



EMT

Ambulance Practicum Manual

September 2011
5025 – 51 Street, Camrose AB T4V 1S6
Phone: 780 608 1240
Fax: 780 608 1235
emsprograms@lakelandcollege.ca

SUPPORT

Academic Support

Require a code:	Call 780 608 1240 during office hours, or email emsprograms@lakelandcollege.ca any time and ask for a preceptor code. You must supply preceptor name, name of facility/service, name of student, and a contact phone number and/or email. A student cannot request a preceptor code.
When the student starts:	Ensure the Student Contract in the front of this manual is filled in and faxed to the number indicated on the form.
When the student is done:	See the Practicum Completion Checklist at www.lakelandcollege.ca/emspracticums
Phone:	Call 780 608 1240, or call 1-800-661-6490 and follow the directions to be connected to the Camrose office. After-hours messages will receive replies the next business day.
Email:	emsprograms@lakelandcollege.ca
Preceptor Support Website:	www.lakelandcollege.ca/emspracticums
Online Logbook:	lakelandlogbook.com

Technical Support

Phone 780 608 1240, or email emsprograms@lakelandcollege.ca.

IMPORTANT!!

**The preceptor MUST call
780 608 1240 (during office hours) or
email emsprograms@lakelandcollege.ca
to obtain a preceptor code before
proceeding with the practicum.**

**The contract following this page or at
www.lakelandcollege.ca/emspracticums
must be signed and submitted on the first shift.**

**The Preceptor must read pages 1-3 and view the preceptor
presentation found at
www.lakelandcollege.ca/emspracticums
Pages 4 and following are reference materials and should be
skimmed.**

Complete this page before beginning practicum. Fax to 780 608 1235.



EMT PROGRAM

Practicum Contract –Ambulance Exposure Practicum

As soon as this contract is signed, it must be faxed to 780 608 1235

Please Print

Student Name: _____

Address: _____

Phone: _____

Practicum Service or Hospital: _____

Preceptor Name: _____

Practicum Schedule:

(Please includes dates and times for all shifts scheduled with this preceptor)

I have read the above-listed practicum schedule and agree to attend my practicum shifts as outlined above. If I should need to make changes to this schedule or be absent from any of these shifts for any reason, I will contact both my practicum preceptor, and my school in advance.

EMT Student Signature

Practicum Supervisor

Date

As soon as this contract is signed, it must be faxed to the school at 780 608 1235

Complete this page before beginning practicum. Fax to 780 608 1235.



EMT PROGRAM

Practicum Contract –Ambulance Experience

As soon as this contract is signed, it must be faxed to 780 608 1235

Please Print

Student Name: _____

Address: _____

Phone: _____

Practicum Service or Hospital: _____

Preceptor Name: _____

Practicum Schedule:

(Please includes dates and times for all shifts scheduled with this preceptor)

I have read the above-listed practicum schedule and agree to attend my practicum shifts as outlined above. If I should need to make changes to this schedule or be absent from any of these shifts for any reason, I will contact both my practicum preceptor, and my school in advance.

EMT Student Signature

Practicum Supervisor

Date

As soon as this contract is signed, it must be faxed to the school at 780 608 1235

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Other Resources Available

Lakeland's EMS Programs Policies and Safety Procedures Handbook
Evaluation Forms found at www.lakelandcollege.ca/emspracticums

- Ambulance Practicum Completion Checklist
- Ambulance Exposure Practicum Evaluation Form
- Ambulance Midpoint Evaluation Form
- Ambulance Final Evaluation Form
- Resource Evaluation Form
- Preceptor Program Evaluation Form
- Extra Experience Evaluation Form (optional)
- Patient Care Report Form (Print copies for practice – optional)
- Call Competency Integration Form (For practice – optional)
- Employer Survey (Requested whenever possible)

Preceptor Resources:

www.lakelandcollege.ca/emspracticums

Frequently Asked Questions

Is the Lakeland EMT Program CMA Accredited?

Because CMA accreditation is non-transferrable between schools, the accreditation that the EMT program earned at Augustana Faculty, University of Alberta could not be transferred to Lakeland College at the time that the program transferred. The Lakeland College EMT program is in the process of registration and application for CMA accreditation. As with all new accreditations, the process takes approximately two years, but we do not have an estimated date for when this process will be complete. Updates to Lakeland College's application status may be found at www.cma.ca/accredit

How many hours are required on the Lakeland EMT Ambulance Practicum?

While a competency-based experience emphasizes competency and not time, it is still true that over a period of time, competency improves. Students must complete all competencies in the required setting to meet graduation requirements. However, it is helpful for preceptors and administrators to have an idea of roughly how long it takes to complete a practicum. An EMT Ambulance Exposure Practicum requires students to complete a minimum of 40-48 hours on car, with no competencies assessed. An EMT Ambulance Practicum requires students to have a minimum of 25 calls or patients. Inter-hospital transfers do not count towards this minimum. The minimum time requirement for the Ambulance Practicum is 240 hours regardless of what competencies have been completed. The actual number of hours required to complete the competencies could be greater or less than this.

Canadian Medical Association requires that practicums are competency-based. We believe that every student requires a minimum number of hours to grow familiar with the EMT scope of practice, but the completion of competencies in their required settings is a mandatory requirement for completion of a practicum and maintenance of accreditation. When all competencies in the Primary Care Paramedic profile are met, the practicum is complete.

How are practicum hours counted?

Typically, a student may only count the hours worked on shift, up to 10 hours per shift. However, some exceptions may apply. Example #1: If the preceptor is paid \$15 per hour for each hour of a 24-hour period, then all 24 hours will count towards practicum hours. Example #2: If the preceptor's daily wage is based on only 10 hours at \$15 per hour, then only 10 hours will count towards practicum. Any overtime hours will count towards practicum (1 hour of overtime equals 1 hour of practicum time).

The exception to this is continuous practicum sites where housing is provided by the site and where the student is expected to take lead on every call, within reason. These sites are

specifically identified by practicum coordinators. The student is then allowed to count every hour towards practicum. Students are required to self-monitor for fatigue, and to take necessary rest breaks to ensure adequate performance and patient safety. In situations where the site is exceptionally busy, the student is expected to remove himself/herself from active service and take an 8-hour break to avoid fatigue.

Do all simulations have to be completed?

No - All simulations will be completed in the classroom prior to placement in a practicum setting.

Do all competencies have to be completed?

Yes, although some competencies may be extremely difficult to complete. If your service is unlikely to experience some of the competencies in the profile, the preceptor and the student should be contacting the school to determine what should be done. Unless an incomplete competency is approved by the school, the practicum remains incomplete. All required competencies must be successfully completed a minimum of twice. You can find a list of the required competencies at www.lakelandcollege.ca/emspracticums

How does the preceptor contact the school, or get the school to contact the preceptor?

For contact information, see the “Contact Us” sheet (2nd page of this logbook), or go to www.lakelandlogbook.com and view the “Contact Us” information. It is critical that the contract at the front of this book be faxed to the school on the first shift, and that the preceptor inform the school if a contact is requested. Additional contracts may be found on the website.

How do I receive training to be a Lakeland preceptor, and how will the school support me?

Every Lakeland College preceptor needs to view the Preceptor resources found on the website in order to understand the Lakeland educational philosophy and what is required of preceptors.

Preceptors are able to contact the school by phone, fax, or email. Practicum visits by Lakeland staff will vary, but we will try to visit twice during the practicum. If the preceptor indicates that he/she wants a practicum visit, let the Lakeland practicum supervisor know as soon as possible. One or two instructors will be assigned to the practicum, and they will do the practicum visits; it will not always be the practicum supervisor.

At times, we are not informed that a student has begun a practicum, so do not hesitate to request a visit or a contact from us at any time. The preceptor support website contains a wealth of information about EMS, innovations in EMS and medicine, hot topic links and information about Lakeland, and is found at www.lakelandcollege.ca/emspracticums

Can the preceptor's Online Logbook Preceptor Code be shared with other preceptors?

Preceptor Codes are assigned to preceptors, and not connected to student names. Therefore, when a preceptor uses a code, the school will know what competencies that particular preceptor marked. A preceptor may choose to share a code, but only if he or she is willing to take responsibility for the competencies marked by the second person using the code, and is able to answer questions about that marking, if the school should need to verify data.

How do I define competence?

Competence involves the demonstration of skills, knowledge and abilities in accordance with the following principles:

- consistency (the ability to repeat practice techniques and outcomes)
- independence (the ability to practice without assistance from others)
- timelines (the ability to practice in a time frame that enhances patient safety)
- accuracy (the ability to practice utilizing correct techniques and to achieve the intended outcomes)
- appropriateness (the ability to practice in accordance with clinical standards and protocols outlined within the practice jurisdiction)

Practicums and Program Approvals

The EMT and Paramedic Programs at Lakeland College must remain in compliance with Alberta College of Paramedic (ACP) Program Approval standards, as well as the Canadian Medical Association accreditation standards. It is the commitment of Lakeland College to seek and maintain all required program approvals and accreditation.

As is required, Lakeland College will earn and maintain program approval for each of its EMS programs with ACP. These program approvals will be renewed on an annual basis, or on such schedules as are determined by ACP.

