EMT-Basic Clinical Handbook

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GUIDELINES FOR HOSPITAL CLINICAL PRECEPTORS

- 1. Review the objectives with the clinical coordinator and discuss which objectives are to be included in the unit activities.
- 2. The student should report to the nurse or other person designated for that area and shift.
- 3. Determine appropriate attire of dark pants (navy blue or black), program shirt and dark appropriate height shoes; all clean, pressed and neat in appearance. Wearing a name badge stating that they are an EMT-Basic student from Tri-Rivers Public Safety Services Training program.
- 4. Review the rules and operating procedures, making certain to define the student's role. Any special regulations concerning the student's activities should be defined.
- 5. Define those skills that will and will not be included in this instructional unit, but were discussed during the classroom activities.
- 6. Review the history, diagnosis, complications, and treatment of your patients with the student.
- 7. For each activity, demonstrate the skill initially, and then coach the student through the skill at least one time. Finally, observe the student as they perform the skill.
- 8. Observe the student while they are performing activities. The preceptor should critically review the student's technique and suggest corrections when appropriate.
- 9. Assist and evaluate the student until they are competent in the skills.
- 10. Answer any of the student's questions concerning activities with the team or specific patients and their conditions.
- 11. The preceptor should make comments on the students clinical log sheet in the areas designated for comments as necessary.
- 12. There may be more than one preceptor that has observed a student in various skills during the day. Please sign off and evaluate only those objectives that you observed.
- 13. Please sign and date the clinical log for the appropriate time of the clinical session and the student's patient assessment forms. Also, please make comments, as appropriate, on the student's performance or lack thereof. Please make all entries in ink.
- 14. The preceptor should review and sign the student's patient assessments for completeness and accuracy.

Your help and comments are a valued part of the education process of these students. Thank you for your help.

GUIDELINES FOR FIELD CLINICAL PRECEPTORS

- Preceptor should be a State of Ohio Certified or National Registry EMT Basic, Intermediate or Paramedic.
- 2 Preceptor and/or supervisor (as appropriate) should determine if student is in proper attire and have student sign in (if sign in form is utilized).
- 3. Review rules and operating procedures, making certain to define student's role. All special regulations specific to the department or shift, etc. should be defined.
- 4. When possible, have student observe and assist with pre-operational checks and related duties. Familiarize the student with the unit to which they will be assigned with a preceptor.
- 5. Allow the student to observe patient care initially. You should answer questions and offer directions and explain your actions as needed and then have the student perform those skills that you determine are within the level of training and the student's competence. Performance should be closely supervised. Critique the student's performance as soon as possible after the call is concluded.
- Please sign and date the clinical log for the appropriate time of the clinical session.
 Also, please comment on overall performance and any other comments you feel would be appropriate on the student's performance or lack thereof. Please make all entries in ink.
- 7. The preceptor should review and sign the student's prehospital care report for completeness and accuracy.

Your help and comments are a valued part of the education process of these students. Thank you for your help.

GUIDELINES FOR THE STUDENT'S CLINICAL ACTIVITIES

- 1. Patients are the focal point of this educational experience and deserve the highest quality care. The EMT-Basic student will not attempt to do anything that may constitute harm to the patient, either physically or mentally.
- 2. Ethical aspects of care are a high priority and no EMT-Basic student will observe, assist, or attempt procedures without the patient's awareness, if conscious. All information regarding a patient's care and condition is confidential outside of the clinical setting.
- 3. The EMT Basic student will maintain standards of behavior required for all Emergency Medical Services personnel; and may be counseled, put on probation, or dismissed from the program for any of the following:
 - a. Odor of alcohol, intoxication, and/or illegal use of drugs on hospital premises or its clinical affiliates.
 - b. Participating in gambling or sleeping on duty.
 - c. Dishonesty, theft, or destruction of hospital, employee, or patient property.
 - d. Inconsiderate conduct toward patients, employees, fellow students, physicians, and the public.
 - e. Fighting with or striking a patient, employee, fellow student, physician, or any other person.
 - f. Any action detrimental to the hospital or its affiliates, where it would be in the best interest of the hospital and the education program for the EMT-Basic student to be dismissed. (See Student Handbook, Counseling Policy)
 - g. Any breach of confidentiality of medical information concerning a patient.
 - h. Attendance problems of a repeated nature. One unexcused absence from the clinical will be an automatic probation. Two unexcused absences or non-correction of the probation may mean dismissal
- 4. The EMT-Basic student will be responsible for getting verification of his/her having met clinical requirements from the preceptor including all appropriate signatures.
- 5. Take advantage of your time in clinical; find things to do and observe. Keep busy. If there is little activity in the clinical area you are in during a particular period, check with the preceptor about possibly using the library to look up answers to questions you may have. Do not hesitate to establish open communication with preceptors so you can receive optimal benefit from your clinical experience.
- 6. The EMT-Basic student will be responsible for scheduling his/her clinical time with the clinical coordinator and is also responsible to report in at the appropriate time. The student must call the clinical site for which they are scheduled and the clinical coordinator (740) 389-4681 ext. 352 should they not be able to keep their time (i.e., illness, etc.).

