

Peoria Area EMS System



ALS AGENCIES

FIELD CLINICAL STUDENT INTERNSHIP POLICIES

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OSF[®]
**SAINT FRANCIS
MEDICAL CENTER**

AMTCI - STUDENT INTERN POLICIES

ORIENTATION

- Students wishing to complete field internship with AMT are required to complete an orientation introduction about the organization and expectations of the students. Orientation will be at the beginning of the first scheduled shift with the assigned preceptor. Covered in the orientation are general information, OSHA, HIPAA, and rules and regulations.

DRESS CODE

- Students must present a professional image. All dress codes policies will be enforced.
- Students are not allowed to wear items reflecting association with other agencies with the exception the PAEMS system.

GENERAL INFORMATION

- The student should be in the crew quarters of the AMTCI Peoria office no later than 15 minutes prior to the shift start time.
- Upon arrival in the crew quarters, the student should verify assignment on the truck assignment sheet that is posted on the bulleting board.
- Most crews access fast food during the course of their shift. If you require special diet or food requirements, it is recommended that you bring your meals in a cooler or other means.
- Units may be gone on lengthy out of town trips, based either on the input from our crews or upon input from the student; no re-assignments will be made. The decision to re-assign a student can only be made by making a direct request to Rex Comerford, or Tom Geraci.
- Confidentiality is paramount to the success of this organization as well as the medical field. Patient care related issues must remain confidential, without exception. Students must abide by the HIPAA laws as well.
- The student is an extension of this organization. Therefore, any lack of professionalism will not be tolerated. If this occurs, the student may be sent home, and the instructor will be contacted.
- The student must be prepared for shift. All appropriate equipment and paperwork must be in hand else the student will not be allowed to intern and will be sent home. Items include stethoscope watch, pen and required OSHA equipment.

AMTCI STUDENT INTERN POLICIES, continued

SCHEDULING

- Scheduling intern hours should be done by contacting **Yolanda Forcine** at **ph. 999-4039** during the hours of **9:00AM – 5:00PM Monday through Friday**. New schedule will come out at the end of the 3rd week. If you must call off for a scheduled shift, please do so 24 hours in advance when possible.
- As with any job, there are going to be call-offs and unexpected canceling of the intern time. We will try to call you in the event that there is a call-off. However, if we cannot reach you, we will do our best to put you with another FTI or we will have to cancel the shift.
- Interns will only be allowed to ride at the maximum of 16 hours at a time at the Pekin office, 418 Elizabeth, Pekin, or 12 hrs from the Peoria office, 1718 N. Sterling Avenue, Peoria.

EAST PEORIA FIRE DEPARTMENT STUDENT INTERN POLICIES

ORIENTATION

- Students may be required to complete a general release of liability before their first shift. Location of all equipment and its various uses will be discussed. Station regulation and rules that apply to students will also be discussed.

DRESS CODE

- All Students will be expected to put forth a professional image. The public and other professional personnel must be able to distinguish interns from bystanders. The ICC/PAEMS dress code applies at EPFD.

NOTE: FAILURE TO COMPLY WITH THE DRESS/CONDUCT CODE MAY
RESULT IN DISMISSAL FROM EPFD.

LOCATIONS

- Students will be scheduled to ride at Central House (201 W. Washington) and Station #3 (2236 E. Washington). There are two time slots available: 7:30AM – 3:30PM and 3:30PM – 10:30PM, Monday through Saturday only. No students will be scheduled to ride on Sundays, holidays or during the first nine days of the month.
- Central House Phone Number: **698-4634 or 4741**
Station #3 Phone Number: **698-4743**

GENERAL INFORMATION

- Students should bring a stethoscope, pen and something to write with to all agencies. A watch is necessary to check vital signs.
- The HEPA respirator and safety glasses must be carried at all times.
- No fire gear is allowed at any host site. No exceptions are permitted.
- If you will be riding during the diner hours, please bring your meal with you.
- Interns will not be allowed to schedule more than 16 hours in a 24-hour period.
- No overnight shifts are allowed without the prior approval of the ICC EMT Program Director or AMT/OSF Course Coordinator.

SCHEDULING

- All students are required to schedule their shifts prior to reporting to the department. Scheduling will be conducted by **Bobby Zimmerman** at EPFD **ph. 698-4741**. Shift availability will be determined by the department. Contact between the hours of **7:30AM – 5:30PM, Monday-Saturday**. Do not leave message.