The Alberta College of Paramedics also currently mandates that all EMT and Paramedic training programs within the province of Alberta seek CMA accreditation. Because CMA accreditation is non-transferrable between schools, the accreditation that the Paramedic program earned at Augustana Faculty, University of Alberta could not be transferred to Lakeland College at the time that the program transferred. The Lakeland College Paramedic program is in the process of registration and application for CMA accreditation. As with all new accreditations, the process takes approximately two years, but we do not have an estimated date for when this process will be complete. Updates to Lakeland College's application status may be found at www.cma.ca/accredit

In Canada, the Paramedic Association of Canada (PAC) is currently the body which defines a national occupational competency profile (NOCP) for EMS. The current profile can be viewed at <http://www.paramedic.ca>. (click on Initiatives). Further information about the Paramedic Association of Canada can also be viewed on this site. Additionally, the Alberta College of Paramedic determines scope of practice in the province, and this information is available at www.collegeofparamedics.org

To ensure compliance with current requirements, practicums are competency driven. A complete copy of the Primary Care Paramedic list of competencies by which our students are assessed is provided in the online logbook, and in print form in this manual. These competencies are divided by the settings in which they are assessed, including ambulance field preceptorship, hospital clinical preceptorship, simulation and didactic evaluation. As an ambulance preceptor, you will be involved only in the ambulance competencies that are outlined for you in the Online Logbook.

Preceptor Expectations of Lakeland College

What You Can Expect from Lakeland College

What the preceptor should expect

- Expect to spend time documenting student performance on a daily basis.
- Expect to see a number of innovations as schools attempt to make the assessment process as straightforward as possible. Our online Logbook is the first of its kind in Alberta's EMS training.
- Expect to find support and assistance from Lakeland. A number of support systems are in place for our preceptors. More information on the supports that will be available to you is outlined in the following pages.

Along with this Preceptor Training Manual, you will receive a variety of resources to assist you in precepting a Lakeland Student. A brief description of each of these resources and how they may be used follows.

1. Practicum Student Contract

At Lakeland, we take your commitment of time and energy to our student seriously, and it is important to us that students do not abuse the time given to them by their preceptors.

Prior to you being assigned a student, we will have signed a practicum contract with your service verifying that insurance and liability issues have been addressed.

At the front of this print logbook, you will find a Student Practicum Contract which should be completed on or before the first shift. When you and your student agree on the shift schedule for the practicum experience, please take a moment to complete the Student Practicum Contract, have the student sign it, and fax it back to us at 780 608 1235 or mail it back to us for our records. This serves two purposes: 1) it reinforces to the student the importance of honouring the schedule as it is presented; and 2) it allows us to track our students so that we are able to schedule on-site visits and check in with you approximately half-way through the practicum. It is extremely important in coordinating our practicum visits that this information be inserted into the Online Logbook as well. Additional contracts may be found at www.lakelandcollege.ca/emspracticums

2. Instructions on How to Use the Logbook

Included in this manual are instructions on how to use the forms and the electronic logbook. Along with those instructions, you will find a Users Manual for the Online Logbook, objectives for the practicum (Objectives for Practicum), as well as statements about our approach to the various policies and protocols presented to our students by their preceptors.

3. Preceptor Training Presentation and Other Supports

A presentation on preceptorship, competency, educational philosophy, educational psychology and educational foundations is available at www.lakelandcollege.ca/emspracticums. You should view the presentations and keep these principles in mind as you work with your student. A number of other supports are also available for the preceptor at this website.

4. Paper Forms

There are two parts to documenting the practicum experience: printed forms and an Online Logbook. Much of the day-to-day documentation required of you will be done using the Online Logbook. However, there are a few details which still need to be recorded by hand, including signatures and forms which are best documented on paper. Please take time to sit down with your student before or at the beginning of your first shift together to review these materials together, so that you are in agreement regarding the completion of practicum requirements. More detailed information is found in the section entitled “How To Use the Logbook” found in this manual. If you still have problems, use any of the applicable supports listed on the inside front cover of this manual.

5. Online Logbook

Lakeland is pleased to be using a unique Online Logbook, designed with the time constraints of the preceptor in mind. You and your student will need to diligently log your calls using the Online Logbook.

We recommend that your student submits documentation for each call as soon as it is complete. If that is not possible, the student needs to document the shift before leaving for the day. We also urge you to accept or reject student submissions as soon as possible after they are submitted. Timely collection of this data will be the difference between success and frustration for both you and your student.

Attendance at practicum is monitored according to the shift schedule as it is presented through the Online Logbook, and faxed to our office on the first shift. It is the student's responsibility to record competencies and shift changes in the Online Logbook on a daily basis (or as quickly as possible after each shift). No data may be graded until it is stored on

our website, where it is securely saved and backed up regularly. The student will have to repeat assessment of all unsubmitted competencies. If the student fails to update data to the Online Logbook within a reasonable time frame, then the student will be considered to have failed the practicum.

Should you have any further questions on using the logbook or on your preceptorship in general, you should feel free to contact us by phone 780 608 1240.

6. Phone number and other Supports

There can be times when you need to speak with someone for clarification on a particular point. Voice mail is also available 24/7. Your call is important to us, and will be returned shortly by someone who is able to answer your questions.

You are welcome to phone 780 608 1240 any time you need to and leave your message. This number will reach our administrative staff during normal office hours and voice mail after that.

7. Site Visits

Program staff have made the commitment to visit our students on site when possible. If at any time you feel that a site visit is required, you should call our toll free number and make that request.

8. Student Attire

Preceptors should expect Lakeland students to wear proper attire and identification while on practicum. Students are provided with identification tags which should be displayed at all times. EMT students are required to purchase uniforms for their in-class training which they may also wear on practicum, but they should dress as directed by the guidelines of your service.

9. Using the Online Logbook

A copy of the User Manual for the Online Logbook is supplied with this manual. Both the student and the preceptor are required to have access to the internet. Both the preceptor and the student are issued unique codes which must be entered by program staff into the website to activate a practicum. **It is the student's responsibility to enter the data; it is the preceptor's responsibility to grade student submissions.**

In order to enter data, a preceptor code must be entered. To ensure the integrity of preceptor grading, the student will not know the preceptor code. In order to obtain the code, you as the preceptor must phone Lakeland (**780 608 1240**) during business hours (0830 to 1630 hrs) or email emsprograms@lakelandcollege.ca. A username and password

will then be given to you. During this contact, you will also be requested to supply your name and contact information for our practicum records and you will be given opportunity to ask any further questions. You must not reveal your username or password to the student. Students are informed that if they become aware of a preceptor password they are to immediately inform Lakeland so that the password can be changed. You may also acquire your preceptor password by emailing emsprograms@lakelandcollege.ca any time after your student has been assigned to you.

Once you as a preceptor are given access to the Online Logbook, visit www.lakelandlogbook.com, and click on “Log in.” Enter your username and password that were provided to you.

The Home Page of the logbook allows you to view the Paramedic program Competency Profile in its entirety. As an Ambulance preceptor, you are required to assist the student in completing all Ambulance and simulation competencies.

If your student has submitted competencies to you, you will be able to view them from your Home Page. If you do not have a message indicating that competencies have been submitted, you need to discuss the timely submission of competencies with your student. If there are any difficulties, please contact the school.

When competencies are submitted, you are able to click on the submission, view the care report and the competencies completed on the call, verify any data that needs to be checked, make comments, and either reject or accept the call. All competencies must be successfully completed a minimum of twice.

If you **Accept** the call, all competencies completed on that call are reduced on the student’s list of requirements. If you **Reject** the call, all competencies completed on that call are rejected and the student is required to re-submit the competencies either by re-submitting the call, or by completing them on a new call. All Rejected calls require comments.

10. Preceptor Webview of Competencies Assessed

Preceptors may also view progress of their students by viewing the student’s view on the Online Logbook website at www.lakelandlogbook.com. Due to privacy rights, access to this view is given by the student. Preceptors are encouraged to view and discuss the student’s progress on a regular, preferably daily basis.

Ambulance preceptors are required to complete all forms required on the Practicum Completion Checklist found at www.lakelandcollege.ca/emspracticums

11. Student Approach to Learning

Your student has been strongly urged to actively seek out learning opportunities. We believe that students who find themselves idle should then turn to their studies, or be given learning opportunities by their preceptors.

12. A Commitment to Safety

You will find a copy of the Practicum Safety Policies including all required forms online at www.lakelandcollege.ca/emspracticums. Should an incident occur requiring that a safety report be logged, the student and preceptor should follow the preceptor's safety protocols and procedures first. They then should complete the Lakeland Incident and contact the Health Safety Office within 24 hours of the incident.

To report an incident and initiate paperwork, fill out the Incident Report Form in Appendix D of this Manual, then

contact the Health Services office at

Telephone: 1 800 661 6490 (ext 8432) or 780 853 8432

Fax: 780 853 8706

karen.jefferies@lakelandcollege.ca

Incidents must be reported as soon as possible, and no later than 24 hours from the incident.

Lakeland College Expectations of Preceptors

What Lakeland College Expects from You

What do we expect from our preceptors?

1. We expect that you will spend adequate time with our student to document all competencies practiced and completed. You will need to use the tools provided to you on a regular basis so that we are able to appropriately measure student success.
2. We expect that you will read this manual and view the Preceptor Training Presentation at www.lakelandcollege.ca/emspracticums
3. We expect that you will intercede when a student is unable to perform a competency, and that patient care will always come first.
4. As an ambulance preceptor, you are required to complete the competencies presented in the “Ambulance” portion of the Online Logbook.
5. The ambulance preceptor must be, at minimum a registered EMT (Primary Care Paramedic) or equivalent with 3 years or more experience. Ideally, the ambulance preceptor will be a registered Paramedic (Advanced Care Paramedic) preferably with 3 years or more experience.
6. We expect that all evaluations will be done by you and that you will not divulge your preceptor access code to either the student or anyone else (see the FAQ sheet on sharing a code).
7. We expect that once competence in a given procedure or skill is achieved, the student will still be supervised by the ambulance preceptor. However, the supervision may be indirect provided that the preceptor is nearby and in a position to immediately assist the student if required.
8. We expect that in an ambulance practicum, the student will be oriented to the ambulance service and all equipment and staff as required.
9. Keeping in mind that Lakeland has the final say in whether a student passes or does not pass the practicum, we expect that you will not recommend a “pass” until the student has completed every required competency in the appropriate setting. All forms must also be completed.

