniforms.
3. Develop a lesson plan and complete presentation for the instruction of students on the expectations, documentation, and “do’s/don’ts” of attending internship.
4. Develop a lesson plan and complete orientation program for new preceptors to become familiarized with the expectations of the internship and the value of their feedback.
5. Develop and execute an annual compliance update for current preceptors.
6. Maintain the airtable database of current preceptors based on annual compliance update attendance, etc.
7. Maintain the airtable database of internship sites including necessary renewal dates.
8. Collect and maintain records on internship sites and preceptors including but not limited to:
 - a. Agency MOU’s
 - b. Preceptor Affiliation agreements
 - c. FERPA Compliance Signature Forms
 - d. Rosters verifying attendance to orientations and compliance updates
 - e. Student and preceptor survey results for each rotation
 - f. Student time sheets for each rotation
 - g. Annual agency data submission validate the continued quality of instructional opportunities at each participating squad/facility.
9. Transcribe results from each student rotation into an airtable database to track competencies.

RESPONSIBLE PERSONNEL:

Education Director, Clinical Coordinator