

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 301



### **Scheduling of Clinical Time on Medic Units**

Effective Date: March 31, 2017

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Revision Date: June 27, 2017

Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

## **PURPOSE**

To establish the policy for scheduling and completing training for EMS providers to include course required clinical hours, internships and precepting.

## **SCOPE**

This procedure applies to all Fire and Rescue personnel participating in the above listed programs regardless of affiliation.

## **I. PREFACE**

It is the responsibility of fire rescue clinical coordinator to enforce the procedures as outlined. It is the responsibility of unit AICs to ensure compliance and report any issues to the appropriate fire rescue officers to include those responsible for training. It is the responsibility of all participants to read and follow these guidelines.

## **II. PROCEDURES**

- A. The responsibility for scheduling training with/for those in need of patient contacts and skills opportunities lies collaboratively with the fire rescue clinical coordinator and those who shall participate in the training. The coordination for scheduling and delivery of this training shall be handled by the designated fire rescue clinical coordinator as designated by the Chief of the training division.
- B. Requests for such training shall be made to the fire rescue clinical coordinator via email if possible. In person requests to schedule time participating in clinical training hours are allowed however, the participant shall provide a follow up email recapping and acknowledging the dates and times they will be riding a unit. All requests/follow up emails shall include:
  1. The name of the person making the request
  2. The name, address and phone number for the individual participant and the name and phone number of the individual's company officer or the name and contact numbers for the appropriate college professor or program administrator
  3. The training date(s) and time(s) requested

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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4. A full description of the purpose of the training being requested, along with a list of any applicable skills or types of patient contacts specifically needed to complete coursework or clinical requirements; and
  5. A return email will be sent to the participant that includes all appropriate contact names and phone numbers that will be involved in facilitating participation in clinical rotations.
  6. Non Fauquier County employees shall be given a copy of this document to review for compliance.
- C. Clinical rotations require participants to present a professional image at all times. Presenting a professional image requires the following:
1. **Appropriate attire** - Personnel are required to be in uniform (either student uniform or company uniform). Any attire other than approved company or student uniform must be approved by the fire rescue clinical coordinator.
  2. **Timeliness** - Personnel are required to be on time to their rotations and not to be tardy.
  3. **Professional Interactions** - Participants are expected to interact professionally with their assigned crew, the public, patients and others in the station. This includes appropriate language and respectful tone at all times.
  4. **Chain of Command** - Participants are required to acknowledge that they will follow the orders and instructions of the AIC while on calls and while in the station. This is to protect the safety of the crew, the patient and the public.
- D. The fire rescue clinical coordinator shall be responsible for contacting, scheduling, arranging for facilities and equipment and coordinating the activity with the appropriate, authorized EMS providers and the Battalion Chief affected. The fire rescue clinical coordinator may delegate this responsibility to a member who is not assigned to the training division if he/she deems this to be appropriate.
- E. At no time will any course participants, or volunteer officers or volunteer providers schedule time for clinical participation on units staffed by personnel without the expressed authorization and consent of the appropriate fire rescue clinical coordinator.
- F. If a participant is unable to attend a specific session of clinical hours scheduled, they shall contact the appropriate fire rescue clinical coordinator as soon as the scheduling conflict is known. If they have been assigned a preceptor, they shall notify them as well.
- G. If the participant is unable to contact the specific fire rescue clinical coordinator then they are to contact the station where they were to perform their clinical hours and advise them that they will not be able to attend and shall follow this notification with an email addressed to the fire rescue clinical coordinator.

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- H. Should the participant be incapacitated and not be able to contact the personnel listed above, they shall have a designee contact the appropriate parties as listed above on their behalf. If this is not possible due to an emergent situation or serious injury, they shall contact the appropriate parties as soon as is reasonably possible.
- I. Failure to make the above listed notifications when a participant is unable to attend a clinical rotation will be addressed in a “stepped discipline” manner:
1. **First Offense** is a written warning will be issued by the appropriate clinical coordinator to the participant and a copy of this warning will be sent to the appropriate company officer and/or college professor or program administrator.
  2. **Second Offense** means the participant will be suspended from performing clinical rotations on staffed units for a period of thirty days. This suspension will be documented in the participants training file and his/her company officer and/or professor/program administrator will be notified.
  3. **Third Offense** means the participant will be barred from performing clinical rotations on staffed units for a period of one year. This suspension will be documented in the participants training file and his/her company officer and/or professor/program administrator will be notified as well all chief officers.
- J. The designated fire rescue clinical coordinator may take into account any circumstances that might surround a participant’s inability to notify the appropriate personnel of events that prohibited them from making listed notifications regarding their participation. If warranted, the designated fire rescue clinical coordinator may choose not to pursue disciplinary action. This is solely at the discretion of the fire rescue clinical coordinator.