10. When the Student Has Completed All Required Competencies
You and your student complete all evaluation forms found on the website link at the Online Logbook website, or go to www.lakelandcollege.ca/emspracticums. Ensure that all paperwork is completed, and submit the paperwork by fax or mail to the school for evaluation.
11. We expect that you will do the following:
 - Direct learning activities
 - Validate learning activities
 - Document positive and negative progress
 - Evaluate progress
12. We expect that you will feel free to take advantage of the preceptor supports we offer. See the inside front cover of this manual for contact information.

EMT Ambulance Exposure Practicum Goals

Primary Course Goals

1. To ensure ambulance experience is obtained
2. To expose the student to different clinical case presentations as might occur on an ambulance
3. To provide the student with the opportunity to integrate theory with practice
4. To develop an accumulation of example cases for future reference
5. To increase student confidence in an EMT ambulance practicum setting
6. To expose the student to the clinical skill, assessment, treatment, and ambulance call management for the EMT scope of practice.

General Course Goals

Upon successful completion of this course, students will be able to:

1. take safety precautions
2. establish adequate patient communication
3. work collaboratively with ambulance and hospital staff
4. begin to show initiative
5. begin to make critical interventions
6. deliver and accept constructive feedback
7. display a learning attitude
8. use appropriate language/actions with ambulance and hospital staff
9. begin to demonstrate problem solving skills and prudent judgment
10. begin to communicate reports in properly written and verbal form
11. maintain patient dignity and confidentiality
12. abide by a schedule set by ambulance staff
13. dress appropriately and maintain personal hygiene
14. function within the scope of practice
15. perform increasingly complex skills and competencies under direct supervision, as the preceptor and student are comfortable
16. demonstrate readiness in skill, comprehension, knowledge and ability for a final EMT ambulance practicum
17. seek out opportunities to practice PCR writing.
18. actively seek out and participate in learning opportunities as opportunities present themselves in the ambulance setting.
19. perform all work under the direct supervision of a designated EMT preceptor.
20. ensure that all required paperwork, including contracts and evaluations forms, are completed and submitted to the school at the appropriate time and in the appropriate format.
21. upon completion of the practicum, the student shall function at the level of an EMT student ready for a final EMT ambulance practicum.
22. Practice techniques for lifting and using a stretcher.

EMT Ambulance Practicum Goals

Primary Course Goals

1. To ensure ambulance experience is obtained
2. To expose the student to different clinical case presentations as might occur on an ambulance
3. To provide the student with the opportunity to integrate theory with practice
4. To develop an accumulation of example cases for future reference
5. To hone clinical skill, assessment, treatment, and ambulance call management

General Course Goals

Upon successful completion of this course, students will be able to:

1. take safety precautions
2. establish adequate patient communication
3. work collaboratively with ambulance and hospital staff
4. show initiative
5. make critical interventions
6. deliver and accept constructive feedback
7. display a learning attitude
8. use appropriate language/actions with ambulance and hospital staff
9. demonstrate problem solving skills and prudent judgment
10. communicate reports in properly written and verbal form
11. maintains patient dignity and confidentiality
12. abide by a schedule set by ambulance staff
13. dress appropriately and maintain personal hygiene
14. functions within the scope of practice
15. perform all skills and competencies necessary to successful completion of practicum
16. Successfully complete all competencies listed in the EMT Competency Profile as assessed by the EMT preceptor.
17. Actively seek out and participate in learning opportunities the competency profile as opportunities present themselves in the ambulance setting.
18. Perform all competencies under the supervision of a designated EMT preceptor.
19. Ensure that all required paperwork, including contracts and evaluations forms, are completed and submitted to the school at the appropriate time and in the appropriate format.
20. Upon completion of the practicum, the student shall function at the level of a graduate EMT student.

How to Use the Logbooks

Before Your First Shift Together

1. You should verify that a contract is in place between the Lakeland and your ambulance service. We can assure you that no student will be placed by us into your service unless such a contract exists. Read this manual, and complete a Practicum Contract which you will fax to the school.
2. Your student and you should discuss whether the student will have access to a PC at your facility for the purposes of accessing forms and submitting PCR's to you. If the student is not given access to a computer on the worksite, the two of you will have to agree on how the student is going to complete that task, as it cannot be left undone for long periods of time. It is the student's responsibility to maintain accurate records of what was achieved and to submit all PCR's and competencies to you in the Online Logbook. If data is lost because it is not submitted electronically, the student will have to repeat the assessment of all unsaved competencies. A student may fail the practicum by failing to submit data in a reasonable time, and while Lakeland instructors expect that uploading will occur daily, longer than seven days between uploads is neither reasonable nor acceptable.

The two of you need to discuss the importance of documentation being kept up to date, and of the student's need to submit PCR's to you as frequently as possible.

3. On your first shift together, you should log into the Online Logbook for the first time and review its contents. In order to do this, you will have to contact 780 608 1240 during weekday office hours or email emsprograms@lakdelandcollege.ca to receive a private username and security code. *This security code may be obtained prior to the arrival of the student at the Preceptor's convenience* in order to be prepared for the first shift.
4. In the first session of the Online Logbook, your student should fill in Calendar, indicating the dates and times that the student is scheduled to attend practicum. This is in addition to completing and faxing the Practicum Agreement at the beginning of this manual. This schedule may be edited at a later date, but must be kept up to date for us to monitor our student attendance, and schedule site visits appropriately.
5. You should orient the student to equipment, personnel and procedures within the first hours of the first shift.

6. The two of you should discuss appropriate attire for the student during the practicum experience. The school supplies students with identification tags which they are required to wear at all times on the practicum.
7. Once you are reasonably comfortable with the logbook, you should initiate the teaching phase of the practicum.

On Every Shift

Assessment of the student is the responsibility of the Preceptor, as mandated by accreditation. It is each student's responsibility to document online the assessment of their calls in consultation with their preceptors, and it is the responsibility of each preceptor to verify and validate the student's submission. Further to this, students must not be given the preceptor codes for the marking of data.

1. Assess as many competencies as are relevant to the shift using the Online Logbook. Competencies are categorized into Completed, Uncompleted, Not Started, and Pending. Additionally, you can view them by Call #, and see which calls were rejected. Instructions on how to complete evaluation requirements are included below, under the heading "Evaluation."

Preceptors are required to understand the definition of competence (found in the Preceptor Training Presentation and in the online logbook), and to rate each submitted PCR based on that definition. Each assessment must include a rating of the call, and a comment about the student's performance or areas for improvement.

2. ***At no time must the student be allowed to know the Preceptor Passcode, or to approve competencies himself/herself.***
3. You are only required to complete the competencies presented in the appropriate "Ambulance" portion of the competency profile.

EVALUATIONS

The Ambulance Exposure Practicum requires only a ***final evaluation***. No competencies are assessed in the Exposure Practicum.

The Ambulance Practicum requires a ***midpoint evaluation*** to be completed approximately half-way through, and a ***final evaluations*** at the end of the experience. At any point, the preceptor should certainly contact the school (see inside front cover of this manual for contact numbers) to report any concerns or problems.

You and your student complete all evaluation forms located at www.lakelandcollege.ca/emspracticums, ensure that all requirements are met as outlined in the “Practicum Completion Checklist,” and submit the forms to the school for evaluation. In addition to practicum forms, it is also required that you complete the “Resource Evaluation Form” and the Preceptor Program Evaluation Form.

The student should keep in his/her possession copies of all forms submitted to the school. The student is responsible to produce duplicates of any forms which have been lost in transport.

What do I do if the student is not going to pass the ambulance practicum?

1. Contact Lakeland at 780 608 1240, or your Lakeland practicum coordinator, as soon as you suspect there is a problem.
2. Ensure the documentation is in order. This means that there must be at least one competency that has not been completed and which demonstrates the deficit that the student is showing. In other words, if all the competencies are filled out and approved, the student will pass.

Requirements for Students on Practicum

1. The student shall dress appropriately to meet expectations of the service or facility in which the student is working.
2. The student will wear identification as a student of Lakeland at all times on practicum.
3. The student will sign and abide by the terms set forth in the Student Practicum Contract.
4. The student shall attend inservices and learning activities as required by the Preceptor.
5. The student shall notify the Preceptor, Staff Advisor and Lakeland's business office if a scheduled practicum shift must be missed. Failure to do this may result in termination of the student practicum.
6. The student shall utilize skills that are appropriate and acceptable in each situation and not exceed the registered scope of practice of an EMT in Alberta.
7. The student shall attend practicum until all required competencies are evaluated as successful in the appropriate setting, and all required documentation is complete.
8. The student will comply with all practicum requirements as outlined in the Lakeland College EMS Programs Handbook.

Practicum Safety Policies and Protocols

All policies, protocols and required forms are available at
www.lakelandcollege.ca/emspracticums.

Failure to adhere to these policies will result in termination and failure of the practicum for the student.

Poisons

POISONS

The following list is referred to in competency 6.1.k: *Explain the pathophysiology and presentations of the specific poisons and overdoses.*

1. Poisons (absorption, inhalation, ingestion)
2. Acids and alkalis
3. Hydrocarbons
4. Asphyxiants
5. Cyanide
6. Organophosphates
7. Alcohols
8. Food Poisoning
9. Military Nerve Agents
10. Biological Weapons (i.e. Anthrax, Smallpox)
11. Radiation exposure

The ambulance preceptor should ensure the student is able to explain pathophysiology and treatment of the poisons listed above. These are in part (numbers 1-7) derived from the National Occupational Profile Appendix 4C.

