



May 29, 2024

Re: Addendum 7.0 – Program Catalog & Student Reference Guide

Section: Certificate Of Completion - EMT-Paramedic

Sub-section: EMS Externship Policies

New Section:

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 practice 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. Students 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. Students 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.

Requirements:

A student enrolled in EMT-Paramedic must complete:

- 60 hours of Field Rotations and 80 hours of Clinical Rotations during PM001
- 60 hours of Field Rotations and 80 hours of Clinical Rotations during PM002
- 96 hours of Field Rotations and 40 hours of Clinical Rotations during PM003
- 144 hours of Field Rotations PM004

**Additional Field Rotations hours cannot be completed in lieu of Clinical Rotations hours and vice versa.*

**Students enrolled in the Night EMT-Paramedic course will be allowed to start their preceptorship rotations in PM 003.*

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



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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 Coordinator regarding any questions.

1. 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
2. Students will not be permitted more than 2 schedule changes (per semester), regardless of whether they are in or outside the 7-day period. See the EMS Attendance policy regarding absences.
 - a. After 2 schedule changes a student must attend all remaining scheduled rotations or be subject to demerits.
 - b. If a student fails to complete the required number of rotations, the student will be dismissed from the program.
 - c. In cases of emergency, students must provide documentation.
3. 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.
4. There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
5. 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.
6. 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 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



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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.

EMT/Firefighters must submit documentation or the contact information for their Shift Chief in cases where their schedule causes an absence.

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-Paramedic Clinical Rotations

Students must submit 5 patient contact reports after each Clinical rotation. The reports shall be completed in the FISDAP system, and required forms uploaded within 48 hours of the rotation. Failure to comply will result in demerits for not completing an assignment. A QA/QI Instructor may unlock a shift for 24 hours to allow a student to correct an incomplete assignment. After such time, if a shift remains incomplete, the shift will be deleted and not count towards the required hours. The student will be assessed the rescheduling fee to reschedule another rotation.

EMT-Paramedic Field Rotations

During field rotations, students must complete patient contact reports for each patient 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 completed in FISDAP, and required forms uploaded into FISDAP within 48 hours of the rotation. Failure to comply will result in demerits in not completing an assignment. A QA/QI Instructor may unlock a shift for 24 hours to



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allow a student to correct an incomplete assignment. After such time, if a shift remains incomplete, the shift will be deleted and not count towards the required hours. The student will be assessed the rescheduling fee to reschedule another 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.



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Replaced Section:

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.

Clinical Rotations

The purpose of Clinical Rotations is to allow students to observe and practice 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. Students 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



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The purpose of Field Rotations is to allow students to observe and practice the skills they are learning in the classroom. Students 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 Coordinator regarding any questions.

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.

7. 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



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8. Unpaid fees are accrued daily and the student will not receive their certificate of completion until all financial obligations are met.
9. 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.
10. 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.
11. There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
12. 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.
13. 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 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.
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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-Paramedic Clinical Rotations

Students must submit 5 patient contact reports after each Clinical rotation. The reports shall be uploaded into the Fisdap



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system within 72 hours of the rotation. Failure to comply will result in demerits in not completing an assignment.

EMT-Paramedic Field Rotations

During field rotations, students must complete patient contact reports for each patient 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 FSDAP 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.