



TCMFI

Treasure Coast Medical & Fire Institute

PARAMEDIC PRECEPTOR & INTERN FIELD EXPERIENCE TRAINING MANUAL

This manual was developed to assist field internship preceptors in the training and evaluation process and to provide the student with an understanding of performance expectations.

Acknowledgments

I would like to thank the TCMFI paramedic preceptors who provided valuable input during the development stages of the Paramedic Intern Training.

My job here at TCMFI has been made easier and professionally more rewarding because of the help, cooperation, enthusiasm, and interest of the paramedic preceptors in this four-county area. I salute you for your commitment to quality prehospital care. I hope this manual for paramedic student evaluation will assist you and the department in providing the best paramedic training program in the state.

The success of each Paramedic Intern is a collaborative effort between lectures, labs, hospital clinical, and field experience. As the role of preceptor, you shape the Paramedic Intern and help them grow in their profession as an entry-level paramedic riding on an ALS ambulance. The time and effort you spend with the Intern will not go unnoticed. Let us as a Paramedic Program “Teach them Up” and maintain a high standard.

Kevin Franklin
Program Director
Treasure Coast Medical & Fire Institute, Inc.

Paramedic Intern Clinical Rotation Field Experience
UNIT OBJECTIVES

1. During this rotation, as experience, exposure, and knowledge level permits, the paramedic intern:
2. Determines safety for self and adequacy of work environment and takes appropriate action. Initiates appropriate crowd control maneuvers.
3. Establishes and maintains rapport while providing emotional support to patients, family, and bystanders.
4. Performs primary assessment and intervenes as indicated.
5. Obtains relevant and accurate patient history systematically.
6. Performs an appropriate physical exam.
7. Recognizes patients that need further attention and transports at appropriate points in the run.
8. Recognizes the need to make hospital contact.
9. Obtain vital signs quickly and accurately.
10. Recognizes arrhythmias.
11. Interprets assessment information clearly and takes appropriate action.
12. Accurately reports all pertinent information systematically.
13. Speaks clearly and concisely and is easily understood.
14. Repeats all orders and reports patient response to therapy.
15. Keeps accurate, complete, and legible written records.
16. Anticipates orders, and the needs of other team members.
17. Establishes appropriate working relationships with all team members.
18. Assumes leadership role and directs team members appropriately.
19. Communicates information appropriately to all team members.
20. Performs well under stress and uses good judgment.
21. Accepts constructive criticism and guidance.
22. Maintains adequate airway control.
23. Applies splints and bandages appropriately.
24. Provides proper care to burn patients.
25. Performs CPR correctly and effectively.
26. Safely and effectively performs defibrillation/cardioversion.
27. Displays proper knowledge and skill level when using drug therapy.
28. Demonstrates knowledge and ability in emergency childbirth.
29. Efficiently performs ET, Nasal Tracheal, and supraglottic procedures.
30. Initiates or directs extrication of patient.
31. Aseptic and proficient insertion of IV and monitoring IV therapy.
32. Performs needle thoracostomy.
33. Proficiently administers oxygen therapy.

- 34. Spinal immobilizes patients correctly.
- 35. Demonstrates ability to suction patient.
- 36. Maintains assigned ambulance inventory.
- 37. Demonstrates the ability to correctly operate all electronic equipment.
- 38. Critiques run with preceptors.
- 39. Maintains a professional demeanor throughout this clinical rotation.

Introduction

The paramedic intern is required to complete clinical riding time on ALS units. This is a critical phase of training where the student applies the knowledge gained in didactic and lab situations to actual prehospital care. The TCMFI-approved paramedic preceptors play a vital role in this phase by being role models, mentors, teachers, and evaluators.

The TCMFI paramedic field internship requirements have been developed to best ensure that a paramedic graduate has received appropriate training and can provide safe and competent prehospital care consistently.

Paramedic Student Clinical Guidelines and Objectives Field Experience

During the paramedic program, the paramedic student will be riding on ALS units in the four-county area. A continuum of knowledge and skill levels will be expected.

The paramedic preceptors will continuously evaluate the initiative, professionalism, skill, and knowledge level of the Intern. At **no time** will the student perform ALS skills while on regular work duty. The Intern is covered by TCMFI liability insurance to perform ALS procedures under the direct supervision of a preceptor, while in an approved clinical rotation, and after checked off in a classroom/lab setting (see skills verification card).