The Alberta College of Paramedics Continuing Educational Modules for 2001-2002 may serve as a good resource.

Online Logbook User Manual

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System Requirements

To use the online Paramedic Logbook, you must have access to a PC with an internet connection, and preferably Internet Explorer.

Logbook Access

You need to access only one website to complete practicum requirements – www.lakelandlogbook.com. From that site you can submit and/or grade all competencies. From there you can also link to all required paper forms at the Lakeland website. No installation of other software is required.

Home Page View At Lakelandlogbook.com

Firefox - Blackboard Learning System - Lakeland College EMS Progra... +

http://www.lakelandlogbook.com/

Google



Lakeland College EMS Programs

Welcome to the logbook

This website will allow you to mark off competencies you have completed, fill out and submit Patient Care Reports, and track your competency progress.

Log In

Administrative Offices:
Vermilion Campus
Lakeland College
5707 College Drive
Vermilion AB T9X 1K5

Delivered at:
5025 - 51 Street Camrose, AB T4V 1S6
Phone: 780-608-1240, 1-800-661-6490.
Fax: 780-608-1235
Email: emsprograms@lakelandcollege.ca



Resources

- [Paramedic Practicum Resources](#)
- [EMT Practicum Resources](#)
- [Preceptor Resources](#)

All Contents © 2011 [Canada Web Design](#) by Vital Effect Inc.

CMA Aug 2011 - Lakeland Colleg... Document1 - M... 8:46 AM

Student View

The student is provided with a login at the time they are oriented to practicum.

Firefox Blackboard Learning System Please log in to continue

http://www.lakelandlogbook.com/login.php

Authentication needed

Please Login to continue

Username: CMASstudent

Password: *****

LOGIN

[Back to Home Page](#)

FIRST TIME LOGIN AGREEMENT

Firefox Blackboard Learning System Terms of Agreement

http://www.lakelandlogbook.com/login.php?

Terms of Agreement

Student Terms of Agreement

By answering "Yes, I agree" below, I am confirming that

- I will show each of my preceptors the link to the Lakeland College EMS Preceptor Resources during my first contact with each of my preceptors, and I will ensure that each preceptor is aware that all of the resources required to precept an Lakeland College EMS student are available at that link.
- I will ensure that each of my preceptors is aware that supports, contact information, procedures for preceptors, and evaluation forms are available at that site.
- I have read all of my Practicum Manual.
- I will ensure that a Practicum Contract between me and each practicum site outlining my scheduled shifts is completed and faxed to the school.
- I will ensure that each of my preceptors is aware that a representative from the school can be reached at the contact numbers made available on this online logbook site and on the Lakeland College website, and I will ensure that my preceptor is aware that he/she can request a school visit or contact at any time.
- I will not share my logbook code with anyone without the express permission of the school.
- I will submit my online PCR's and calls within 2 days of doing the calls. I will contact the school if I am not able to comply with this requirement.
- I agree to permit the Canadian Medical Association and the Alberta College of Paramedics to view my name and comments, in this site only, as a Lakeland College student, for the purposes of program accreditation reviews.

*By checking this box you agree to the Terms of Agreement ☐ Please check this checkbox to indicate that you agree to the Terms of Agreement.

Yes, I Agree

* denotes required field

The Terms of Agreement must be approved before you can use this website

HOME PAGE VIEW FOR A STUDENT

The screenshot shows a Firefox browser window with two tabs: 'Blackboard Learning System' and 'Advanced Care Paramedic Lo...'. The address bar shows the URL 'http://www.lakelandlogbook.com/home.php?'. The page has a navigation menu with links: Home, Practicums, Calls, Pending, Calendar, Change Password, and Logout. A welcome message 'Welcome back, CMA' is displayed in the top right corner.

Welcome to the Logbook

This website will allow you to mark off competencies you have completed, fill out and submit Patient Care Reports, and view your competency progress.

Competency Status

To view the status of your competencies, choose one of the options below.

- [Completed \(0\)](#)
- [Uncompleted \(0\)](#)
- [Not Started](#)

» [View the Competency Profile](#)

Students must complete the Calendar to indicate scheduled shifts/tours as soon as these are assigned. Completing this schedule indicates that the student agrees to attend practicum shifts as indicated. If changes to this schedule are required for any reason, the student will contact both the practicum preceptor, and the school in advance.

Administrative Offices: Vermilion Campus Lakeland College 5707 College Drive Vermilion AB T9X 1K5	Delivered at: 5025 - 51 Street Camrose, AB T4V 1S6 Phone: 780-608-1240, 1-800-661-6490. Fax: 780-608-1235 Email: emsprograms@lakelandcollege.ca
--	--

For all practicum resources, including preceptor and student practicum training and support resources, practicum forms, and link, go to www.lakelandcollege.ca/emspracticums.

To learn more about these programs, go to www.lakelandcollege.ca/programs/fire_emergency.

Forms for Practicum Placements may be downloaded from www.lakelandcollege.ca/emspracticums All forms must be completed for the practicum to be complete.

Standard for Competence

According to Canadian Medical Association accreditation standards, students must perform each hospital (clinical) or ambulance (field) competency with a patient at least twice successfully.

The Paramedic Association of Canada Board of Directors has approved the following definition of competence, to which Lakeland College's EMS programs adheres. Preceptors are to measure students against this standard of competence.

Competence involves the demonstration of skills, knowledge and abilities in accordance with the following principles:

- consistency (the ability to repeat practice techniques and outcomes)
- independence (the ability to practice without assistance from others)
- timelines (the ability to practice in a time frame that enhances patient safety)
- accuracy (the ability to practice utilizing correct techniques and to achieve the intended outcomes)

SUBMITTING A HOSPITAL COMPETENCY FOR APPROVAL

Click “Practicum” at top of screen, and select “Hospital”

The screenshot shows a web browser window with the address bar displaying <http://www.lakelandlogbook.com/competencies.php>. The page header includes the Lakeland College logo and the text "Lakeland College EMS Programs". A navigation bar contains links: Home, Practicums, Calls, Pending, Calendar, Change Password, and Logout. A welcome message "Welcome back, CMA" is visible on the right. The main content area is titled "Competency Practicums" and contains the instruction: "To mark off calls and competencies, choose one of the practicums below." Below this instruction is a list of four links: [Ambulance Intermediate](#), [Ambulance Final](#), [Hospital](#), and [Simulation](#). At the bottom of the page, there is a footer with the text "All Contents © 2011 Vital Effect Inc."

Complete date, preceptor and service area, and click “Continue”

The screenshot shows a web browser window with the address bar displaying <http://www.lakelandlogbook.com/hospital.php?p=4>. The page header is identical to the previous screenshot. The main content area is titled "Select Date, Preceptor and Service Area" and contains the instruction: "Please select the date, preceptor and service area before continuing." Below this instruction is a form titled "Hospital". The form contains three required fields, each marked with an asterisk: "Date" (set to Jul 28, 2011), "Preceptor" (a dropdown menu with "Please select..." as the current selection), and "Service Area" (a dropdown menu with "Please select..." as the current selection). Below these fields are "Continue" and "Cancel" buttons. A small note at the bottom of the form states "* denotes required field". At the bottom of the page, there is a footer with the text "All Contents © 2011 Vital Effect Inc."

The competencies available to select will match the competency profile of the level of training assigned to the student when registered in the system. Hospital competencies are called “Generic” because they don’t have other specific practicum classifications (like Intermediate Ambulance and Final Ambulance classifications). Open “Hospital, Generic” to see what’s available.

Firefox | Blackboard Learning System | Mark Off Competencies » Ad... | +

http://www.lakelandlogbook.com/record_competencies.php

Home | Practicums | Calls | Pending | Calendar | Change Password | Logout | Welcome back, CMA

Please check off the competencies you have completed. Clicking the blue links below will expand/collapse the competency checkboxes.

Date: 2011-07-28
Preceptor: CMA Preceptor
Service Area: Lakeland College

Next >>

Found 27 records.

Hospital

Select All / Unselect All

Generic ☒

[Generic](#)

Found 59 records.

Simulation

Select All / Unselect All

Alberta Profile ☐

Generic ☐

[Alberta Profile](#)

[Generic](#)

Found 7 records.

Critical Care

Select All / Unselect All

Generic ☐

[Generic](#)

Next >>

[Home](#) [Logout](#)

Windows Taskbar: CMA Aug 2011 | Mark Off Comp... | Document 55 D... | 8:59 AM

For the purposes of illustration, we will select 4.5.m and 6.2.c. No PCR's are required for Hospital submissions. The student will also have a papertrail from the paper Hospital logbook, signed by a preceptor which match this submission date and these two competencies.

Firefox Blackboard Learning System Mark Off Competencies > Ad... +

http://www.lakelandlogbook.com/record_competencies.php

Service Area: Lakeland College

Next >>

Found 27 records.

