

# ATTENDING AMBULANCE PLACEMENTS

## Placement Schedule Received

- Read and understand all content and attachments
- Send confirmation email to ParaScheduling@jibc.ca and RTC (PCP)/PEL (ACP)
- Contact your preceptor via CompTracker
- Locate the ambulance station and plan travel to and from your placement

## Ambulance Placement

- Arrive at station 30 minutes before placement
- Be in appropriate dress and deportment
- Ensure sure you have a stethoscope, watch, pen, and notebook
- Bring water and food – depending on the flow of the day, you may need items on the go
- Leave all valuables at home
- Ensure you have your EMALB student licence, fit test card, JIBC Student ID, People Soft ID number, and JIBC issued safety vest
- Introduce yourself to your preceptor and explain where you are in your program
- Before your shift starts, ask your preceptor to call dispatch with your full name, school, and People Soft ID number

## Placement Starts with Preceptor

### Documentation

- Attendance and forms must be documented in CompTracker before end of shift for ACP and within 12 hours after end of shift for PCP
- Preceptor is responsible for confirming attendance and signing forms
- Confidentiality is paramount so absolutely no patient identifiers should be documented

## Preceptor Not There

### Call Preceptor Admin Mon-Fri, 0800-1600

Communicate that your preceptor is absent. You may be assigned another preceptor within that station or at a different station. If no alternate placement is found within an hour, consider your placement cancelled.

**Call BCEHS Scheduling  
After hours Mon-Fri/weekends**  
Communicate that your preceptor is absent and ask if your preceptor has booked off. If your preceptor hasn't booked off, wait at the station for their arrival. If your preceptor has booked off, consider your placement cancelled.

**Email ParaScheduling@jibc.ca and  
RTC (PCP)/PEL (ACP) to make them  
aware of any changes**