



EMS STUDENT RIDE-ALONG PROGRAM



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MASON CITY FIRE DEPARTMENT

EMS Program Handbook for EMS Student Ride-Along Program

This Handbook is designed to provide EMS Students with a guide for the Mason City Fire Department's Ride-Along Program. The Mason City Fire Department proudly offers ride time to EMS students to give them an opportunity to observe and learn new skills. Students with questions regarding anything in this Handbook or the Ride-Along Program in general should speak with the Deputy Chief – EMS or the on-duty Captain. Students with special needs can address those needs with the Deputy Chief - EMS prior to scheduling ride time.

Students may have periods of down time during their ride-along. MCFD encourages students to bring their course work with them to make the best use of this time.

MCFD EMS Providers are always glad to answer questions and provide assistance and instruction about the Department's ambulances and facilities.

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RIDE TIME OPPORTUNITIES

The Mason City Fire Department allows formal EMS students the opportunity to ride along with its EMS crews during emergency and non-emergency EMS calls.

Students may ride from 8:00 a.m. until 10:00 p.m., Monday through Saturday (excluding holidays). **All ride times must be scheduled in advance through the on-duty MCFD Battalion Captain by calling 641-421-3640.**

Prior to being allowed to ride, a student must present the Department with proper certification of his/her student status and EMT level pre-requisites. The student must also be currently enrolled in an EMS program with a participating educational institution, with all paperwork required by the Department completed and signed upon arrival on the first day. Finally, students must be free from communicable diseases (colds, flu, etc.) and follow Iowa Department of Public Health guidelines regarding quarantine, isolation precautions and other advisements.

MCFD allows a maximum of two students to ride at any one time. When two students are doing ride time each will be assigned to a particular ambulance and preceptors by the on-duty Captain. When one student is riding they may respond with either ambulance, rotating calls to maximize their educational opportunities. This will be determined by the Captain on duty.

Each student must arrive on time, properly dressed and prepared to learn and act in a professional manner representative of the EMS profession and the Mason City Fire Department. Preceptors have the right, at any time to recommend to the Captain that a student be sent home and cancel his/her scheduled ride time if they feel a student's dress, behavior or actions are dangerous or inappropriate. In the event a student is sent home and ride time is cancelled, the student's training site representative will be contacted directly by a MCFD Chief Officer and a decision will be made at that time whether the student will be allowed to apply for further ride time with MCFD.

DRESS CODE

Students are to wear appropriate attire, which includes:

- Dark navy or black trousers (no jeans or shorts) – EMS pants are acceptable.
- Specific EMS Program student shirts or polo style shirt with no insignia.
- Dark colored shoes (no high heels, sandals, open toe shoes or tennis shoes)
- Black belt.
- Jackets must be dark blue/black and free from insignia (including other Departments).
- No caps are allowed.

Students are required to wear a Student ID Badge from their sponsoring institution at all times. Weapons of any type are strictly prohibited in the station and the Department's apparatus and vehicles.

Personal cell phones will be off or on vibrate during the entirety of the student's ride time.

STATION RULES & ETIQUETTE

On the student's first day, he/she should familiarize themselves with the MCFD facilities. The Mason City Fire Department is a public building, and pursuant to state law, the use of any type of tobacco product is prohibited in or around the Station (including the public grounds) or in any vehicle.

The Mason City Fire Department is a 24-hour agency and has a full-service kitchen. Students may bring snacks or meals with them to the Station and use the refrigerators and other kitchen facilities. However, everyone at the Station is expected to clean up after him/her self and no exception is made for students. Food located in the pantries and refrigerators, or on the counters belongs to individual Fire Fighters and is off-limits unless it is offered to them.

Students will refrain from sitting in the rocker/recliners in the day room as these are reserved for on-duty staff. Students may use the tables and chairs in the dining area during down times while they are in the Station. Students should bring materials with them to occupy their time during down times (studying, reading, etc.) and not "hang out" with the Fire Fighters while they are working. Students may assist with any duties such as washing ambulances, cleaning the station or other normal maintenance tasks.

Students are to use the restrooms located at the front of the Station and not enter the locker rooms or sleeping quarters without the permission of their preceptor or the on-duty Captain. Students are not allowed to use the phones at the station or the cell phones located in the ambulances without the consent and approval of his/her preceptor or the on-duty Captain.

Students are welcome to attend any in-house training done at the station. Questions by students during such training sessions should be kept to a minimum and directed to the student's assigned preceptor only.

AMBULANCE RULES, PROTOCOLS, PROCEDURES & ETIQUETTE

Students will be expected to be familiar with the State of Iowa's EMS Scope of Practice policies and procedures relative to their current and aspired certification level and must not perform skills that exceed their level of training. Any student who performs skills outside of their scope will be immediately dismissed from the Mason City Fire Department's Ride-Along Program.

