



To the prospective Paramedic Preceptors of the EMS Academy at Columbia State Community College:

I want to take this moment to thank you for the role that you have offered to play in the lives of our Paramedic interns of the Academy. While I am sure that this can be labor-intensive at times, I believe it to be an overwhelming privilege to play a part in the education of our next generation of Paramedics.

I am sure you are wondering, "What do I do now?" Well, I have tried to make it easy:

- Fill out the "*Paramedic Preceptor Application*," **attach all necessary documentation**, and send it back to my office. Once approved, you will be contacted by phone and/or email.
- Print a **hard-copy** of the "*Paramedic Preceptor – Roles & Responsibilities*" manual and become very familiar with it. You are expected to have read the document in its entirety prior to your first shift with your student. Please allow time to contact our office for any questions you may have before rotations begin. (It would **not** be a good idea to bypass a full-reading of this document.)
- Print a copy of "*Paramedic Standards for Student Conduct*" and review this document with your intern on your first day together.
- Print the "*Instructions for Documentation*" file. This will help you in the remainder of the process.
- Open the file named, "*Preceptor Agreement*," sign it and get it back to me DIGITALLY. You can take a picture of the signed document [on your phone] and send it to my email address.

We are looking for GREAT things this year. The students that we have had this past year have been proven to be the VERY BEST, and with your help, I am sure they will find incredible success in their chosen profession!

Blessings!

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