EAST PEORIA FIRE DEPARTMENT STUDENT INTERN POLICIES, cont'd

IN ORDER TO DECREASE THE AMOUNT OF TIME SPENT ON THE PHONE, PLEASE TAKE A MOMENT AND DETERMINE WHAT DAYS AND SHIFTS WILL BEST SUIT YOUR SCHEDULE. If for any reason you are unable to report for that shift, please notify the department as soon as possible. **IF YOU ARE GOING TO BE LATE FOR A SHIFT OR UNABLE TO REPORT FOR A SHIFT, NOTIFY THE STATION AT WHICH YOU ARE SCHEDULED BETWEEN 7:00AM AND 9:00PM. DO NOT CALL THE DEPARTMENT DURING THE OVERNIGHT HOURS!**

FULTON COUNTY EMERGENCY MEDICAL ASSOCIATION, INC. STUDENT INTERN POLICIES

UNIFORMS

- All students participating in the program are required to wear the proper uniform. It is important that we all look alike if we are going to perform as a team.
- The ICC/PAEMS dress code applies to students completing intern hours at the Fulton County Emergency Medical Association.
- Name tags denoting student status are also required. You are responsible for bringing a jacket when necessary. Jackets, shirts or apparel specific to other department uniforms will not be allowed. Students must be neatly dressed and groomed at all times.

SCHEDULING

- All students are required to schedule their shifts prior to reporting to our office. Scheduling will be conducted **Monday through Thursday from 8:00AM until 5:00PM.** Scheduling will be conducted by calling Lisa Fahrenbruch, Education Coordinator at **647-5147.**
- If he is not there, leave a message and he will call you back. Schedules are filled on a first come, first served basis, however the Association reserves the right to “bump” any student secondary to Association needs. Any student that is bumped will be notified prior to the start of the scheduled shift in question. Shift lengths are from 8:00AM to 8:00PM.
- No overnight shifts will be scheduled. **IN ORDER TO DECREASE THE AMOUNT OF TIME SPENT ON THE PHONE, PLEASE TAKE A MOMENT AND DETERMINE WHAT DAYS AND SHIFTS WILL BEST SUIT YOUR SCHEDULE.** If for any reason you are unable to report for that shift, please notify Lisa Fahrenbruch or the Operations Supervisor on duty 24 hours in advance. Failure to notify the Association may result in the termination of ride time privileges.

REPORTING FOR SHIFTS

- Students reporting for their scheduled shift must do so at Base 1, 225 West Walnut Street, Canton. On arriving at Base 1, please check in with the Operations Supervisor. The Operations supervisor will then brief you on day-to-day operations, policies, and procedures. On your first visit to FCEMA, you must meet with the Education Coordinator prior to going on any calls.

CANCELLED SHIFTS

- If you must cancel a shift or are going to be late, notify the Association on Monday-8:00AM until 5:00PM through Lisa Fahrenbruch at **647-5147.** On the weekends or hours other than listed above, call **647-1142.** This is the direct non-

FULTON COUNTY EMERGENCY MEDICAL ASSOCIATION, INC., continued

emergency number into Base 1. **Do not call before 7:00AM.** If the crews are out on calls, no one will answer this number. If no answer, you can leave a message.

DOCUMENTS

- Students must sign a waiver of liability prior to the start of their first shift. Individuals riding along for observation purposes will not be required to carry malpractice insurance, but will be required to sign a waiver of liability.

STUDENT/INTERN ROLES

- Students participating in the program as observers will not be allowed to provide patient care or contact unless directed to do so by Association personnel. All skills performed must be under the direct supervision of the Field Training Instructor. Anyone functioning outside the realm of his or her certification level may be terminated from the program.

MEALS

- Meals are the responsibility of the student. Crews are allowed breaks during their shift if call volume allows. Crews generally grab meals at fast food restaurants or the Graham Hospital cafeteria. OSHA regulations do not allow the consumption of food or drink in the patient compartment of the ambulance. There is a refrigerator, stove, and microwave at Base 1.

OSHA

- All first time students will be required to view an OSHA video governing the precautions, handling, and reporting of bodily fluid exposures. Any student who is exposed to any biohazard of body fluid must notify the Operations Supervisor on duty.

GENERAL INFORMATION

- Students should bring a stethoscope, pen and something to write with to all agencies. A watch is necessary to check vital signs.
- The HEPA respirator and safety glasses must be carried at all times.
- Interns will not be allowed to schedule more than 16 hours in a 24-hour period.
- No overnight shifts are allowed.