Ride rotations are scheduled through the TCMFI Clinical Coordinator.

The student should be familiar with the standing orders and protocols of the county in which he/she is riding.

A student who is at **any time** disrespectful to any member of the health care team or patients or acts or dresses in an unprofessional manner should be sent home and notified immediately.

Additionally, students may not sleep during Field Experience rotation unless the preceptor/crew are also sleeping. Some departments do not allow afternoon naps. The student will adhere to the ALS department policy.

Expectations of Clinical Performance

First Semester-Paramedic I

The paramedic Intern will initially observe ALS procedures, refine BLS skills, and gradually add the responsibilities of a paramedic. The Intern is not expected to have the skill or knowledge of a seasoned paramedic; however, the Intern will be expected to show progress toward total patient care.

Second Semester-Paramedic II

The paramedic Intern will be expected to have developed proficiency in ALS skills and total patient management. During this semester, the preceptor will allow and encourage the Intern to provide a more holistic approach to patient care. More attention should be directed to scene control and directing other crew members. The Intern should demonstrate leadership qualities and technical proficiency.

Third Semester-Capstone Internship

Capstone refers to a culminating Intern experience in which Interns apply the concepts that they have learned to solve real-life problems. It is an opportunity for Interns to demonstrate that they have achieved the terminal goals for learning established by their educational program and to demonstrate entry-level competency in the profession. The CoAEMSP Policies and Procedures Manual defines a capstone experience as: “Activities occurring toward the end of the educational process to allow students to develop and practice high-level decision making by integrating and applying their Paramedic learning.” The Paramedic Intern is required to have 20 Paramedic Team Leads.

Team Lead - The student has successfully led the team if he or she has *conducted a comprehensive assessment* (not necessarily performed the entire interview or physical exam but rather been in charge of the assessment), as well as *formulated and implemented a treatment plan* for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition, and packaging and moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, first responders or crew.”

ALS Clinical Requirements

Paramedic Training Center

The paramedic intern will complete approximately 312 hours over the course of twelve months on designated ALS units. The Intern must be scheduled by the clinical coordinator and approved by the individual agency prior to the student riding.

Florida State Rules and Regulations

According to Florida Administrative Code 64E-2, a paramedic trainee must function under the direct supervision of a certified paramedic, physician, or registered nurse when administering definitive care while on ALS units.

Intern

The clinical coordinator must be notified by the student if he/she is going to be late, absent, or leaving early.

If the Intern must be moved to another station or there is a preceptor change, the student will note the change on the evaluation form. **No Intern will take it upon himself/herself to change stations without notification and approval of the shift Captain or Supervisor.**

If an Intern must leave a clinical because of illness or personal reasons, the clinical coordinator must be notified at that time. The Clinical Coordinator must be notified of any station change.

Preceptor

The preceptor will discuss the Intern's strengths and weaknesses with the student at the beginning of each shift. A plan should be developed by both participants for the day. Goals should be set, and critiques of those goals should be performed throughout the shift.

The preceptor should introduce the Intern to the entire crew. If the Intern is unfamiliar with the department policies, standing orders, or equipment, the preceptor should review these at the beginning of the shift. The Intern should be responsible for advising the preceptor of the lack of familiarity with the system.

The preceptor should be willing to work with the Intern on the skills packets.

As professionalism is very important to the TCMFI Paramedic Department, preceptors are cautioned against signing any skills or time sheets with inaccurate information. Students must perform the training skills assigned during each semester. Preceptors should not sign these skills off unless completed.

Performance Evaluations

The performance of the paramedic Intern during ALS clinicals will be closely observed and evaluated by a preceptor to determine whether the intern can demonstrate, in a field setting, the appropriate application of knowledge and skills acquired during the didactic and lab portions of the training. This is a competency-based evaluation. All ratings must be based on the Performance Evaluation Standards (Appendix A). A competency-based evaluation is one in which the intern is evaluated according to predetermined skills performance criteria. The intern is not expected to achieve a competent rating in all areas until the final semester, Capstone. However, the student should demonstrate progress throughout the training program.