The student's preceptor will assist the student with the Department's policies and protocols as applicable. The MCFD Ride-Along program is meant to be a learning experience and the Department and its members are always happy to answer any questions of a student at the appropriate time and as time allows.



Students may be asked to use an ambulance radio when calling in patient reports to the hospital. The preceptor or his/her designee will explain proper radio traffic.

Students must always be prepared to leave the station as calls are received. Students will report to their assigned ambulance and sit in the captain's chair in the rear of the ambulance. Seat belts must always be worn by students. Students will exit the ambulance in a safe fashion (curbside).

Students will listen to and follow the instructions of the ambulance and engine crew at every scene.

It is the student's responsibility to exercise safety precautions, good judgment, and common sense and do exactly as instructed by his/her preceptor in any potentially dangerous situation. While on scene, students should observe patient care by their preceptor or other department personnel as directed. The student is expected to take an active role in patient care at every opportunity at their level of skill and in the presence of a MCFD preceptor.

Students will stay with their assigned preceptor (or his/her designee) at all times when at an emergency scene, unless otherwise directed by the preceptor or the officer in charge. While at an emergency scene or on a call, students will not question any Department personnel about their treatment of a patient. If a student has a question on why a specific treatment was or was not provided, he/she should feel free to question the preceptor following the call and away from the patient.

Students are only allowed to observe at all rescue and fire scenes. At these scenes the student will stay in the ambulance unless they are directed otherwise by MCFD staff.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear and use all appropriate personal protective equipment during their ride time, including, but not limited to:

- Seat belts and other safety equipment while traveling to an emergency scene in an ambulance
- Medical examination gloves while working with a patient
- Any other safety equipment or personal protective equipment as directed by the preceptor.

Failure or improper use of any safety or personal protective equipment may be grounds for the student's dismissal from the Ride-Along Program.



PATIENT CARE, RESPECT & PRIVACY

Students, as well as MCFD staff are bound by State and Federal laws regarding a patient's personal protected health information (PHI). No patient information is to be released or discussed with anyone other than the student's preceptor or other Department personnel who were involved in that particular response.

Students are expected to conduct themselves in a professional manner and uphold the ideals of the Mason City Fire Department at all times during their ride time. Students should refrain from chewing gum in front of patients, and vulgarity or profanity will not be tolerated by any student at any time and will be grounds for dismissal.

Prior to being allowed to respond to any medical emergency, the student will be required to review, understand and sign the Department's confidentiality paperwork and Protection of Personal Health Information.

WAIVER OF LIABILITY

Each student will be required to review, understand and sign the Department's Waiver and General Release of Liability prior to being allowed to participate in the Program. A copy of this Waiver will be provided to the student along with this Handbook. In addition, MCFD must have a copy from the sponsoring institution demonstrating their current liability insurance for their students before ride time can be scheduled. Students should check with their training coordinator regarding this rule well before they schedule ride-time with MCFD.

AFTER THE RIDE

Students should be aware that, as an observer at emergency scenes, they may be subpoenaed to appear in court for anything they witnessed while riding.

Students, after participating in the EMS Student Ride-Along Program, will remain bound by their pledge regarding protection of the confidentiality of personal health information.

FIRE-RELATED PARTICIPATION

EMS students will not be allowed to engage or participate in any fire-related or rescue activities of the Mason City Fire Department. If MCFD responds to a fire alarm, EMS students, at the discretion of their preceptor, may attend and observe the fire scene. However, EMS students must position themselves exactly where they are told by either their preceptor or the officer in charge. Anything other than strict adherence to this policy may result in the student's immediate removal from the fire scene and dismissal from the EMS Student Ride-Along Program. Assisting fire and EMS personnel with lifting or carrying is strictly prohibited for students.



DOCUMENTATION

Participants in the Mason City Fire Department's EMS Student Ride-Along Program should have received this handbook in advance of their first scheduled shift. The following documents are also sent along (which must be signed **before** the student will be allowed to participate in the Program).

Waiver and General Release of Liability – Briefly, this document releases the Mason City Fire Department, the City of Mason City and their officers, officials, agents and employees from all liability which may be incurred as a result of the student's participation in the Ride-Along Program. **This document must be signed by the student & witnessed before the start of the student's first ride time.**

Confidentiality and Protection of Protected Personal Health Information – The Student should bring this document along with them on their first day of participation in the Ride-Along Program.

Once all of these documents have been signed, the student will be allowed to participate in the Mason City Fire Department's EMS Student Ride-Along Program.

The officers and staff of the Mason City Fire Department welcome you to their station and hope that you have a meaningful and safe experience!



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