



## EMT Clinical Policies & Procedures

Erie County Emergency Medical Services Division has clinical agreements with multiple hospitals, ambulance services, and other healthcare providers throughout WNY to provide clinical opportunities for EMT students to develop their EMS skills on actual patients. The NYS Health Dept. and the Erie County Emergency Medical Services Division have established certain guidelines that must be strictly adhered to regarding clinical experiences.

### 1. Clinical Goals

- a. To provide exposure to the types of injuries and diseases commonly encountered by EMTs.
- b. To provide a controlled environment for clinical practice of psychomotor skills taught in the EMT course on patients under the direct supervision of physicians, nurses, technical staff, and EMS preceptors.
- c. To provide clinical experience in the pre-hospital phase of care under the direction of EMS preceptors.
- d. To provide educational activities that will clarify emergency medical concepts pertaining to assessment and treatment.
- e. To foster appreciation of the contribution that pre-hospital interventions can have on the subsequent care and treatment of patients.

### 2. Clinical Objectives

- a. All EMT students must complete the following criteria by the last scheduled course session to satisfy the clinical requirements for the NYS EMT course:
  - i. Complete a minimum of 10 hours of clinical observations
  - ii. Complete a minimum of 10 patient encounters during clinical and document it using the appropriate ECEMS form.
    1. All clinical documentation must be submitted by the last scheduled course session. NO EXCEPTIONS! Failure to do so will result in course failure.

### 3. Clinical Prerequisites

- a. All students cannot start clinical until the following has been completed.
  - i. Obtain an AHA BLS Provider CPR Certification or equivalent.
  - ii. Submit Verification of Professional Liability Insurance
  - iii. Submit Verification of Health Insurance
  - iv. Submit the Erie County Health Screening Form
  - v. Attend the Workforce Safety and Wellness lecture or complete the makeup assignment as determined by the Lead Instructor and complete the associated skills.
    1. Donning and doffing gloves
    2. N95 mask fit testing
  - vi. Attend the Medical/Legal lecture, or complete the makeup assignment as determined by the Lead Instructor
  - vii. Be issued an ECEMS ID badge
  - viii. Receive approval by the Lead Instructor

### 4. Dress Code

- a. Students are required to dress in a professional manner during all clinical experiences. Wearing dress slacks (preferred black) and a collared shirt (preferred white) is considered acceptable. EMS uniform pants are permitted. Students must wear closed toe, flat shoes. EMS uniform boots



are permitted. A coat or hoodie with a zipper can be worn when needed due to weather but it must not have any logos on it.

- b. The following items CANNOT be worn at clinical:
  - i. Jeans
  - ii. Shorts
  - iii. T-shirts
  - iv. Sneakers
  - v. Cowboy boots
  - vi. Skirts
  - vii. Dresses
  - viii. Any clothing item with company logos
  - ix. Any shoe with a high heel
- c. When evaluating what clothing item is acceptable for clinical, keep these two principles in mind:
  - i. Dress to look professional.
  - ii. Dress so that you are able to perform the job duties of an EMT.
- d. If you dress with these two principles in mind, you should not have any issue. You can always ask your Lead Instructor if your planned attire is acceptable before your clinical shift.
- e. Remember that at clinical you are representing ECEMS, not your EMS/Fire agency.
- f. Students must also follow appropriate hygiene guidelines for each clinical shift.
- g. Students must wear their ECEMS ID tag at all clinical experiences.
- h. Failure to follow the dress code rules described above may result in you being sent home by the Clinical Staff and you will then have to make up the shift on a different day.

## **5. Required Equipment**

- a. Students are required to bring the following equipment to every clinical shift
  - i. Electronic device (cell phone, tablet, or laptop) to document your clinical experience using Platinum Planner. Make sure the battery for the device is fully charged before your shift starts.
  - ii. Stethoscope and blood pressure cuff
  - iii. Pen
  - iv. Small notepad for quick notes
  - v. N95 mask issued to student

## **6. Scheduling Clinical Shifts**

- a. All ECEMS clinical experiences will be scheduled using Platinum Planner. Students must create an account on Platinum Planner and enroll in their course using their unique class code given to them by their Lead Instructor. A link to Platinum Planner can be found on our website.
- b. A subscription is required to use this resource and it must be paid in order to be able to schedule their clinical shifts.
- c. All ER/urgent care shifts are **4 hours** and all ambulance shifts are **6 hours**. Students must complete a minimum of **10 hours** of clinical. It is recommended that students pick up 1 ER shift and 1 ambulance shift; however, students can choose to do all their clinical hours at the ER or on an ambulance.
- d. If a student has completed a minimum of 10 clinical hours but does not have 10 documented patient encounters, then the student will have to attend additional clinical shifts until they have 10 documented patient encounters.
- e. Follow these steps to Schedule a Clinical Shift using Platinum Planner.
  - 1. Sign into your Platinum Planner Account
  - 2. Click on your student class account.