Each run should be critiqued as soon as possible following the run. Areas of strengths and weaknesses are to be discussed with the intern during the evaluation sessions, and should reflect the following information:

1. Evaluation and control of the scene
2. Patient history-taking and assessment skills
3. Communication skills
4. Demeanor/teamwork (appropriate use of personnel)
5. Treatment skills
6. Use of equipment
7. Judgment
8. Establishment of priorities

Simulations/Training Scenarios

Simulation can be a very useful teaching tool. Preceptors can use scenarios to help a trainee become more organized and complete in performing the primary and secondary assessments on a patient. They can also be used to help the trainee become more comfortable with equipment so that actual runs flow more smoothly. Unlike actual runs, simulations provide an added advantage because the situation can be controlled and redone as needed. Simulations allow preceptors to expose the trainee to patient scenarios that have not occurred on actual runs during his or her internship.

Paramedic students will have a specific number of skills to practice with preceptors throughout the year. The student should take the initiative to ask to practice these skills.

Daily Evaluations

Each Field Experience Shift is to be recorded by the Paramedic Intern on the EMCE-Daily Field Internship Evaluation Form: Preceptor Evaluation of Student (Appendix A)

A brief but complete description of activities performed by the Paramedic Intern should be listed in the appropriate column. The preceptor then will rate the intern's performance. Explanations and comments are to be made in the comment areas provided.

If an area of weakness is noted, the preceptor, in conjunction with the Intern, should develop an improvement plan. This may include additional training scenarios, study assignments, or suggestions for additional riding time.

If the preceptor feels the student performed a skill well but was not successful e.g., IV or ET, a comment will be written in the comment section of the ALS evaluation.

Additional Intern Requirements

It may be necessary to increase the number of required riding hours or skills for an individual student to ensure competency in specific areas of practice. Extensions of field experiences may include, but are not limited to the following reasons: Inability to or unable to consistently—

1. Perform adequate field assessments.
2. Obtain complete medical history including chief complaint and history of chief complaint.
3. Determine appropriate field protocols when the chief complaint is identified.
4. Anticipate appropriate hospital orders.
5. Understand basic concepts or perform BLS skills with proficiency.
6. Demonstrate assertiveness in field situations.
7. Demonstrate adequate communication skills.
8. Interact properly with patients or others.
9. Accept constructive criticism/guidance.
10. Demonstrate proper professional behavior/appearance.

Intern Duties When at the Station

1. Interns should exhibit self-motivation and initiative for learning experiences.
2. Studying and working with a preceptor on classroom material is expected during the day.
3. Interns are encouraged to participate in physical training with the crew.
4. Scenarios are encouraged daily.
5. Interns are expected to actively participate in station duties, daily equipment and drug box inventory, and any other crew duties or training (interns will not at any time participate in fire-related activities or drive an emergency vehicle).

Externship Policies and Procedures

Interns are required to adhere to the policies and procedures of each institution according to the contractual agreement between the school and the healthcare institution.

- In order to participate in clinical sessions, students must hold and maintain current CPR certification--Health Care Provider or equivalent and have current health records on file with the school at all times.
- Orientation to each clinical facility is provided and attendance is mandatory.
- **Per 64J-1.020 (1) (a) “EMS students will not be subject to call while participating in class, clinical, or field experience”. In addition, Treasure Coast Medical & Fire Institute does not allow ANY EMS Student to ride on any ALS vehicle other than a Rescue or Ambulance.**
- Per Florida State Statutes, Interns function under the direct supervision of an EMS Preceptor, shall not be in the patient compartment alone during patient transport, and shall not be used to meet staffing requirements.
- The instructor may contact the health care agency staff for a report on the progress of each intern as necessary. Written objectives for the clinical courses are shared with agency staff.
- Interns are requested to take as little money, keys, notebooks, etc. possible into the agency, and to store things at the agency in the designated place.

The following are additional rules regarding EMT practice during hospital rotation and are to be followed:

- No verbal or telephone medical orders are to be taken by interns.
- Interns will not answer the telemetry radio or the telephone.
- Interns will not discharge patients or give medical information to patients or families.
- Interns will not apply splints or casts or measure crutches in the ED.
- Interns will report to the Clinical Facility in the appropriate uniform.

