



October 17, 2023

Re: Addendum 1.0 – Program Catalog & Student Reference Guide

Previous Section Title: Certificate of Completion – EMT-Basic & Certificate of Completion – EMT-Paramedic

Previous Section Title: Ride Time and Clinical Schedule Change

New Section Title: EMS Externship Policies

EMS Externship Policies

The policies and procedures herein are designed to guide students enrolled in EMT-Basic and EMT-Paramedic. Students enrolled in these programs are required to complete hospital clinical rotations and field trainings (rides) and observe all CSRIPS Policies, Student Codes of Conduct and local agency policies during rotations. Violations of the policies and procedures will result in disciplinary actions up to possible dismissal.

Pre-Externship Requirements

Clinical and Field rotations present students and instructors with additional occupational risk. Prior to participating in externships, students must show proof of the following vaccinations or titers:

- MMR
- TB
- Varicella
- Flu (Oct – March)
- Hepatitis B

Students must also complete a 10 Panel Drug Screen and Level II background check. Verification of these items must be noted in the Complio System by the deadline assigned by the Clinical Coordinator. Students who are not Complio Compliant by the deadline will be issued demerits followed by dismissal for continued violations.

Students must also participate in onboarding courses to orient them to the hospital environment to include:

- Risk Management
- Preventing and Reporting Harassment
- Compliance
- Codes of Conduct
- Data Security Form

Regarding physical fitness and health, refer to each program's Special Requirements.



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Clinical Rotations

The purpose of Clinical Rotations is to allow students to observe and experience the emergency medical skills they are learning in the classroom. Students should seek opportunities to assist hospital staff, participate in routine duties and complete patient assessments. Student must only perform skills and procedures within the scope of practice of their program up to their current skill level. During these activities, students are expected to have patient contacts and make note of their interactions on the *Clinical Shift Evaluation Worksheet* to be signed by the Clinical Instructor at the end of each rotation.

Field Rotations

The purpose of Field Rotations is to allow students to observe and practice the skills they are learning in the classroom. Student must only perform skills and procedures within the scope of practice of their program up to their current skill level. During these activities, students are expected to have patient contact(s) and make note of their interactions on the *Capstone Field Internship Shift Evaluation Worksheet* to be signed by the Station Lieutenant or Preceptor at the end of each rotation.

Health and Safety

During clinical rotations, students must be under direct supervision of a clinical instructor or hospital staff. Students cannot be used to meet staffing requirements and must be distinguishable from hospital or department staff. The CSRIPS Dress Code Policy must be followed during externships. Refer to the *CSRIPS Health and Safety Handbook* posted on the website regarding injury or disease exposure.

Third Person Policy

A student participating in a field rotation, must be supervised by a senior paramedic who maintains direct contact with the patient while in transit to the hospital. Ride Time hours will not exceed 12 hours per shift (8:00 am – 8:00 pm or 7:00 am – 7:00 pm). The student cannot be used to meet staffing requirements. For example, if conducting externship hours while on shift and minimum staffing is three (3) people the student must be the fourth (4th). The student must be in their program uniform and abide by the Dress Code Policy during their externship hours.

These are the guidelines set by Florida Administrative Code, Rule 64J-1.020.

Field and Clinical Schedule Change

The initial rotation schedule is part of your class tuition. Students must be sure they can meet the scheduled times. If you cannot make it and need to reschedule, please be advised, not only is the schedule very limited but there is also a financial impact as stated in the table below. Please be sure to follow the reschedule process and follow up with the Clinical



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Coordinator regarding any questions.

EMT-Basic students will be required to schedule all externship rotations by their program midterm. EMT-Paramedic Students will be required to have scheduled all their rotations by week 10 of PM001 and week 5 of PM002, PM003 and PM004 respectively.

- A non-refundable clinical/ride time fee will be assessed for any rescheduling requests within 7 days of the scheduled ride time or clinical time. Any requested changes in times outside the 7-day period will be at the discretion of the Clinical Coordinator.
 - a. Reschedule Fee: \$75.00
- Unpaid fees are accrued daily and the student will not receive their certificate of completion until all financial obligations are met.
- Students will not be permitted more than 2 schedule changes (EMT-Basic for the duration of the program; EMT-Paramedic for each semester.) See the EMS Attendance policy regarding absences.
- No changes will be made to the FISDAP schedule without prior approval from the Clinical Coordinator. Requests must be made electronically by emailing the Clinical Coordinator.
- There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
- If your name does not appear on the official schedule sent to the departments or hospitals, you will not be permitted to attend. DO NOT GO ON YOUR OWN to these agencies or hospitals without prior approval. This is unauthorized time.
- Students must not contact the fire agencies or other instructors to make arrangements to ride or attend hospital clinicals under any circumstances.

