

**Policy and Procedures**

*Title:* Observers / Students

*Date issued / last revised:* December 29, 2003

*Date effective:* Immediately

## Observers / Students

*Statement:*

Cooperstown Medical Transport, Inc. (CMT) believes that an observer program, open to employees and non-employees, is a way to enhance potential future healthcare provider's education and to share our expertise and experience.

*Purpose:*

It is the purpose of this policy to set forth specific guidelines for an observer and student program.

*Scope:*

This policy applies to all participants in CMT's observer and student rider program and to the preceptors with the observer or student.

*Policy:*

1. Observers:
  - a. These are people who are riding on a CMT ambulance for observation only.
  - b. They will not be involved in direct patient care.
  - c. They must be enrolled in an EMS related program through a school, fire department or emergency squad.
  - d. Must be sixteen (16) years of age or older
  - e. All observers, or if applicable, their parent / guardian, must sign a confidentiality statement, observer application and a general release of claims form. These must be completed and approved by the Director of Operations (DO) prior to observation time being scheduled.
    - i. The application will be filed with the DO or the CQI Administrator.
  - f. Once approval is given, the application will be in effect for 90 days after approval.
  - g. The DO or the Field Supervisor will schedule ride time for each shift the observer will be on.
  - h. The dispatcher will be notified at the start of the shift when there is a rider.
  - i. No observer will be assigned to a Medic Car (fly car) or be allowed to go onboard another agency's ambulance without prior consent of the other agency.
  - j. Observers shall make no statements to the public or to the press regarding any ambulance calls or operational matters.
  - k. Because of the nature of EMS activities, the observer will be exposed to confidential information and medical histories. It is expected that this information will never be discussed or used other than for a call critique with the crew after completion of the call.
  - l. No photographs shall be taken on any ambulance call and photographic equipment shall not be carried into houses or buildings.

- m. The observer is encouraged to gain as much exposure to EMS activities as possible. However, his / her primary responsibility is to assure his / her own safety, as well as that of the crew and the patient.

2. Students:

- a. These are people in the process of completing an EMS course from CFR up through AEMT-Paramedic, in a program that has an agreement with CMT.
- b. They will be assigned to a preceptor with an equal or greater level of training to the course in which they are enrolled.
- c. Assigned preceptors should not be a relative / spouse / significant other of the student.
- d. The DO, Continuous Quality Improvement (CQI) Administrator and the Director of Training will determine which employees will be preceptors.
- e. Students must meet with the DO, CQI Administrator and the Director of Training prior to being scheduled for ride time.
- f. The DO or CQI Administrator will schedule all students after completion of the approval process.
- g. Students will be allowed to practice up to the skill level at which the course instructor has authorized them.
  - i. Any skills performed will be at the discretion of the preceptor, who will have the final say.
  - ii. Students must carry with them appropriate authorization from the course outlining which skills are authorized.
- h. Students who are also employees of CMT may perform skills up to the skill level at which the course instructor has authorized them during a scheduled work shift.
  - i. Their senior partner must agree to, and allow any skills to be performed.
  - ii. Their partner is required to be certified to the level at which the student is allowed to practice. For example: a Critical Care partner can allow a Paramedic student to start an IV, which is an AMT-I skill.
  - iii. This will mainly apply to scene calls.
  - iv. **At no time** will the student employee replace the senior provider in charge of patient care.
- i. Students who are also CMT employees will not be allowed to switch shifts or pick and choose partners to facilitate precepted ride time.
- j. Student employees will be required to scheduled ride time following the same policy outlined above for non-employee students.
- k. No student will be assigned to a Medic Car (fly car) without the permission of the Director of Operations or the Director of Training. No student will be allowed to go onboard another agency's ambulance without prior consent of the other agency.
- l. Students must make no statement of any kind to the public, press, family, police, medical personnel, etc. unless it pertains to direct patient care. As an example: a report to the receiving nurse at a facility. All inquiries are to be directed to the CMT employee in charge.

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- m. Because of the nature of EMS activities, the student will be exposed to confidential information and medical histories. It is expected that this information will never be discussed or used other than for a call critique with the crew after completion of the call.
- n. No photographs shall be taken on any ambulance call and photographic equipment shall not be carried into houses or buildings.
- o. The student is encouraged to gain as much exposure to EMS activities as possible. However, his / her primary responsibility is to assure his / her own safety, as well as that of the crew and the patient.