- Interns will not possess drugs or alcoholic beverages, nor use either while on duty in the Clinical Facility.
- Interns will not take any articles from the hospital or ride time facility.
- Interns will not engage in immoral conduct, as defined by the Affiliate's Rules and Regulations.
- Interns will not smoke or eat in areas where it is prohibited.
- Interns will not loiter in areas of the clinical facility at times not specified for clinical assignment.
- Interns will not be given smoking breaks.
- Interns will not leave an assignment to go to a code or other unit unless so assigned by the charge nurse.
- **Interns will not sit in the nursing lounge unless the instructor requests it.**

Attendance

- Interns are expected to arrive 15 minutes before the assigned start time.
- Interns are required to check in with the Clinical Instructor/Preceptor when they arrive and when leaving the floor for any reason.
- No intern will leave the fire station during an ambulance rotation for food. No intern will leave the hospital or ride time for any reason unless the instructor is notified. Students are prohibited from staying in the facilities past the scheduled end times.

Cell Phone Use

- Interns will not carry cell phones or cell phone-like devices to any clinical area or ride time. Interns may use cell phones at the station, but only for EMCE documentation.
- No personal phone calls will be made or received while on hospital or ride time rotation unless it is an emergency and after receiving permission from the Instructor or Preceptor. Students may make calls or send text messages during breaks only.
- Students will not be called from the unit to the telephone unless there is an emergency.

Professionalism

- Smoking, gum chewing, vaping, tobacco chewing, and the use of tobacco products are prohibited.
- Possession and intake of drugs or alcoholic beverages are prohibited.
- Interns are guests in the hospital and the fire/ambulance stations. If an intern is invited to eat with the staff or crew, they are expected to pay for the food and to help clean up.
- Interns are prohibited from being seated or loitering in the staff lounge, nurse's station, admitting, or any similar area unless permitted by a Clinical Instructor or Preceptor.

- Interns are not allowed to sleep at the fire/ambulance stations. When there is free time, the intern is expected to study or complete skills sheets. Interns are **not** to engage in video games while at ride time rotations.
- Interns must avoid getting in the way of the staff, including trying to take over a skill the nurse or tech may be trying to perform.
- Interns must display professionalism during all interactions with the facility employees and patients.
- Removing any articles from the hospital is prohibited.

Documentation

- Interns must complete their assigned patient care documentation before leaving the hospital/fire rescue. 5 Patient Assessments are required for each Ride Time and Clinical shift.
- EVERY Ride Time AND Clinical requires a Preceptor Evaluation and a Student Self-Evaluation. All boxes need to be filled out in the self-evaluation. In the self-evaluation form, there is a section for total EMS responses, shift duration, and total number of patients.
- **Any forged signatures or inaccurate information on any forms are grounds for dismissal from the program.** Accuracy in record keeping is a professional behavior highly regarded by the EMS profession. Any violation of this policy will be referred to the Program Director.

Scope of Practice

- Students must stay within their scope of practice while working in clinical/field rotations. This can be defined as “the skills that have been passed and proved competency performing”.
- Students are not allowed to use their student status outside of scheduled clinical/field rotations with Treasure Coast Medical & Fire Institute.
- All clinical skills performed must be under the direct supervision of the Clinical Instructor or Preceptor and **must not** be performed while employed by the facility as an EMT.
- Paramedic Interns may not perform ALS skills unless checked off in lab. The Intern will carry the skills verification card at all times during any clinical or ALS rotations. If there are not appropriate signatures, the Intern may not perform that skill.

Safety

- Interns must wear reflective vest at all MVC's at night and any scene with safety issues.
- Interns and/or preceptors must report any unusual incidents or injuries immediately to the course instructor and Program Director. This includes injury to students, patients, or other situations which could be a potential risk management problem.

- EMT interns may not drive any emergency vehicle while on clinical time. Interns are not covered by insurance for driving. Interns may not participate in the hot loading of a patient for helicopter transport and may not fly on the helicopter as an intern.
- The intern will always adhere to the TCMFI Bloodborne Pathogens Exposure Policy when caring for patients. Gloves will be worn during all patient contacts. Additional protective gear (eye protection, mask, and gown) should be worn as the situation or policy dictates.
- **Any student exposed to blood or body fluids (e.g.: needle stick, fluids in eyes, or skin exposure) must be reported immediately to the appropriate instructor who will notify the EMT Coordinator and the Program Director.