Externship Attendance

Because CSRIPS programs are measured in clock hours, all students are responsible to complete all requirements and hours for the program in which they are enrolled, including externships. Any absence from the program must be an excused absence (limited). Students who are unable to attend an externship due to an emergency, must notify the Clinical Coordinator prior to the rotation, refer to the Emergency Absences section.

A student who is AWOL for an externship will be dismissed in accordance with the Demerit Policy. Tardies will also be subject to demerits or dismissal.

Students are expected to show up to externships on time and should not leave their shift early except for emergencies with proper notification to Clinical Coordinator.

- Clinical rotation hours are from 8:00 am – 4:00 pm and 3:00 pm – 11:00 pm.
- Field rotation hours are from 7:00 am – 7:00 pm or 8:00 am – 8:00 pm.



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Break

Students are permitted a lunch break during their rotation. They must remain in the area indicated by the Clinical Instructor or Station Captain.

Externship Documentation:

After clinical and field rotations, students must upload their documents into Fisdap and complete the Narrative within the given deadline. Failure to do so will result in demerits.

EMT-Basic – Clinical Rotation

After each clinical rotation, students must submit two (2) SOAP reports. The 2 reports and narratives shall be completed in Fisdap within 24 hours of the Clinical rotation. Failure to comply will result in demerits for not completing an assignment.

EMT-Basic – Field Rotation

During field rotations, students must complete patient contact reports for each patient they encounter. In the event the ride time results in no patient calls which may prevent a report from being completed, this must be indicated the *Field Sign Off Sheet*. Reports must be uploaded into Fisdap within 24 hours of the rotation.

EMT-Paramedic Clinical Rotations

Students must submit 5 patient contact reports after each Clinical rotation. The reports shall be uploaded into the Fisdap system within 72 hours of the rotation. Failure to comply will result in demerits in not completing an assignment.

EMT-Paramedic Field Rotations

Students must complete patient contact reports for all patients they encounter. In the event the ride time results in a low call volume, which may prevent reports from being produced, this must be indicated on the *Capstone Field Internship Shift Evaluation Worksheet*. The Preceptor will write in 1 or 0 calls and sign his/her name on page 1 and page 2. Reports must be uploaded into Fisdap within 72 hours of the rotation.

Any attempt to falsify the documentation of hospital clinical and/or riding rotations is a violation of the Student Code of Conduct and will result in immediate dismissal plus 1 year suspension.



Replaced Section:

Ride Time and Clinical Schedule Change

Initial ride time and clinical schedule is part of the class tuition. Students must ensure they can meet the scheduled times. When rescheduling, students should be advised that not only is the schedule very limited but there is also a financial impact as shown in the table below. Please be sure to follow the reschedule process outlined by the Clinical Coordinator. This fee schedule will reset for P3 of EMT-Paramedic.

First Reschedule	\$50
Second Reschedule	\$75
Third Reschedule (and each thereafter)	\$100

1. No changes will be made to the FSDAP schedule without prior approval from the Clinical Coordinator. Requests must be made by sending an email to the Clinical Coordinator and the Lead/Co-Lead.
2. Maintain a minimum grade average of 80%.
3. There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
4. If your name does not appear on the official schedule sent to the departments or hospitals, you will not be permitted to attend. DO NOT GO ON YOUR OWN to these agencies or hospitals without prior approval. This is unauthorized time and will not be covered by insurance and will not count toward your clinical hours requirement.
5. Students must not contact the fire agencies or other instructors to make arrangements to ride or attend hospital clinicals under any circumstances.
6. If you have not completed the required number of hours necessary by the end of the semester you will not be permitted to advance to the next semester or complete the program.
7. If you miss any hours, you must reschedule that time by the following class. All missed hours must be rescheduled as required by the program.
8. A non-refundable clinical/ride time fee will be assessed for any rescheduling requests within 7 days of the scheduled ride time or clinical time or any unexcused absences. Any requested changes in times outside the 7-day period will be at the discretion of the Clinical Coordinator.
9. Any fees not paid prior to the end of the current semester, will be accrued and the student will not be able to advance to the next semester.
10. Any attempt to falsify the documentation of hospital clinical and/or riding time will result in dismissal.
11. Failure to follow the documented process may result in demerits.