Hospital

Select All / Unselect All

Generic ☒

Generic

Generic

- 4.3.f ☐ D4 (0/3) Assess obstetrics pt. Apply assessment techniques specific ...
- 4.3.o ☐ D5 (0/3) Assess neonatal pt. Apply assessment techniques specific ...
- 4.4.c ☐ F1 (0/9) Perform temperature assessment Adapt techniques of obtaining ...
- 4.4.f ☐ F1 (0/9) Perform blood pressure measurement using non-invasive monitor. ...
- 4.5.a ☐ F2 (0/3) Perform oximetry testing. Adapt technique of oximetry testing ...
- 4.5.b ☐ F5 (0/3) Perform end-tidal CO2 monitoring.
- 4.5.m ☒ F4 (0/9) Perform 12 Lead. Perform the technique of obtaining a 12 ...
- 5.1.c ☐ I1 (0/2) Perform suctioning beyond oropharynx.
- 5.1.h ☐ I1 (0/12) Airway adjuncts/intubation. Perform sizing procedures for ...
- 5.1.a ☐ I1 (0/2) Perform manual airway maneuvers under a variety of patient ...
- 5.1.b ☐ I1 (0/2) Operate appropriate suctioning devices. Perform suctioning ...
- 5.1.d ☐ I1 (0/2) Perform oropharyngeal airway sizing procedures. Perform ...
- 5.3.a ☐ I2 (0/2) O2 via nasal cannula. Perform oxygen administration using ...
- 5.3.b ☐ I2 (0/2) O2 via simple mask. Perform oxygen administration using ...
- 5.3.d ☐ I2 (0/2) O2 via NRB. Perform oxygen administration using a high concentration ...
- 5.4.d ☐ I3 (0/2) Mechanical ventilators. Demonstrate use of mechanical ventilator ...
- 5.4.a ☐ I2 (0/2) Use BVM. Perform a ventilation using bag-valve-mask. Evaluate ...
- 5.5.o ☐ I15 (0/2) Care of urinary catheter. Perform the appropriate technique ...
- 5.8.c ☐ G6 (0/2) Sub Q med admin. Demonstrate how to provide subcutaneous ...
- 5.8.d ☐ G4 (0/3) IM med admin. Demonstrate how to provide intramuscular medications ...
- 5.8.h ☐ G5 (0/2) Demonstrate Sublingual Med admin. Demonstrate how to provide ...
- 5.8.j ☐ G2 (0/2) Demonstrate Oral Med admin. Demonstrate how to provide oral ...
- 5.8.l ☐ G3 (0/2) Demonstrate Inhalation Med admin. Demonstrate how to provide ...
- 6.1.q ☐ H12 (0/3) Tx obstetrics pt. Adjust care based on fetal and maternal ...
- 6.2.a ☐ H13 (0/3) Tx neonatal pt. Discuss disease processes that interfere ...
- 6.2.b ☐ D6 H14 (0/2) Assess and Tx Pediatrics. Perform appropriate assessment ...
- 6.2.c ☒ D7 D15 (0/2) Assess and Tx Geriatrics. Perform appropriate assessment ...

Found 59 records.

CMA Aug 2011 Mark Off Comp... Document 55 D...

9:00 AM

The student double checks what he/she wants to submit, and declares that this is accurate, true, and complies with Student Rights and Responsibilities (academic conduct compliance). Click “Submit for Approval.”

http://www.lakelandlogbook.com/record_competencies_review.php

Lakeland College EMS Programs

Home Practicums Calls Pending Calendar Change Password Logout

Welcome back, CMA

Date: 2011-07-28
Preceptor: CMA Preceptor
Service Area: Lakeland College

Please review your selection and make sure it is correct before submitting

By submitting this information for approval, I agree with the Lakeland College Student Rights and Responsibilities. As a Lakeland College student, I agree to abide by the rules and regulations of the institution and I know I am expected to conduct myself in a forthright and honest manner. I know I am required to familiarize myself with the provisions of Student Rights and Responsibilities as found online at www.lakelandcollege.ca/admissions/calendar.aspx or in the EMS Programs Student Handbook. I know I am expected to avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. I know that academic dishonesty is a serious offence and can result in suspension or expulsion.

<< Previous Submit For Approval >>

NOCP AOC

4.5.m F4 Perform 12 Lead. Perform the technique of obtaining a 12 Lead ECG. Adapt technique of obtaining a 12 Lead ECG to patient age and gender.

6.2.c D7 Assess and Tx Geriatrics. Perform appropriate assessment techniques for the geriatric patient. Integrate the approach, assessment, treatment and transportation of a patient. Communicate information regarding care to patient, relatives or primary caregivers. Justify approach, assessment, care and transportation decisions.

6.2.c D15

<< Previous Submit For Approval >>

The student can view the pending calls to see what is waiting to be graded.

Firefox Blackboard Learning System Pending » Advanced Care Par... x +

http://www.lakelandlogbook.com/pending.php

Lakeland College EMS Programs

Home Practicums Calls Pending Calendar Change Password Logout

Welcome back, CMA

Pending

Showing 2 records.

You can click on the table headings to sort ascending/descending.

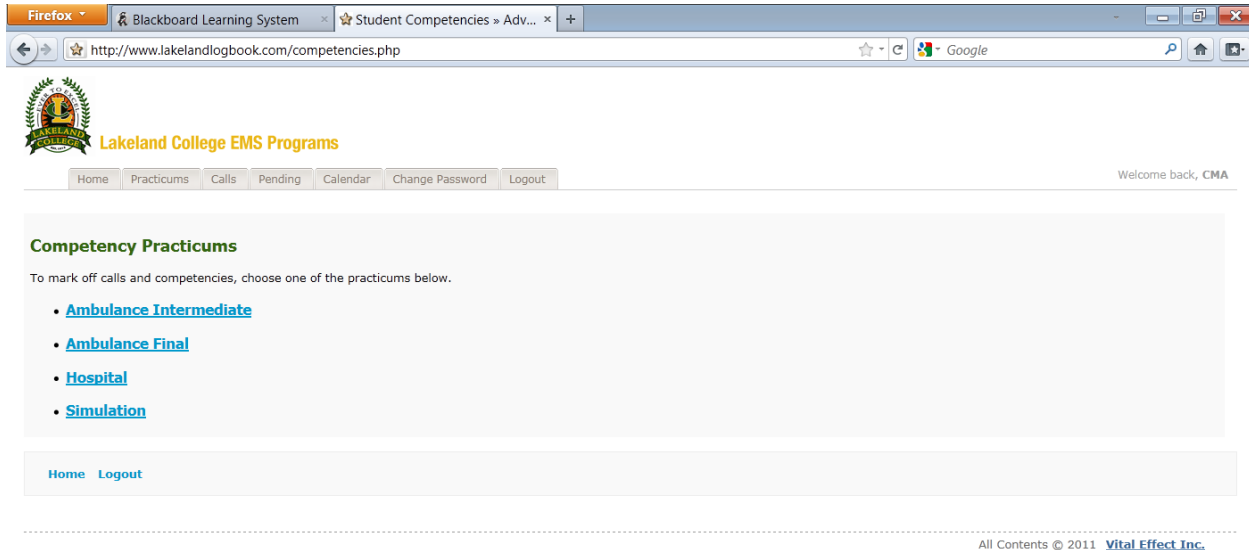
Call #	Comp. ID	AOC	Call Date	Description	Practicum	Area	Service Area	Preceptor	Status
No call #	4.5.m	F4	July 28, 2011	Perform 12 Lead. Perform the technique of obtaining a 12 Lead ECG. Adapt technique of obtaining a 12 Lead ECG to patient age and gender.	Hospital	Generic	Lakeland College	CMA Preceptor	Pending
No call #	6.2.c	D7 D15	July 28, 2011	Assess and Tx Geriatrics. Perform appropriate assessment techniques for the geriatric patient. Integrate the approach, assessment, treatment and transportation of a patient. Communicate information regarding care to patient, relatives or primary caregivers. Justify approach, assessment, care and transportation decisions.	Hospital	Generic	Lakeland College	CMA Preceptor	Pending

Home Logout

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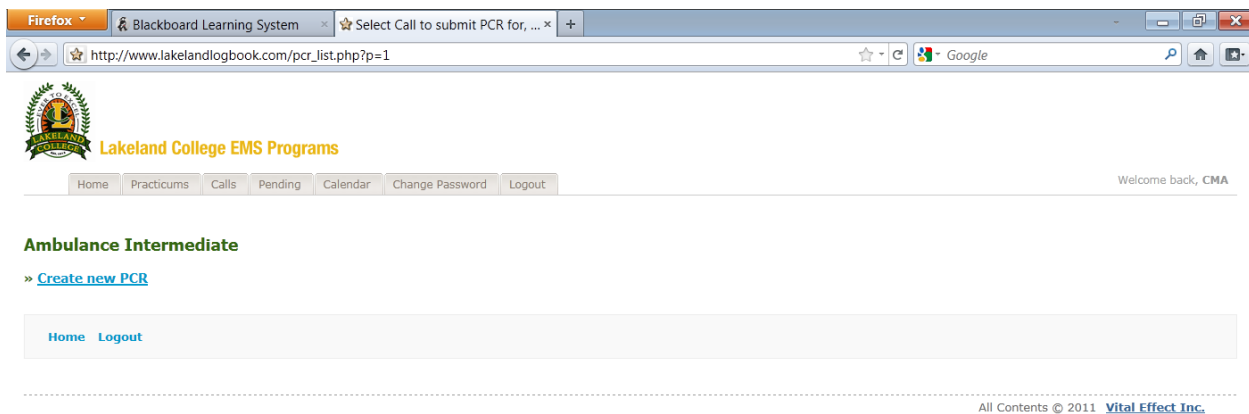
SUBMITTING AMBULANCE COMPETENCIES FOR APPROVAL

Click “Practicum” at top of screen, and select “Ambulance Intermediate” (could also be Ambulance Final). There is only one “Ambulance” choice for a PCP view because there is only one Ambulance Practicum.



