



# BRISTOL KENDALL FIRE PROTECTION DISTRICT



## PARAMEDIC AND EMT STUDENT RIDER PROGRAM

### Orientation and Procedures

## What You Should Expect From Bristol Kendall Fire Protection District

You should be able to receive the best possible education/experience that you can receive. Your assigned preceptor should provide coaching and counseling with regard to strengths and weaknesses and offer suggestions for improvement. If you are a student, you should be accepted as part of the team and asked to participate in certain team activities. We feel your education with Bristol Kendall Fire Protection District will provide you with a strong foundation from which you can grow both personally and professionally.

### CLOTHING/APPEARANCE

1. Riders will wear solid black color polo shirt purchased from SFVEMS with the student's name affixed to the right chest area. T-shirts or tank tops are not allowed.
2. Riders will also wear navy blue or black uniform pants. Black or dark blue jeans are not acceptable. Shorts or brightly colored pants will not be allowed.
3. Black shoes with good soles. Open toed shoes or sandals are not allowed. Liquid resistant footwear are preferred with steel toe, tennis shoes are not acceptable.
4. Jackets or coats must be plain in appearance **without agency logos, patches, or other excessive markings.**
5. Riders will wear a name tag or ID badge on the shirt or jacket at all times.
6. Students must have a watch with second hand.
7. Students are not permitted to wear any Bristol Kendall Fire Protection District uniform or anything that designates the student as a department employee unless they are sworn members.
8. Tattoos which could be deemed offensive are prohibited. No tattoo will be permitted on the head/face, neck or hands. No "sleeve type" tattoos (continuous tattoo of arm or leg) are permitted to be exposed.
9. Facial hair will follow departments policy
10. The Duty Chief or Lieutenants/OIC has the right to take any measures deemed necessary to ensure the riders are presentable to the public. If the Officer feels that the riders dress is inappropriate, the rider will be sent home. Notify the Duty or appropriate Chief and EMS Coordinator when this happens.



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### RESPONSIBILITIES OF THE RIDERS

1. When reporting for duty, the rider will come to the front door and check in with the shift Lieutenant /OIC. They will then see their Preceptor for assignment for the day.
2. The rider will only be able to ride when there is a designated Preceptor working. If there is not a designated Preceptor on duty, they will not be allowed to stay.
3. Riders are to make all ambulance runs during their scheduled time period. The rider will make every effort to promptly make it to the Medic in time. The crew will not wait for a rider.
4. Riders badgering the Medic crew for permission to perform medical treatments or procedures will not be tolerated. Riders may assist with patient care at the direction and discretion of the medic crew.
5. Riders are encouraged to ask as many questions as they want at the appropriate time. Medic crews will be more than happy to answer all questions after the run.
6. The BKFPD EAP program is available for riders if they feel they need a Critical Incident Stress Debriefing. It is the responsibility of the rider to inform his or her Preceptor and the duty Lieutenant/OIC of any incident that may affect the psychological well being of the rider.
7. Riders will use appropriate infection control measures to protect themselves while riding with the Bristol Kendall Fire Protection District. Supplies and equipment are available on all BKFPD units.
8. If a rider feels he/she may have been exposed to an infectious disease while riding at BKFPD, they should report it to their Preceptor and duty Lieutenant for proper assistance.
9. The rider must remember at all times that they are guests at BKFPD and will act accordingly and in a Professional manner. Failure to do so may result in being suspended from any future ride alongs. Any problems encountered by BKFPD personnel will be promptly handled by the duty Lieutenant/OIC and may result in the rider being relieved of any duty and the EMS Coordinator being informed.
10. Fire department equipment, i.e. fax machines, computers, copy machines, etc. are the property of the Bristol Kendall Fire Protection District and for the use of fire department members only. Any phone calls that have to be made from a fire department phone will be kept to no more than five minutes duration. No incoming phone calls will be made after 2200 hours.
11. Rider's movement will be limited to common living areas of the stations. Chiefs and secretaries administrative offices are off limits to non-fire department personnel.



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12. Riders will be expected to assist Medic crews in preparation of vehicles, including but not limited to, cleaning and washing, morning equipment check, restocking of units, etc.
13. Riders will be expected to follow all BKFPD policies and procedures as instructed by fire department personnel. Your Preceptor will help with this.
14. Television watching will only be permitted with the approval of an officer.
15. Riders will be prepared to make provisions for their meals. If invited, riders may join in on shift meals, however riders should not plan on this as each shift plans meals differently. Riders may use the kitchen and dining facilities at the station, but should be prepared to clean up afterwards. Meal times are dictated by BKFPD rules and regulations.
16. The Duty Chief can give the ok under special circumstances' for a rider to spend the night. Riders spending the night at the station must report to the station no later than 20:00 hrs. They must bring their own bed linen. Sleeping bags are acceptable. Riders will abide by BKFPD rules regarding dorm usage. Riders who do get permission to spend the night will ask to be assigned a bed. Ask the duty Lieutenant/OIC for assistance in this matter.