WASHINGTON FIRE DEPARTMENT INTERN POLICIES

ORIENTATION/FIRST SHIFT

- Interns reporting for their first shift will be provided with a tour of the station. Location of all equipment and its various uses will be discussed. Station regulations and rules that apply to interns will also be discussed.

REPORTING FOR SHIFTS

- Interns should report to the department, which is located at 200 North Wilmor Road, 15-20 minutes prior to the beginning of their scheduled shift. Interns should park at the east end of the station parking lot.

On arriving at the station, interns should check in with department personnel, who will assist them in locating their preceptor for the shift. The intern will provide the preceptor with pertinent information regarding their progress thus far, including the level of internship, number of hours completed, etc.

DRESS CODE

- All students will be expected to put forth a professional image. The Peoria Area EMS System dress code applies to interns completing hours at the department. This includes a visible picture ID. Interns who do not meet the dress code will not be allowed to complete hours at the department. A patch sewn to the intern's shirt that indicates the intern's training agency will be allowed.

SCHEDULING/CANCELLATION OF INTERN HOURS

- Only those personnel who are in a currently approved EMT, Trauma Nurse Specialist, or flight training program will be allowed to complete hours at the department. Course instructors are responsible for providing the department with a list of interns eligible to complete hours. Interns are required to schedule their shifts prior to reporting to the department. Scheduling will be conducted by **Liz Lear**. She can be reached at **444-2511** during the hours of **7:00 AM to 9:30 PM** on her shift day. Shift availability will be determined by the department.
- Schedules are filled on a first come-first served basis. The department reserves the right to cancel/reschedule any intern secondary to department needs and/or availability of preceptors. Every attempt will be made to contact those interns prior to the start of the scheduled shift in question. Interns will be required to provide a phone number for use in the event the department needs to contact the intern.
- Shift lengths vary, and are at the discretion of the department. Interns will not be allowed to schedule more than 16 hours in a 24-hour period. No overnight shifts are generally allowed.
Interns will not call the department after 9:30 PM and before 6:30 AM.

WASHINGTON FIRE DEPARTMENT INTERN POLICIES, continued

IN ORDER TO DECREASE THE AMOUNT OF TIME SPENT ON THE PHONE, STUDENTS SHOULD TAKE A MOMENT AND DETERMINE WHAT DAYS AND SHIFTS WILL BEST SUIT THEIR SCHEDULE.

- Interns are expected to report on-time for their scheduled shifts. The appropriate course instructor will be notified in the event interns do not report and/or who are late for their shift(s). Repeated tardiness, cancellations, or “no-shows” will not be tolerated, and may result in termination of intern privileges at the department.

HIPAA

- Interns will be required to show proof of HIPAA training prior to completing any intern hours. Interns who are not able to show proof of training will be required to undergo HIPAA training at the beginning of their first shift at the department, and will be required to sign an agreement agreeing to comply with HIPAA and confidentiality regulations.

REQUIRED EQUIPMENT AND SUPPLIES

- Interns must bring a stethoscope, pen, and something to write with to all agencies. A watch is necessary to check vital signs. Trauma shears are strongly recommended.
- No fire gear is allowed.
- Interns who will be riding during the dinner hour should bring a meal. Interns are welcome to use the department refrigerator, stove, microwave, etc.

BODY SUBSTANCE ISOLATION

- Interns must show proof of training in body substance isolation (BSI) and use of personal protective equipment (PPE). Safety equipment including a TB/HEPA mask, safety glasses, and earplugs are required. Other PPE equipment will be provided by the department.
- Any intern who has an exposure to an infectious/communicable disease or who is exposed to any biohazard of body fluid must notify the department personnel that they are riding with immediately.

STATION ENVIRONMENT

- Cellular phones and pagers are allowed at the department, but must be set to a non-audible (vibrate) alert mode. It is distracting to patients and others to have cellular phones and pagers ringing at inappropriate times. Interns will refrain from answering phones during calls.
- The department has ample room for interns to practice practical skills and study during the time between calls.

WASHINGTON FIRE DEPARTMENT INTERN POLICIES, continued

- Interns are guests in the facility, and are expected to comply with all station and department rules.

INTERN ROLES

- Interns will not be allowed to provide patient care or participate in direct patient contact unless directed to do so by department personnel. Communication between the intern and department personnel will identify the intern's role on calls and around the facility. All skills performed must be under the direct supervision of the senior EMT/preceptor onboard the agency vehicle. Interns can only function within their licensed scope of practice, and anyone functioning outside the parameters of his or her license will be subject to dismissal from the agency.