Patient Confidentiality (HIPPA)

- All hospital and patient records are confidential. Requests for information concerning a patient must be referred to a clinical instructor or designate. Interns are required to maintain confidentiality professionally. Failure to maintain confidentiality may result in immediate dismissal from the program.
- Interns must not discuss patients in areas where families or friends can hear, such as in the elevators or cafeteria. Even if names are not used, families can recognize the conditions discussed.
- Interns may only discuss patient conditions and treatment in an educational setting with an instructor.
- Interns cannot give any patient information to anyone other than medical personnel - this includes family, police, etc.
- Interns cannot make copies of patient charts, records, or identifying information.
- Interns are prohibited from taking photos during hospital or ambulance rotations.

Dress Code Policy Paramedic Interns While on Field Experience Rotations

As a professional and a representative of Treasure Coast Medical & Fire Institute, Inc., students should be acutely aware of the image they project to the public and other healthcare professionals. First impressions are based on appearance. A poor appearance not only reflects on the student but also on the entire profession and EMS program.

Any student may be sent home by an instructor, preceptor, or official representative if the student does not conform to the dress code. Disciplinary action will be taken by the Lead Instructor and/or Program Director.

Treasure Coast Medical & Fire Institute, Inc. issued clothing is to be worn only during lecture, lab, ride-time, and clinical sessions. Students must not go to any commercial establishments

(Restaurant, Bar, etc.) while in uniform. Appearance and demeanor will always be critiqued by others. Students must always put their best foot forward by projecting a positive image.

The designated student uniform shall be worn in its entirety with no additions or deletions during all lecture, lab, ride-time, and clinical sessions.

Uniform Shirts

EMT students must wear the supplied Treasure Coast Medical & Fire Institute, Inc. grey polo shirt, and Paramedic students must wear the burgundy polo shirt. The shirts are embroidered and must be picked up at Daydream Uniforms Inc. in Port St Lucie. One shirt is provided to each EMT student, and two shirts are provided to each Paramedic student. EMT students must purchase a 2nd shirt because they need to have another shirt to change into if their shirt is soiled in the field. Uniform shirts must always be tucked into belted pants. A white, black, or grey crew-neck short or long-sleeved t-shirt is permitted to be worn under the student uniform shirt. The undershirt shall be free of any graphics and/or lettering that may show through the uniform shirt.

Pants

Long, navy blue, BDU-style cargo pants are the only pants permitted for both EMT and Paramedic students, which can be purchased from Daydream Uniforms Inc. in Port St. Lucie or an alternative store. Pants shall not be tucked into or bunched at the top of shoes. Students must always wear an all-black belt with a plain belt buckle while in uniform.

Shoes

All black closed-toe boots, sneakers, or dress-type shoes shall be worn in both programs. Slides, sandals, “Crocs,” or “Hey Dudes” are not permitted at any time. Only plain navy blue, white, or black socks are permitted.

Outerwear/Hats

Students may only wear jackets, sweatshirts, or hats with the Treasure Coast Medical & Fire Institute, Inc. logo. These items are available for purchase at Daydream Uniforms Inc. in Port St. Lucie. Hats are permitted in all settings, except when during clinical rotations at hospitals. No other outerwear or hats are permitted at any time.

Jumpsuit

During Field Experience, the paramedic intern must wear a navy-blue jumpsuit when the entire crew is wearing jumpsuits. Department jumpsuits may not be worn. Students who plan on doing 24-hour ride-time rotations must have a jumpsuit, which can be purchased from Daydream Uniforms, Inc. in Port St. Lucie. Jumpsuits are required to be worn during night ride-

time rotations after receiving approval from a preceptor at the station. When wearing the jumpsuit, it shall not be tucked into the boots and shall be zipped completely up.

Uniform Inspections

All students must be clearly identifiable as Treasure Coast Medical & Fire Institute, Inc. students for lecture, lab, ride-times, and clinicals. No other clothing, such as fire department uniforms, are permitted. Should a student's appearance be deemed unacceptable, the student will be asked to comply. Any personal issues that would result in not complying shall be discussed with the lead instructor. Violations will be documented, and violators may be suspended or dismissed from the program.