## ATTENDANCE

If the rider will be late or unable to attend his or her ride along, they will contact the duty Lieutenant/OIC, Preceptor, or Duty Chief. The telephone numbers are listed later in the document. The rider may be suspended from future ride alongs with the Bristol Kendall Fire Protection District and for any tardiness or missing of appointed ride along times.

1. Student rider time slots will be scheduled by the EMS Coordinator or designee. All times will be entered into Aladtec. Riders are not allowed to sleep overnight unless approved by the on duty Chief. Riders may not stay more than 24 hours. A minimum twelve hours off shift is required between 24 hour ride along.
2. Riders will not exchange the ride out times between themselves. If any changes are to be made, it will be by the EMS Coordinator prior to the scheduled times.
3. All requests for ride alongs times will be made through the EMS Coordinator and entered into Aladtec, by the EMS Coordinator or designee.
4. Riders will be assigned to a station and preceptor by the EMS Coordinator.



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## Personal Belongings

Due to OSHA guidelines, food, drink, application of lip balm, contacts, make-up and storage of **food is not allowed in the patient compartment of an ambulance.**

Bristol Kendall Fire Protection District will not be responsible for the loss, theft, or destruction of personal property while it is on an ambulance.

## Equipment Familiarization

In order for this to be a beneficial and rewarding experience all students are expected to gain familiarization with the ambulance and the equipment (location and operation to their scope of practice) that they will be using. The student should be actively involved in checking out the unit at the start of shift. They will also participate in cleaning and washing of the medic unit. The Student will be responsible to know where everything is and how it works and be able to get things and set stuff up when asked to do so.

## Infection Control

Personal Protective Equipment (PPE) will be standard practice when handling/caring for patients. PPE is provided on each unit including gloves, eye protection, face/eye protection, and gowns. Exposures of potential exposures are to be immediately reported to your preceptor.

## Sharps

EMT-Basic Students will only be allowed to handle sharps that they have been trained and approved to use.

An appropriate sharps container must be within arm's reach of the user before any sharp is used. Other potentially contaminated sharp object (ex. Glass etc.) Will not be picked up directly with your hands. It shall be cleaned up using mechanical means, such as dustpan.

All used needles and catheters will be immediately disposed of in the appropriate puncture resistant biohazard container. Used sharps will not be passed to another person for disposal or use.

Never leave a needle lying anywhere in the unit. Recapping of needles is not accepted unless the syringe provides multiple doses of medications such as Fentanyl. In such cases the one-handed recapping method should be used. Refer to your preceptor if you are unfamiliar with this method.



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## Patient Confidentiality

1. HIPAA Privacy Rules are enforced at the Bristol Kendall Fire Protection District. It is policy that information received on any patient will not be discussed with anyone not directly associated with the call. This includes all patient identifiable information such as the name, address, telephone number, date of birth, age, social security number, etc. No patient identifiable documentation is allowed to be removed from the Agency and under no circumstances will the patient care report be copied for the student or training agency.
2. **Any student will be immediately dismissed from the shift upon a breach or probable breach of patient confidentiality. He/She will be ineligible for any further ride time, and their educational institution and agency will be notified.**

## Riding in the Ambulance

**At no time will Students doing clinical ride function as patient care provider while not in the presence of the preceptor.** When riding in the patient care compartment, students/observers will sit in the jump seat located at the head of the stretcher unless attending to a patient. **Seat belts will be worn** while the ambulance is in motion, unless rider is actively involved in patient care. **Only trained Fire District personnel shall operate the vehicle.**

## Drugs / Alcohol

Drugs and alcohol are **prohibited**. Any student displaying signs consistent with drug or alcohol use will be asked to leave fire department property. The student's educational representative will then be notified. The Bristol Kendall Fire Protection District reserves the right to discontinue the student ride time when unprofessional behavior is displayed.

## Workplace Violence

Bristol Kendall Fire Protection District strives to maintain a violence free workplace. **Any rider who acts in a violent, hostile or threatening manner will be asked to leave immediately.** At the fire dept. discretion local law enforcement will be contacted. **The Fire District reserves the right to discontinue the student ride time when unprofessional behavior is displayed.**



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### RESPONSIBILITY OF THE MEDIC CREW PRECEPTOR

1. The Paramedic/EMT Student's Preceptor may allow the rider to perform any procedures at their discretion and within the policies of the Southern Fox Valley EMS Medical Director and Bristol Kendall Fire Protection District. The rider must remember that this is at the discretion of the crew and that the ultimate responsibility for all patient care remains with the BKFPD Paramedic.
2. Riders will be given an orientation tour of the ambulance and station. The rider will have the opportunity to familiarize themselves with the equipment and its location. Returning riders may request a re-familiarization tour anytime.
3. The Preceptor is responsible to make sure the rider is doing what they are supposed to be doing and ensuring the rider is doing their best to study and learn. The rider will have to show competence in the equipment on the medic before they are allowed to use those things. It will be the job of the preceptor to teach these things to the rider.
4. The rider will be responsible for informing the Preceptor, Lieutenant/OIC that they are arriving for their ride time and also ensure the Lieutenant/OIC knows when they are leaving.
5. The Preceptor is responsible for the student at all times and should make sure the student is working, studying, and completing the objectives of the program.