3. Under the **Opportunities** section, click on **Available Opportunities**
4. Find the clinical site and shift that you want to attend and click on **Sign-Up**
5. Click on the Calendar icon and pick the date that you want to attend OR click on **Find Next Available Date**. All shifts must be scheduled at least 7 days in advance.
6. Click on the start time for the shift and then click **Sign Up**.
7. Make sure you write down the location, date, and time of your shift!
- f. Students are expected to be responsible and only sign up for clinical shifts that you can attend. Once you sign up for a clinical shift, it is expected that you will attend that shift. Failure to attend your scheduled clinical shift may result in discipline or a negative effect to your grade point average.
- g. On rare occasions, a student may need to cancel a clinical shift for personal reasons. Any cancelations should be documented in Platinum Planner as soon as possible. If a student is cancelling a shift within less than 24 hours of the shift start time, the student needs to cancel the shift in Platinum Planner and notify their Lead Instructor. Canceling shifts should only happen for extenuating circumstances. Any student found frequently signing up and cancelling clinical shifts may result in discipline or a negative effect to their grade point average.
- h. Follow these steps to Cancel a Clinical Shift using Platinum Planner.
  1. Sign into your Platinum Planner Account
  2. Click on your student class account.
  3. Under the **Opportunities** section, click on **My Opportunities**
  4. Click on **Upcoming**
    - a. Shifts within 24 hours will be found in the **Ready to Document** section
  5. Find the clinical site and shift that you want to cancel and click on **Request Removal**
  6. Type your reason for cancelling and then click on **Yes, Request Removal**

## 7. Attendance

- a. Students are expected to arrive at their clinical shift on time and stay for the entire shift. It is recommended that the student arrive at the clinical site at least 15 minutes early so that they can park, enter the building, and be in the appropriate area ready to work by the start of their shift.
- b. Students will “Punch in” and “Punch out” for each clinical shift using Platinum Planner.
- c. Students must have the GPS location on for whatever device the student is using to “Punch in” and “Punch out” on.
- d. Follow these instructions “Punch in” and “Punch out” using Platinum Planner
  1. After entering the documentation section for the clinical shift, click on **Info**
  2. Click on **Attendance**
  3. Click on **Check-In**
  4. At the end of the shift, follow the same steps but click on **Check-Out**
    - a. You can also punch out by submitting your documentation if it is completed by the end of your shift.

## 8. Documentation

- a. Every patient encounter requires an **ECEMS ePCR** form to be completed. All students must complete at least 10 of these forms in order to successfully complete the clinical requirement for the EMT course. This form is completed using Platinum Planner and can be accessed using the following steps.
  1. Sign into your Platinum Planner Account
  2. Click on your student class account.



3. Under the **Opportunities** section, click on **My Opportunities**
  4. Click on **Ready to Document**
  5. Find the clinical shift that you are attending and click on **Begin Documentation**
  6. After punching in, select your preceptor's name in the **Info** section. If your preceptor is not listed, click **New** and type in their name. Click on **Save Changes** before moving on.
  7. Click on the **Patients** section and then **Add Patient**
  8. Enter in the Chief Complaint, Time of patient contact, Gender, and Patient Age
  9. In the **Skill** drop down, select **ECEMS ePCR**, and then click **Successful**. This must be performed as a skill for every patient!
  10. If you performed any skill on your patient, make sure to select that skill using the same process as step #9.
  11. After all skills have been documented, click **Save**.
  12. In the **Forms** section, click on **ECEMS ePCR v.1.0 (Custom)**
  13. Find the patient that you want to write your ePCR on and click on them, then click on **Attempt #1 (Successful)**, then click on **Fill Out Form**.
  14. Fill out all sections in red that are mandatory but also complete any other sections that are relevant to your experience. Your instructor will provide further guidance on how to write a PCR during your course. Your preceptor must sign the bottom of your ePCR for every single ePCR.
  15. Click **Save** when you are completed. Please note that all mandatory sections must be completed before you can click **Save**. You can go back and edit the ePCR later after you save it the first time.
- b. Every clinical shift also requires an evaluation from your preceptor. All preceptors need to complete the **ECEMS Preceptor Evaluation** form. The preceptor can complete this by signing into their Platinum Planner account if they have one or using the student's device to complete the form using the following steps.
1. Click on the **Forms** section
  2. Click on **ECEMS Preceptor Evaluation** and then **Fill Out Form**
- c. You have 48 hours after your clinic shift has ended to submit your documentation. You can do this by clicking on the **Submit** section and then clicking on **Submit Documentation**.

