

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, Paramedic		Date: December 1, 2021	
APPROVED: Medical Director: Daniel Shepherd, M.D.		Date: December 1, 2021	
Origination Date: October 13, 2005		Effective Date: December 1, 2021	
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- 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:
 - A. All of the following requirements (IV.A.1 – IV.A.3) must be submitted to VCEMS at least 45 days prior to commencement of the internship:
 1. Paramedic Training Program Requirements:
 - a. Letter requesting approval for out of county paramedic student placement within the local EMS system;
 - b. Copy of Paramedic Training Program’s CAAHEP accreditation;
 - c. Evidence of a contract to provide field training between the ALS training program and the ALS provider agency where the intern will be training;

- d. Copies of forms used to document student's progress, continuum of care and the training program's collaboration with the field preceptor;
 - e. 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.
2. Paramedic Intern Requirements:
- a. Completed VCEMS application;
 - b. Copy of intern's valid government issued photo identification;
 - c. Copy of intern's professional rescuer level CPR card;
 - d. 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;
 - e. 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;
 - f. Letter from training program confirming that the intern has performed five (5) successful live patient endotracheal intubations during primary ALS training;
 - g. Upon completion of above requirements, intern shall contact VCEMS to schedule appointment to complete internship process.
3. ALS Provider Requirements:
- a. Notify VCEMS of intention to provide field internship for a specific intern;
 - b. Provider agency shall submit a completed Appendix A to VCEMS for each intern who is placed for internship;
 - c. Ensure that the student has been oriented to the Ventura County EMS System including local policies, procedures and treatment protocols.

- B. Paramedic Intern Photo Identification:
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.
- C. If out of county internship placement coincides with the local paramedic training program's field internship timeframe, prehospital provider agency will coordinate with local program to ensure the out of county placement does not conflict with local field intern placement.

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.