

# Standard Operating Procedures Manual

## City of Poquoson Fire and Rescue



### City of Poquoson Fire and Rescue

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
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### GENERAL ADMINISTRATION

**SOP#:** GA 17.00

**Title:** Fire & EMS Preceptor

**Effective Date:** 06/06/2009

**Revised Date:** 06/06/2009

  
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**Fire Chief's Signature**

  
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**City Manager's Signature**

### **FIRE & EMS PRECEPTOR**

#### **I. PURPOSE**

The purpose of this policy is to identify the requirements for EMS and Fire Preceptors in Poquoson Fire/Rescue.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. APPLICABILITY**

All Career and Volunteer Personnel

#### **III. POLICY**

It shall be the policy of the Poquoson Fire/Rescue Department to appoint designated preceptors for the training of both Fire and EMS personnel. These preceptors will be responsible for the training of newly hired career personnel and newly accepted volunteer personnel.

- EMS Preceptor
  - Must have a minimum of 1 year experience with Poquoson Fire/Rescue at their current provider level AFTER they have been released from probation and completed their preceptorship.
  - Must have current or past experience (documented) as an adult educator. Examples include CPR Instructor or DFP Fire Instructor. Recommendation from current Instructors can also be applied.
  - Can have NO disciplinary actions related to EMS other than a verbal reprimand (no more than 1) in the preceding 12 months.
- Fire Preceptor
  - Must have a minimum of 1 year experience with Poquoson Fire/Rescue AFTER they have been released from probation. Must also be certified and have a minimum of 1 year experience in any discipline they wish to precept. Examples include DPO or Aerial Operator.
  - Must have current or past experience (documented) as an adult educator. Examples include CPR Instructor or DFP Fire Instructor. Recommendation from current Instructors can also be applied.
  - Can have NO disciplinary actions related to the area in which they precept other than a verbal reprimand (no more than 1) in the preceding 12 months.

#### **IV. PROCEDURE**

- EMS Preceptor
  - Personnel who meet the requirements as stated in the Policy portion and wish to become preceptors may submit, in writing, a request to be considered to the EMS Officer. Any supporting documents should accompany this request.

- After receiving this request, the EMS Officer and the Deputy Chief will make the decision to approve or deny the status of Preceptor. If denied, the applicant will receive a written explanation as to the reasons.
- Personnel may decide to surrender their status as Preceptors. This must be done in writing and submitted to the EMS Officer. Should the individual later wish to attain preceptor status again they must follow the full procedure.
- The EMS Officer, Deputy Chief, and Fire Chief may also select personnel for the Preceptor program who demonstrate exceptional knowledge and ability and meet the minimum requirements as stated in the Policy portion.
- Fire Preceptor
  - Personnel who meet the requirements as stated in the Policy portion and wish to become preceptors may submit, in writing, a request to be considered to the Training Officer. Any supporting documents should accompany this request.
  - After receiving this request, the Training Officer and the Deputy Chief will make the decision to approve or deny the status of Preceptor. If denied, the applicant will receive a written explanation as to the reasons.
  - Personnel may decide to surrender their status as Preceptors. This must be done in writing and submitted to the Training Officer. Should the individual later wish to attain preceptor status again they must follow the full procedure.
  - The Training Officer, Deputy Chief, and Fire Chief may also select personnel for the Preceptor program who demonstrate exceptional knowledge and ability and meet the minimum requirements as stated in the Policy portion.