The screenshot shows a web browser window with the address bar displaying <http://www.lakelandlogbook.com/competencies.php>. The page header includes the Lakeland College logo and the text "Lakeland College EMS Programs". A navigation menu contains links for Home, Practicums, Calls, Pending, Calendar, Change Password, and Logout. The main content area is titled "Competency Practicums" and includes the instruction: "To mark off calls and competencies, choose one of the practicums below." Below this instruction is a bulleted list of links: [Ambulance Intermediate](#), [Ambulance Final](#), [Hospital](#), and [Simulation](#). At the bottom of the page, there is a footer with the text "All Contents © 2011 Vital Effect Inc."

Create a new PCR for this Ambulance Call.



The screenshot shows a web browser window with the address bar displaying http://www.lakelandlogbook.com/pcr_list.php?p=1. The page header is identical to the previous screenshot, showing the Lakeland College logo and "Lakeland College EMS Programs". The navigation menu is also the same. The main content area is titled "Ambulance Intermediate" and includes a link: [» Create new PCR](#). At the bottom of the page, there is a footer with the text "All Contents © 2011 Vital Effect Inc."

Fill in all categories, provide narrative medication list, history and treatment. Include repeat vitals and all other pertinent information in History and Treatment section.

Firefox - Blackboard Learning System - Create New PCR » Advanced ...

http://www.lakelandlogbook.com/new_pcr.php?id=1

Patient Care Report - Ambulance Intermediate

Call Number: 1

* Call Date: Jul 28 2011

* Preceptor: Preceptor, CMA

* Service Area: Lakeland College

* Patient Complaint: SOB

Vital Signs
Note: Only include the first set of vital signs.

Time: 00 00 (24 hour time)

GCS: 15

Blood Pressure:

Pulse:

Pulse Regularity: ☐ Irregular ☐ Regular

Respirations:

Temperature:

Skin: PWD

Pupils: PEARL

Pulse Oximetry:

* Allergies: ☐ Yes ☒ No ☐ Unknown

Allergic to:

Medications (list):

* History and Treatment: Shortness of breath.

Save Cancel

* denotes required field

Windows Taskbar: CMA Aug 2011, Create New PCR..., Software Update, Document 55 D..., Document2 - M..., 9:34 AM

Proceed to attach the PCR to the auto-generated call number.

Call Number	Edit	Call Date	Preceptor	Patient Complaint
1	Edit PCR	July 28, 2011	CMA Preceptor	SOB

The student selects the competencies to be attached to the PCR

Please check off the competencies you have completed. Clicking the blue links below will expand/collapse the competency checkboxes.

Call number: 1
Call Date: July 28, 2011
Preceptor: CMA Preceptor

Next >>

Found 32 records.

Ambulance Intermediate

Select All / Unselect All

Ambulance Intermediate ☐

Ambulance Intermediate

- ☒ A1 (0/9) Communicate verbally using appropriate language.
- ☒ K3 (0/9) Dress appropriately. Integrate knowledge of situation and ...
- ☒ A5 (0/9) Integrate confidentiality into effective patient care.
- ☒ K7 (0/9) Integrate knowledge of local service into professional practice.
- ☒ K2 K3 (0/9) Integrate ethical behaviour with patients, peers, co-workers, ...
- ☒ K2 (0/9) Integrate advocacy to patient care.
- ☒ A11 (0/9) Perform proper documentation.
- ☒ A8 K7 (0/9) Integrate teamwork into the provision of care.
- ☒ A9 K6 K7 (0/9) Work with other health care professionals. Demonstrate ...
- ☒ C1 C7 (0/9) Integrate medical and non-medical terminology.
- ☒ C1 (0/9) Promote trust. Demonstrate behaviour that promotes trust ...
- ☒ C5 C6 (0/9) Respectful behaviour. Demonstrate behavior that is respectful ...
- ☒ C1 (0/9) Demonstrate empathy and compassion.
- ☒ C1 (0/9) Support behaviour. Demonstrate behaviours that provide support.
- ☒ C2 (0/9) Diplomacy and tact. Adapt behaviour to show diplomacy, tact, ...
- ☒ B5 (0/9) Perform patient transfer.
- ☒ J5 (0/9) Integrate safe and secure procedures for patient movement.
- ☒ B1 B4 (0/9) Integrate scene safety. Integrate techniques for the assessment ...
- ☒ B1 B3 B7 (0/9) Manage hazards. Adapt techniques to manage occupational ...
- ☒ B3 B8 B9 (0/9) Apply universal precautions.
- ☒ B9 (0/9) Demonstrate correct equipment cleaning and disinfecting ...
- ☒ B1 (0/9) Demonstrate correct vehicle cleaning and disinfecting techniques.
- ☒ D2 (0/9) Integrate allergies into history. Integrate the skill of ...
- ☒ D2 (0/9) Integrate meds into history. Integrate the skill of obtaining ...
- ☒ D2 (0/9) Integrate incident history/assessment. Integrate the skill ...

The student double checks what he/she wants to submit, and declares that this is accurate, true, and complies with Student Rights and Responsibilities (academic conduct compliance). Click "Submit for Approval."


Lakeland College EMS Programs

[Home](#)
[Practicums](#)
[Calls](#)
[Pending](#)
[Calendar](#)
[Change Password](#)
[Logout](#)

Welcome back, CMA

Call number: 1
Call Date: July 28, 2011
Preceptor: CMA Preceptor

Please review your selection and make sure it is correct before submitting

By submitting this information for approval, I agree with the Lakeland College Student Rights and Responsibilities. As a Lakeland College student, I agree to abide by the rules and regulations of the institution and I know I am expected to conduct myself in a forthright and honest manner. I know I am required to familiarize myself with the provisions of Student Rights and Responsibilities as found online at www.lakelandcollege.ca/admissions/calendar.aspx or in the EMS Programs Student Handbook. I know I am expected to avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. I know that academic dishonesty is a serious offence and can result in suspension or expulsion.

[<< Previous](#)
[Submit For Approval >>](#)

NDCP	ADCP	
1.1.c	K3	Dress appropriately. Integrate knowledge of situation and environment to dress appropriately.
1.1.e	A5	Integrate confidentiality into effective patient care.
1.1.h	K7	Integrate knowledge of local service into professional practice.
3.2.d	J5	Integrate safe and secure procedures for patient movement.
3.3.b	B1 B3 B7	Manage hazards. Adapt techniques to manage occupational hazards.

[<< Previous](#)
[Submit For Approval >>](#)

The student has completed the submission of a PCR with competencies attached.

Firefox

Blackboard Learning System

Mark Off Competencies > su...

[http://www.lakelandlogbook.com/record_competencies_submitted.php?s=1](#)


Lakeland College EMS Programs

[Home](#)
[Practicums](#)
[Calls](#)
[Pending](#)
[Calendar](#)
[Change Password](#)
[Logout](#)

Welcome back, CMA

Competencies Submitted

Thank you, the competencies have been submitted for approval.

> [Go to your list of pending calls](#)

[Home](#)
[Logout](#)

The student is done submitting competencies, and can now go and view what is pending for all preceptors to grade.

Pending

Showing 7 records.

You can click on the table headings to sort ascending/descending.

Call #	Comp. ID	AOCP	Call Date	Description	Practicum	Area	Service Area	Preceptor	Status
1	1.1.c	K3	July 28, 2011	Dress appropriately. Integrate knowledge of situation and environment to dress appropriately.	Ambulance Intermediate	Generic	Lakeland College	CMA Preceptor	Pending
1	1.1.e	A5	July 28, 2011	Integrate confidentiality into effective patient care.	Ambulance Intermediate	Generic	Lakeland College	CMA Preceptor	Pending
1	1.1.h	K7	July 28, 2011	Integrate knowledge of local service into professional practice.	Ambulance Intermediate	Generic	Lakeland College	CMA Preceptor	Pending
1	3.2.d	J5	July 28, 2011	Integrate safe and secure procedures for patient movement.	Ambulance Intermediate	Generic	Lakeland College	CMA Preceptor	Pending
1	3.3.b	B1 B3 B7	July 28, 2011	Manage hazards. Adapt techniques to manage occupational hazards.	Ambulance Intermediate	Generic	Lakeland College	CMA Preceptor	Pending
No call #	4.5.m	F4	July 28, 2011	Perform 12 Lead. Perform the technique of obtaining a 12 Lead ECG. Adapt technique of obtaining a 12 Lead ECG to patient age and gender.	Hospital	Generic	Lakeland College	CMA Preceptor	Pending
No call #	6.2.c	D7 D15	July 28, 2011	Assess and Tx Geriatrics. Perform appropriate assessment techniques for the geriatric patient. Integrate the approach, assessment, treatment and transportation of a patient. Communicate information regarding care to patient, relatives or primary caregivers. Justify approach, assessment, care and transportation decisions.	Hospital	Generic	Lakeland College	CMA Preceptor	Pending

Once the preceptors have completed their grading, the student can now see that 7 calls are Uncompleted. This means that they are started, but the prescribed number of successful attempts has not yet been attained. This tells the student that competency 4.5.m has been successfully completed 1 out of a required 9 attempts, and 6.2.c has been successfully completed 1 out of a required 2 attempts.

Competencies Uncompleted

[Completed](#) | [Uncompleted](#) | [Not Started](#)

Showing 7 records.

Comp ID	AOCP	Completion	Description
1.1.c	K3	1/9	Dress appropriately. Integrate knowledge of situation and environment to dress appropriately.
1.1.e	A5	1/9	Integrate confidentiality into effective patient care.
1.1.h	K7	1/9	Integrate knowledge of local service into professional practice.
3.2.d	J5	1/9	Integrate safe and secure procedures for patient movement.
3.3.b	B1 B3 B7	1/9	Manage hazards. Adapt techniques to manage occupational hazards.
4.5.m	F4	1/9	Perform 12 Lead. Perform the technique of obtaining a 12 Lead ECG. Adapt technique of obtaining a 12 Lead ECG to patient age and gender.
6.2.c	D7 D15	1/2	Assess and Tx Geriatrics. Perform appropriate assessment techniques for the geriatric patient. Integrate the approach, assessment, treatment and transportation of a patient. Communicate information regarding care to patient, relatives or primary caregivers. Justify approach, assessment, care and transportation decisions.