## 9. Use of Skills at Clinical

- a. EMT students are permitted to perform all skills defined with the EMT scope of practice by NYSDOH and have previously been trained to perform during their EMT course. For example, a student can administer Albuterol using a Nebulizer only if they have been trained to do that in their class first.
- b. All skills must be performed under the direct supervision of a preceptor (EMS provider, nurse, physician, PA, ER technician).
- c. Ultimately, it is at the discretion of the preceptor as to whether the student can perform a skill despite being trained and within the scope of practice. Students are not allowed to undertake any patient care intervention without the expressed permission of the preceptor.
- d. Any student performing a skill without the permission of the preceptor, or above the current level of training, will be dismissed from the clinical site and face disciplinary actions and possible dismissal from the course. Under no circumstance should a student perform a skill for which the student has not been approved, regardless of if asked to do so by the clinical staff. The student is responsible for informing the clinical staff of their status on performing any skill. The student is responsible for his/her actions in the clinical setting.



- e. Students are recommended to perform the following skills at each clinical site at a minimum when possible
  - i. Observe or participate in the interview of the patient or family
  - ii. Observe or participate in the physical exam of the patient
  - iii. Perform vital signs including but not limited to obtaining blood pressure, pulse rate, respiratory rate, pulse oximetry, GCS, glucometer, etc.
  - iv. Administering Oxygen using a nasal cannula or non-rebreather
  - v. Initiate bleeding control techniques

**10. Suggested Observations**

- a. Students are recommended to observe the following at each clinical experience when possible.
  - i. ER triage area
  - ii. Transfer of care/handoff verbal report
  - iii. Physician assessments of patients
  - iv. Unique hospital interventions and exams
  - v. Treatment of a critical patient
  - vi. Tour of the ER
  - vii. Tour of the ambulance area of the hospital

**11. Confidentiality**

- a. Remember everything you hear and observe at clinical is private and confidential information. DO NOT discuss your observation outside the clinical experience. Taking of still photos, video recording, or audio recording by any means is also strictly prohibited.
- b. Any violation to this rule may result in immediate expulsion from the course.

**12. Student Behavior**

- a. All students are responsible for demonstrating a professional attitude towards the clinical facility, personnel, patients, and their families. This includes being enthusiastic, mature, motivated to learn, and acceptance of responsibility.
- b. Though students are not employees of the clinical site, nevertheless, they are subject to all rules and regulations of the clinical facility. The clinical facility rules and regulations will be specified by the clinical faculty; the student is required to become familiar with them and strictly abide by them.
- c. While 2 EMT students can attend an ER shift at a time, it is expected that the two students are separated from each other, except for observation of an unusual situation.
- d. Students should be assigned to one preceptor during the clinical shift and should stay under their direct supervision.
- e. All students should wear all required and appropriate PPE for each patient experience.

**13. Students who are Minors**

- a. A minor is defined as any student who is under the age of 18.
- b. A minor student cannot attend any clinical shifts between 12:00 AM (00:00) and 6:00 AM (06:00) when school is not in session and between 10:00 PM (22:00) and 6:00 AM (06:00) when school is in session.
- c. A minor student cannot attend a clinical shift greater than 8 hours on a day in which school is not in session.
- d. A minor student cannot attend a clinical shift greater than 6 hours on a day in which school is in session and they have school the next day.
- e. Minor students cannot attend clinical during the school day.



- f. Minor students cannot complete more than 48 hours of clinical in a week.
- g. They must have a minimum of 8 hours between clinical shifts.

**General Daily Clinical Maximum Hours on a Normal School Week for Minors**

Monday	6 Hours
Tuesday	6 Hours
Wednesday	6 Hours
Thursday	6 Hours
Friday	6 Hours
Saturday	8 Hours
Sunday	8 Hours

**14. Injuries & Clinical**

- a. Any student who is currently being treated for an injury cannot attend clinical until they are fully recovered from their injury and follow the process described in the EMT Course Policies and Procedures.
- b. If a student becomes injured at a clinical site, the student is encouraged to immediately seek a medical evaluation at the ER and/or by a private physician.
- c. After the injury is stabilized, the student should notify the Lead Instructor that an injury occurred and complete an **ECEMS Clinical Incident Report** form found in Platinum Planner in the forms section for that clinical shift.
- d. The student will be prohibited from attending any other clinical shifts until they speak to their Lead Instructor about their injury. No discipline will result from any clinical shifts missed due to injury.
- e. Students are responsible for all payments for medical care related to exposure/ injuries/illnesses while in the program.



**Student Acknowledgement**

By signing below, I acknowledge that I have been informed of all policies, procedures, and expectations of the ECEMS EMT Clinical Program and I agree to follow them.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_