### RESPONSIBILITIES OF THE DUTY LIEUTENANT/OIC

1. It will be the duty Lieutenant/OIC to greet the rider when they arrive for their assigned shift and make sure they meet the Preceptor.
2. The duty Lieutenant/OIC has the responsibility of maintaining order and discipline at his or her station at all times. He or she may discipline a rider if needed and will also be available to hear complaints from the riders. He or she may do whatever is necessary to maintain order on the shift.
3. If a rider is counseled and/or sent home by the duty Lieutenant/OIC, a written report (email) will be submitted through the BKFPD Chain-of-Command to the appropriate Chief and EMS Coordinator.
4. Only one rider or observer shall be assigned to the ambulance at any one time. (excluding the SFVEMS instructor or representative)

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## RESPONSIBILITIES OF THE EMS COORDINATOR

1. The EMS Coordinator will interview all potential riders and make sure they are in good standing and will fit into the Bristol Kendall Fire Protection District and represent themselves professionally. After the interview the EMS Coordinator will get the permission from the Fire Chief for that person to become a rider.
2. Bristol Kendall Fire Protection District personnel take priority over all others scheduled or unscheduled. The EMS Coordinator is the only person authorized to replace a scheduled rider with someone else.
3. No ride alongs are allowed unless a current, signed, release form is on file at Bristol Kendall Fire Protection District.
4. The EMS Coordinator or designee will be responsible to have a working calendar with all riders on it and the times they are riding. This will also be entered into Aladtec so everyone will know when someone will be riding.

## TELEPHONE NUMBERS

1. Please use these numbers for communication with fire department personnel. To notify the duty Lieutenant/OIC at each station, the telephone number for Station 1 is 630-553-6188, the number for Station 2 is 630-553-0723. To notify the EMS Coordinator, the telephone number is 630-333-5158. If you do not get an answer, continue calling until you do speak with someone (no voice mails). Failure to do so may cause permanent removal from our preceptor program.

## Conduct

The conduct of the student/observer reflects upon the individual, the Agency, ancillary response agencies, and the educational institution. As a result, professional conduct by the rider is of utmost importance. Each rider will represent him or herself in a professional manner and will refrain from inappropriate remarks or gestures, communication with Fire District employees, management, other health care providers, and in the company of the patient. The Fire District reserves the right to discontinue, at any time, the rider's privileges should the rider exhibit unprofessional behavior. In order to maintain quality patient care and professional image, riders are expected to adhere to patient and staff relation guidelines.

## Questions and Comments

Bristol Kendall Fire Protection District hopes that each student and observer will benefit from his/her clinical education and that they find their time both fun and educational. In the event a student should have a conflict with one of the selected preceptors, please bring their concern to the attention of the Paramedic Coordinator.



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## *AGREEMENT AND RELEASE OF CLAIMS*

I, \_\_\_\_\_ request for permission to ride as a guest, herein after referred to as STUDENT, with and agree to the following:

### WITNESSETH

WHEREAS, I have carefully read, understand and agree to strictly comply with the Bristol Kendall Fire Protection District's Guidelines and Orientation Packet, and

WHEREAS, Bristol Kendall Fire Protection District, is willing to permit the above named OBSERVER / STUDENT to ride in a company vehicle and accompany the EMT's and Paramedics while in the performance of their duties, and:

WHEREAS, the above named individual voluntarily requests to ride as an OBSERVER / STUDENT and realizes the inherent risk to themselves in riding, and accompanying the EMT's and Paramedics, and acknowledges that the work and activities of the ambulance and crews are dangerous. This involves the possible risk of injury / illness, disability, death, damage expense or the loss to person and property, and not wishing to hold officers, agents, or other personnel of the Bristol Kendall Fire Protection District responsible for the above, and assuming such risk themselves, and

WHEREAS, it is further understood that the officers, agents, or personnel of Bristol Kendall Fire Protection District shall not be held liable or responsible under any circumstances whatsoever to the undersigned, his / her estate, heirs, beneficiaries, or successors, for any injury / illness to the undersigned's person or property, including but not limited to any damage, expense or loss to person or property, incurred while traveling to and from the Bristol Kendall Fire Protection District and while riding along with our personnel, and performing medical and other care, within the scope of this OBSERVER / STUDENT agreement,

NOW THEREFORE, upon signing of this agreement, the Bristol Kendall Fire Protection District will make available to the above named OBSERVER / STUDENT, the opportunity to ride as an OBSERVER / STUDENT with the EMT's and Paramedics of the Bristol Kendall Fire Protection District, in abidance by the rules of OBSERVER / STUDENT, you will follow the rules as set forth, and we reserve the right to terminate this agreement at any time with notice.

\_\_\_\_\_  
Signature of Name of Individual

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date