The Intern should have available a clean, spare uniform or jumpsuit during all ALS rotations. If a uniform is soiled with blood or body fluids, the uniform must be changed, and the soiled uniform bagged and cleaned as per blood-borne pathogen policy. If an Intern does not have a second uniform, she/he must be sent home.

Jewelry

No jewelry is permitted to be worn, except a wedding band and a watch. If a student wears a smartwatch, they must have the ability to download a face with a second hand. **No earrings, facial jewelry, necklaces, or bracelets are permitted.** Sunglasses may be worn outside with the uniform but may not be worn indoors during operations.

Fingernails

Fingernails should be trimmed to not extend beyond the end of the fingers. Fake nails or nail extensions are a health concern and may not be worn while in the program. The risk of infection and spread of disease, as well as safety to self and others, is always a concern. Clear nail polish is the accepted uniform standard.

Hair/Facial Hair

Hair must be professional, neat, and clean. Only naturally occurring hair colors are allowed. For males, hair must be cut above the ear, eyebrow, and collar. For males, no buns, ponytails, or pigtails are permitted. Females' hair should be in a ponytail during lectures but must be pinned up in a bun while in the lab or out in the field. Students must be clean-shaven while enrolled in the class. No beards, goatees, or long sideburns are permitted. The only facial hair permitted is a mustache not to extend further down than 2 inches from the corner of the mouth.

Tattoos

The following tattoos are prohibited: Anti-American, Racist, Ethnically or Religiously Discriminatory, Obscene, and those depicting drug use or paraphernalia. Tattoos must be completely covered while on clinical rotations and ride times. Long-sleeve undershirts and

sleeves are permitted to cover tattoos in the field. No neck, face, head, or hand tattoos are permitted at any time.

Cologne/Scented Toiletries

Students shall not wear cologne/perfume or other strongly scented toiletries during any EMS training activities or clinical assignments due to the risk of patient sensitivity and allergies. Deodorant/Antiperspirant is encouraged.

Additional Equipment

Students are required to have a stethoscope, penlight, black pen, eye protection, scissors, and a watch with a second hand. The student will be required to provide Safety Goggles. These are to be worn when there is a potential for blood or body fluids to splash. The student may wear the goggles around his/her neck on a chain or use a plain black fanny pack to keep goggles and other supplies in. Students are not permitted to wear hospital-issued scrubs.

Appendix A

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New Shift Eval

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Evaluator Review

Start Date & Time

05/29/23 17:07

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Mon, May 29, 2023 @ 17:07

Duration

7h 00m

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📍

AERC

Location

Allina Elk River Clinic

▼

💡

Isolated Skills

When not delivering comprehensive care

👍

Endotracheal Suctioning

✖

Add Isolated Skill

Add Multiple

📋

Additional Forms

Student Affect Evaluation

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👤

Patients

+

Add Patient Eval

💬

Comments

Recommended for all patients and shifts

Add

✓✓

Verify

Patients

ADULT

BLS

#1

Chest Pain

Asprin • Chest

Scores

PEDIATRIC

TODDLER

BLS

#2

Abdominal Pain

Assess Vital Signs

Trauma Assessment

Scores

+ Add Patient Eval

Signature Verification

Please sign in the box



James Preceptor 5-24-2023 16:10

Save

EMCE Training Links

Intern Training

How to sign up for EMCE:

<https://docs.emce.help/getting-started/for-students>

How to properly complete a Field or Capstone Experience shift in the EMCE app:

https://youtu.be/IR38m_CjmfA?feature=shared

How to create shift evaluations:

<https://docs.emce.help/evaluations/shift-evaluations>

How to view your evaluation progress:

<https://docs.emce.help/reports/reporting-on-your-personal-progress-students>

Preceptor Training

How to sign up for EMCE:

<https://docs.emce.help/getting-started/for-preceptors/sign-up-for-emce>

How to fill out an evaluation on your device:

<https://docs.emce.help/evaluations/shift-evaluations/filling-out-a-shift-evaluation>

How to fill out an evaluation on a student's device:

<https://docs.emce.help/evaluations/shift-evaluations/performing-evaluator-review-for-a-shift-evaluation>

How to deny/reject an evaluation in the EMCE app:

<https://youtu.be/QiAOPWtxpbg?feature=shared>