



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Student Ride-Along Program	SOG #: 2.4.1
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Status: ACTIVE	Written: 11/04/2013
Written by: NCEMS Lieutenants	Revised: 04/01/2016
Approved by: Hollye Carpenter	Adopted: 03/10/2014

PURPOSE

To allow active EMS students of all levels to observe and participate alongside NCEMS staff and volunteers to gain valuable knowledge and training while providing patient care. Participants in the Student Ride-Along program will experience, first-hand, the satisfaction of helping their neighbors during an emergency.

- NCEMS has one station located in Machipongo that is staffed around the clock with NCEMS personnel and responds to most 911 EMS calls in the county of Northampton. Shifts are from 6am to 6pm and from 6pm to 11pm.
- NCEMS also has agreements with station 13 and 19 to schedule students when NCEMS personnel are at their station. Shifts times depend on staffing.
- If at all possible, we will allow you to ride along at the station and on the shift of your choice.

SCOPE

All EMS Students and non-EMS riders

APPROVAL PROCEDURE

All students must complete the application packet and return it to NCEMS. All required paperwork, including proof of required immunizations and a clear criminal history check completed within the last six months, must be attached. Once the application packet is received and reviewed for completeness, the NCEMS director or representative will notify you of their decision.

Once accepted, you may sign up in person or by phone for shifts. The NCEMS office phone number is 757-678-0411 and the duty supervisor phone number is 757-695-0180. Available shifts will be marked on a ride along schedule and are on a first-come first-served basis.

Please note:

- a) Students that are NCEMS employees and volunteers will have priority over non-NCEMS employees or volunteers.
- b) Paramedic/Intermediate students doing field time will have priority over EMT-B, Enhanced students, and/or non-EMS riders to run with Paramedic supervisors.



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Applicant Paperwork Check List:

- ❑ Complete Agreement Application
- ❑ Copy of Valid ID
- ❑ Verification of Criminal History check completed with the last six months OR a written request for NCEMS to complete this check (can take up to 2 weeks to process).
- ❑ Complete Field & Clinical Immunization Check List with official documents as required for class.
- ❑ The EMS Director may waive the requirement of some paperwork when the student is in a recognized training program and has a student ID.

STUDENT GUIDELINES

1. You MUST complete a student orientation at station 31.
2. You MUST be a 3rd on the ambulance to be eligible to function as a STUDENT.
3. Your partner/supervisor must be the appropriate level or above to precept you.
4. You MUST place a copy of every Field Evaluation in the white NCEMS paperwork box at each station to be kept for training records.

NOTIFICATION PROCEDURE/GUIDELINE

1. EMS students must submit the proper paperwork (student ride along agreement packet) and be approved by the NCEMS Director.
 - a. An email will be sent to all supervisors once a student is approved by the NCEMS Director for field ride along time.
 - b. The approved student's name will also be added to a list on the ride along calendar.
2. The Duty Supervisor must approve any ride-a-long on their shift.
 - a. When a student requests a shift, their name will be added to the ride along calendar as to insure their first come spot.
 - b. The supervisor on duty during the sign up will then send an email to all supervisors in the enclosed format so the supervisor on duty during the requested shift can contact the student if needed.
 - c. The student will be notified by the shift supervisor if they are denied for any shift.



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Email example:

EMT Student, (name) has requested the following ride along dates:

date – shift time - Supervisor on Duty

date – shift time - Supervisor on Duty

date – shift time - Supervisor on Duty

Please contact the student ASAP acknowledging approval of these dates. If their request is denied, please forward a reason to the Director and remove their name from the ride along calendar.

(student's name and contact phone number and email)

3. Only one student per shift will be allowed.
4. Due to limited sleep space at Station 31, students are not allowed to stay overnight. They must depart the station by 11 pm, unless on a call.

Orientation Form Checklist

- NCEMS form 2.21.1 - HIPAA Privacy Training
- NCEMS form 2.21.2 - Confidentiality Agreement
- NCEMS form 2.17.1 - Infection Control Training
- NCEMS form 2.14.3 - Station Orientation