By clicking on the competency number 3.3.b, the student can see the preceptor's ratings and comments for that call. The complete PCR is viewable in the online version.

Competency Details

[« Back to competency list](#)

Showing 1 records.

Click on a call number to see the PCR for that call.

Comps.	Call#	Call Date	Preceptor	Practicum	Area	Service Area	Status
3.3.b	1	July 28, 2011	CMA Preceptor	Ambulance Intermediate	Generic	Lakeland College	Approved

Comment from Preceptor

You performed a quick and efficient primary survey and delegated well. Treatment plan was accurate. I'd like to see you move through the steps a little more quickly, and this will come with experience.

Rating by Preceptor:

- **Good (4)** - requires minimal supervision & no intervention.

PCR

Call Number	1
Call Date	July 28, 2011
Service Area	Lakeland College
Patient Complaint	SOB
Time	00:00
GCS	15
Blood Pressure	n/a
Pulse	0
Pulse Regularity	n/a
Respirations	0
Temperature	0
Skin	PWD
Pupils	PEARL
Pulse Oximetry	0
Allergies	n

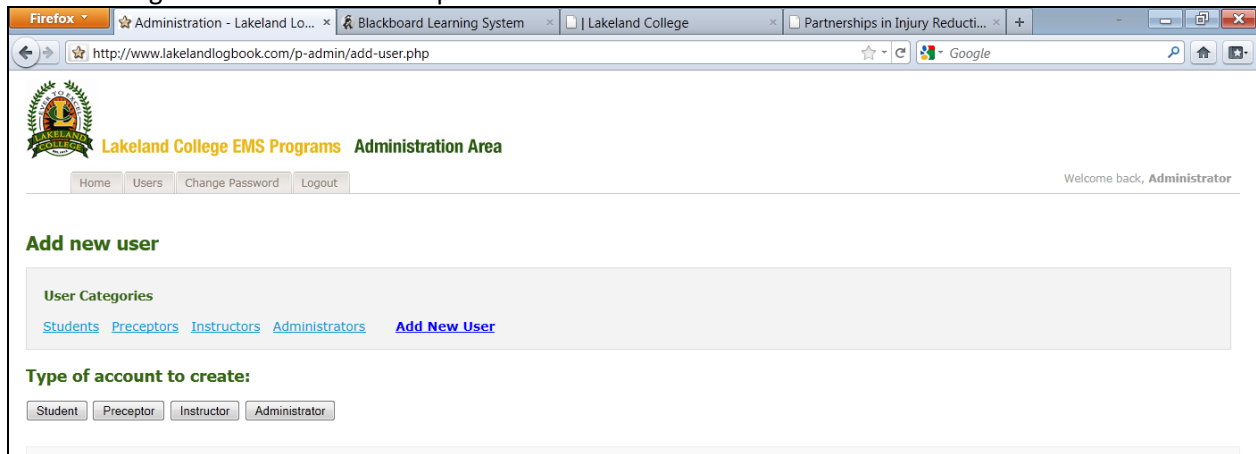


Preceptor View

The first time you wish to view the Preceptor Area in the online Electronic Logbook, you will need to acquire a Preceptor Password. Phone 780 608 1240 between 8:30 a.m. and 4:30 p.m. weekdays to acquire this code. You may also acquire a password by using personal email and emailing emsprograms@lakelandcollege.ca to request a Preceptor Password. Please specify the name of your student, your name, facility/service, and a phone number and/or email where you may be reached. The student may not acquire the password for you, and the password must not to be revealed to the student in order to ensure grading integrity.

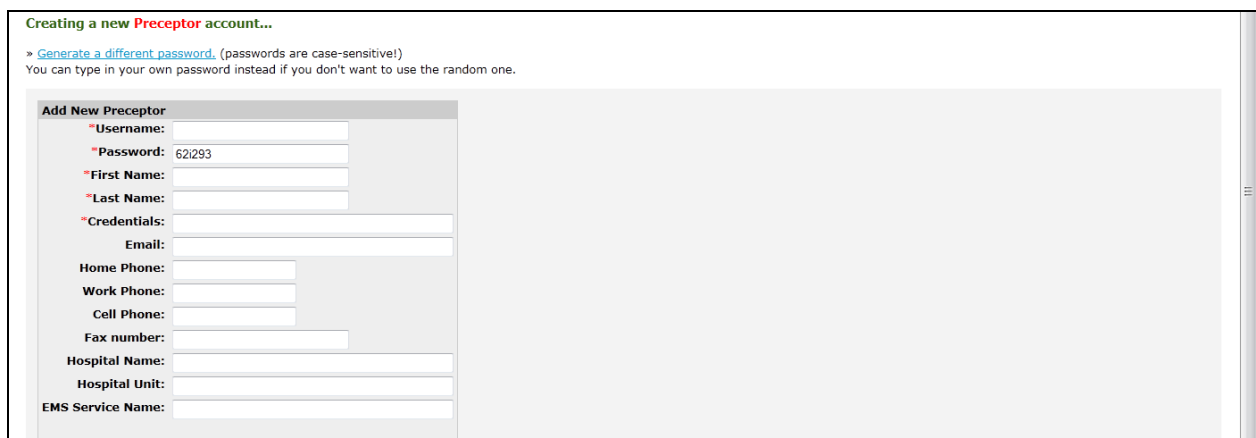
LOGGING IN NEW PRECEPTORS

When new preceptors call in for the first time for access to the logbook, program administrators go to the following view and select “Preceptor.”



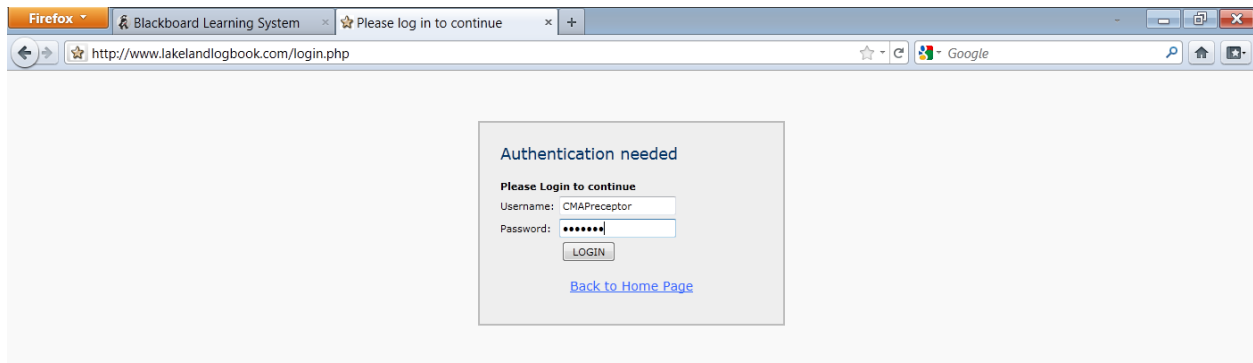
The screenshot shows a web browser window with the URL <http://www.lakelandlogbook.com/p-admin/add-user.php>. The page title is "Lakeland College EMS Programs Administration Area". The navigation bar includes links for Home, Users, Change Password, and Logout. A welcome message says "Welcome back, Administrator". The main content area has a section titled "Add new user" with a sub-section "User Categories" containing links for Students, Preceptors, Instructors, Administrators, and Add New User. Below this is a section titled "Type of account to create:" with buttons for Student, Preceptor, Instructor, and Administrator.

We then create a new preceptor account, which auto-generates a password. This password can be used as is, changed by program administrators at the time the access is first granted at the request of the user, or changed by the user using his/her own access. This password can also be changed by program administrators if a preceptor forgets his/her password. However, program administrators do not record passwords or have access to them at any time after the initial contact. Passwords cannot be viewed at any time after the initial login. They can only be changed, if required.



The screenshot shows a form titled "Creating a new Preceptor account...". It includes a link to "Generate a different password." and a note that passwords are case-sensitive. Below this is a section titled "Add New Preceptor" with various input fields: Username, Password (with a random password 62i293), First Name, Last Name, Credentials, Email, Home Phone, Work Phone, Cell Phone, Fax number, Hospital Name, Hospital Unit, and EMS Service Name.

PRECEPTOR LOGIN



Firefox | Blackboard Learning System | Please log in to continue | +

http://www.lakelandlogbook.com/login.php

Authentication needed

Please Login to continue

Username: CMAPreceptor

Password: *****

LOGIN

[Back to Home Page](#)

FIRST TIME LOGIN AGREEMENT

Terms of Agreement

Preceptor Terms of Agreement

By answering "Yes, I agree" below, I am confirming that

- a. My student has shown me the link to the Lakeland College EMS Preceptor Resources and I am aware that all of the resources required to precept an Lakeland EMS student are available at that link.
- b. I am aware that my supports, contact information, procedures for preceptors, and evaluation forms are available at that site.
- c. I have read the Practicum Manual Frequently Asked Questions and skimmed the rest of the manual to familiarize myself with its content.
- d. I have ensured that a Practicum Contract between my student and me (or the lead preceptor) outlining scheduled shifts has been completed and faxed to the school.
- e. I am aware that a representative from the school can be reached at the contact numbers made available to me on this site and on the links, and I am aware that I can request a school visit or contact at any time.
- f. I will not share my logbook access code with anyone without the express permission of the school.
- g. I will mark my student's online PCR's and calls within 5 days of submission to me.
- h. I agree to permit the Canadian Medical Association and the Alberta College of Paramedics to view my name and comments, in this site only, as a Lakeland College preceptor, for the purposes of program accreditation reviews.

