



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:

- Complete the remaining Preceptor training modules inside Platinum Planner
- Fill out the "*Paramedic Preceptor Application*," **attach all necessary documentation**, and send it back to EMS Academy office (gjohnson27@columbiastate.edu) Once approved, you will be contacted by phone and/or email. Note: The online version is the quickest way to complete this file and results in a completed copy being automatically returned.
- 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 Intern Conduct*" and review this document with your intern on your first day together.
- Successfully complete the "Paramedic Preceptor Training Assessment" at the end of the Platinum Planner Preceptor training section.
- 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 send it back to EMS Academy office (gjohnson27@columbiastate.edu) Note: The online version is the quickest way to complete this file and results in a completed copy being automatically returned.

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!

Till We See the Body,

A handwritten signature in black ink, appearing to be "G. Johnson".

Gregory S. Johnson | MA Ed / NRP / CCEMT-P / FP-C / Paramedic I/C / PD

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