***By checking this box you agree to the Terms of Agreement** ☐ Please check this checkbox to indicate that you agree to the Terms of Agreement.

* denotes required field

The Terms of Agreement must be approved before you can use this website

PRECEPTOR VIEW OF COMPETENCIES PENDING

Firefox | Blackboard Learning System | Advanced Care Paramedic Lo... | http://www.lakelandlogbook.com/home.php? | Welcome back, CMA Preceptor

Home | Change Password | Logout

Pending Competency Submissions

List of all pending submissions assigned to you.

1. [July 28, 2011](#) (CMA Student)
2. [July 28, 2011](#) (CMA Student)

» [View ACP Competency Profile](#)

» [View PCP Competency Profile](#)

Administrative Offices: Vermilion Campus Lakeland College 5707 College Drive Vermilion AB T9X 1K5	Delivered at: 5025 - 51 Street Camrose, AB T4V 1S6 Phone: 780-608-1240, 1-800-661-6490. Fax: 780-608-1235 Email: emsprograms@lakelandcollege.ca
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For all practicum resources, including preceptor and student practicum training and support resources, practicum forms, and link, go to www.lakelandcollege.ca/emspracticums.

To learn more about these programs, go to www.lakelandcollege.ca/programs/fire_emergency.

Forms for Practicum Placements may be downloaded from www.lakelandcollege.ca/emspracticums All forms must be completed for the practicum to be complete.

Standard for Competence

According to Canadian Medical Association accreditation standards, students must perform each hospital (clinical) or ambulance (field) competency with a patient at least twice successfully.

The Paramedic Association of Canada Board of Directors has approved the following definition of competence, to which Lakeland College's EMS programs adheres. Preceptors are to measure students against this standard of competence.

Competence involves the demonstration of skills, knowledge and abilities in accordance with the following principles:

- consistency (the ability to repeat practice techniques and outcomes)
- independence (the ability to practice without assistance from others)
- timelines (the ability to practice in a time frame that enhances patient safety)
- accuracy (the ability to practice utilizing correct techniques and to achieve the intended outcomes)
- appropriateness (the ability to practice in accordance with clinical standards and protocols outlined within the practice jurisdiction)

The preceptor clicks on the first date of the submission by CMA Student on July 28 in order to assess the submission.

The preceptor rates the call, provides a narrative comment, and clicks “Approve” or “Reject.”

The screenshot shows a web browser window with the URL <http://www.lakelandlogbook.com/preceptor-pending.php?p=-1&u=974>. The page displays a table of student submissions and a form for preceptor evaluation.

Student	Call #	Comp.ID	AACP	Call Date	Description	Practicum Area	Service Area	Status
CMA Student	No call #	4.5.m	F4	July 28, 2011	Perform 12 Lead. Perform the technique of obtaining a 12 Lead ECG. Adapt technique of obtaining a 12 Lead ECG to patient age and gender.	Hospital	Generic Lakeland College	Pending
CMA Student	No call #	6.2.c	D7 D15	July 28, 2011	Assess and Tx Geriatrics. Perform appropriate assessment techniques for the geriatric patient. Integrate the approach, assessment, treatment and transportation of a patient. Communicate information regarding care to patient, relatives or primary caregivers. Justify approach, assessment, care and transportation decisions.	Hospital	Generic Lakeland College	Pending

Student Performance

Please rate the student's overall performance, with 1 being the lowest score, and 5 being the highest score.

- ☐ **Very Poor (1)** - Unsuccessful on all aspects of the call.
- ☐ **Poor (2)** - unsuccessful on some aspects of the call.
- ☒ **Fair (3)** - requires some supervision & some intervention.
- ☐ **Good (4)** - requires minimal supervision & no intervention.
- ☐ **Excellent (5)** - requires no supervision.

Please provide a comment:

You need to provide a comment to the student each time you approve or reject a submission.

You did a good job with this patient. Could have delegated to your partner a little earlier. Be aware of your surroundings and what's happening around you at all times. How could you have handled the situation differently with the spouse?

Approve or Reject

- By clicking the Approve button below, you are certifying that your name is **CMA Preceptor**, that you are a **[Paramedic]** and that you believe the information you approve is valid to your knowledge.
- If there are errors in the submission from the student, you can reject it and provide a comment to the student on how to correct the submission.

I understand that the student who has submitted this information has agreed with the Lakeland College Student Rights and Responsibilities. Students who register at Lakeland College agree to abide by the rules and regulations of the institution and are expected to conduct themselves in a forthright and honest manner. Students are particularly urged to familiarize themselves with the provisions of Student Rights and Responsibilities as found online at www.lakelandcollege.ca/admissions/calendar.aspx or in the EMS Programs Student Handbook. Students are expected to avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion.

Approve **Reject**

The program has some fail-safes to insure against accidental clicking.

The screenshot shows the same preceptor rating form as above, but with a confirmation dialog box overlaid. The dialog box asks: "Are you sure you want to APPROVE this submission from CMA Student?" with "OK" and "Cancel" buttons.

Student Performance

Please rate the student's overall performance, with 1 being the lowest score, and 5 being the highest score.

- ☐ **Very Poor (1)** - Unsuccessful on all aspects of the call.
- ☐ **Poor (2)** - unsuccessful on some aspects of the call.
- ☒ **Fair (3)** - requires some supervision & some intervention.
- ☐ **Good (4)** - requires minimal supervision & no intervention.
- ☐ **Excellent (5)** - requires no supervision.

Please provide a comment:

You need to provide a comment to the student each time you approve or reject a submission.

Are you sure you want to APPROVE this submission from CMA Student?

OK **Cancel**

The preceptor view is restricted to what is unassessed.

No other views besides uneditable competency profiles are available to preceptors.

Preceptors have links to the preceptor resource sites and all practicum forms from their logged in home page, or from the external login page.

The screenshot shows a web browser window with the address bar displaying <http://www.lakelandlogbook.com/home.php?updated=1>. The page title is "Lakeland College EMS Programs". The navigation bar includes links for "Home", "Change Password", and "Logout". A welcome message reads "Welcome back, CMA Preceptor". A yellow banner states "Thank you, the submission was successfully updated." Below this, the "Pending Competency Submissions" section lists one submission from "July 28, 2011 (CMA Student)". Two links are provided: ">> View ACP Competency Profile" and ">> View PCP Competency Profile". A box contains contact information for Administrative Offices and delivery location. The bottom section, "Standard for Competence", explains the accreditation standards and lists principles of competence: consistency and independence. The taskbar at the bottom shows several open applications, including "CMA Aug 2011", "Advanced Care ...", "Software Update", and three Microsoft Word documents.

Lakeland College EMS Programs

Home Change Password Logout Welcome back, CMA Preceptor

Thank you, the submission was successfully updated.

Pending Competency Submissions

List of all pending submissions assigned to you.

1. [July 28, 2011](#) (CMA Student)

>> [View ACP Competency Profile](#)

>> [View PCP Competency Profile](#)

Administrative Offices:
Vermilion Campus
Lakeland College
5707 College Drive
Vermilion AB T9X 1K5

Delivered at:
5025 - 51 Street Camrose, AB T4V 1S6
Phone: 780-608-1240, 1-800-661-6490.
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- consistency (the ability to repeat practice techniques and outcomes)
- independence (the ability to practice without assistance from others)

Preceptors cannot see any data submitted by other preceptors, or data for any students other than what is in their pending status.

ADDITIONAL FEATURES

The student will be able to view all competencies completed, and all competencies not started as well. As competencies are completed, the system counts the number of successful attempts. After each competency is started, it disappears from the “Not Started” category and is moved into the “Uncomplete” category, where the count changes each time a successful assessment is achieved. After each competency is completed the prescribed number of times, it disappears from the “Uncomplete” category and is moved into the “Complete” category. Competencies sitting in “Pending” awaiting preceptor grading are not included in any of the three categories, so counts are skewed until preceptors complete their assessment requirements. This assists the school in ensuring that preceptors comply with our requirements for timely assessment of competencies. This also assists the school in monitoring student progress – students on practicum should have decreasing numbers in “Not Started” and “Uncomplete” and proportionately increasing numbers in “Complete.” A finished practicum will have no “Not Started” competencies other than Simulation competencies, and should have no “Uncomplete” competencies as well.

Any calls rejected, meaning not passed by the preceptor, will not count towards the completion of the minimum number of successful attempts. A record of rejected calls, including comments from the preceptor, is viewable by program staff at any time. The #1 one reason for calls being rejected is that a student attaches an inappropriate competency to the call. Students and preceptors are encouraged to discuss calls together prior to the student completing the data entry to avoid this issue. Rejected calls mean the student must do all of the data entry again, so this assists us in encouraging student/preceptor communication at each step in the process.

On rare occasions, a student submits a call/competency to the wrong preceptor. They contact the school, and school staff bypass the preceptor access without breaking into the preceptor’s account, reject that call, and the student can then submit it to the appropriate person.

Program staff may view competencies pending, listed according to preceptors. This assists us in seeing at a glance who has not completed their assessment of competencies. We can also see how long the competencies have remained in the pending category, and this gives us information to pass along to supervisors if that is required. Supervisors are appreciative of our information, and very helpful in getting these delayed tasks addressed on the rare occasions that this is necessary.



E-mail: emsprograms@lakelandcollege.ca

Student and preceptor forms and supports: www.lakelandcollege.ca/emspracticums

Online Logbook: www.lakelandlogbook.com

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