STUDENT EXPECTATIONS

- 1. Review the student handbook for dress code in the clinical area.
- 2. Review the student handbook for other items that pertain to clinical activities.
- 3. Report to the clinical site on his/her scheduled date and shift and "sign in" with the charge nurse, or designated person, and wait for assignment to a preceptor.
- 4. Review the rules and operating procedures within the unit with the preceptor, making certain that your role in the unit is defined.
- 5. Review the history, diagnosis, complications, and treatment of each patient.
- 6. Observe and participate in unit activities as directed by the preceptor. (If the student observes a technique or procedure performed differently from its presentation during the classroom activities, the student may question the preceptor about differences observed, but remember that the techniques presented during the lecture may not be the only correct method.) NEVER question staff, physicians, or EMS providers or discuss differences in front of the patients! Wait until you can address them in private.
- 7. Perform each skill under the direct supervision of the preceptor. (If the student is unsure of the activity, the preceptor will demonstrate the skill.)
- 8. Review each activity performed with the preceptor, and be sure the preceptor critiques your performance. Then complete all appropriate spaces and have preceptor comment and sign your clinical logs.

EXPOSURE POLICY

In the event that the student receives an exposure, injury or illness during the Hospital or Field clinical rotation the Clinical Coordinator or Public Safety Services Coordinator must be contacted immediately. If during daytime business hours the student or preceptor is to call (740) 389-4681 ext. 352. If unable to reach either coordinator during business hours, or if the exposure occurs after business hours the student is to call the Clinical Coordinator at (740) 272-0247. The student is to receive all appropriate medical care related to his/her injury or illness.

CLINICAL ASSIGNMENT

- 1. There are 10 clinical hours, minimum in this course of study. These hours will be completed on a timely basis through scheduling with the Clinical Coordinator.
- 2. One unexcused absences from the clinical will be an automatic probation. Two unexcused absences or non-correction of the probation may mean dismissal.
- 3. In this book are the assignments to be completed in the clinical area. Successful completion of the clinical experience is a required element of the course. The student will not complete the course if they do not provide accurate documentation of having meet the clinical experience requirements.
 - A. HOSPITAL CLINICAL TIME (5.50 Hours and completion of 5 Patient Assessments)
 - *Complete 5.50 hours of experience in a hospital emergency department and complete 5 patient assessments.
 - *The hospital clinical preceptor must sign the patient assessment forms and the clinical log sheet in the designated area.
 - B. FIELD CLINICAL TIME (5 patient contact hours, 1 run=1 patient contact hour)
 - *The student must obtain 5 patient contact hours in the field clinical portion. The student will be awarded 1 patient contact hour for each prehospital care report they complete.
 - *Document all relevant information and have clinical preceptor sign the prehospital care report and the clinical log sheet in the designated area. Cancelled enroute and non-transport runs will not be accepted.
 - C. PATIENT ASSESSMENT ASSIGNMENT
 - *5 patient assessments from the hospital
 - *5 prehospital care reports from the field

All assignments are due by		
All assignments are due by .	All aggianmente are due b	
	All assignments are due b	٧.

CLINICAL SCHEDULING GUIDELINES

- 1. Students will not be eligible to begin the clinical experience until the following requirements are met.
 - A. Copy of current Healthcare Provider CPR card on file.
 - B. Documentation of required immunizations and titers on file. (TB, Varicella and Rubella titers, Seasonal influenza and H1N1)
 - C. Completion of the patient assessment portion of the curriculum.
- 2. The EMT-Basic student will be responsible for scheduling his/her clinical time with the clinical coordinator. The clinical coordinator may be reached via
 - A. Phone/voicemail at 740-389-4681 ext. 352
 - B. E-mail: jgeorge@tririverscc.org
- 3. Students are encouraged to schedule well in advance with the consideration of other public safety students doing clinical hours during the same time frame.
- 4. Students must call the clinical area **and** the Clinical Coordinator at (740) 389-4681 ext. 352 to cancel a clinical time if unable to report as scheduled. As much advanced notice as possible is preferred, but no later than one (1) hour before the shift starts.

CLINICAL SITE CONTACT NUMBERS

Marion General Hospital Pager: 1-740-375-1023 Page overhead: 740-383-8400 Galion Community Hospital Phone: 1-419-468-4841 **Bucyrus Community Hospital** Phone: 1-419-562-4677 Marion City Fire Department Phone: 1-740-382-0040 Marion Township Fire Dept: Phone: 1-740-387-5404 Stofcheck Ambulance Service Phone: 1-800-432-5402 Morrow County EMS Phone: 1-419-946-7727 **Delaware County EMS:**

CLINICAL OBJECTIVES

EMERGENCY DEPARTMENT

During the experience in the emergency department, students will have the opportunity to practice on patients under direct supervision and to demonstrate their proficiency to the satisfaction of the preceptor.

Each student will:

1. Perform patient assessment

Relevant medical history

Physical exam

Blood pressure

Pulse

Respirations

Temperature

Auscultation of lung and heart sounds

Auscultation of abdominal sounds

- 2. Assist in triage of patients
- 3. Perform suctioning
- 4. Perform CPR
- 5. Assist and review the treatment of cases of:

Angina pectoris

Acute myocardial infarction

Congestive heart failure

Cardiogenic shock

Myocardial trauma

Acute hypertensive crisis

- 6. Perform patient assessment for musculoskeletal injuries
- 7. Assist in trauma cases

Hemorrhage control

Immobilization of suspected fractures

8. Perform patient assessment for soft-tissue injuries.

PATIENT ASSESSMENT ASSIGNMENT

OBJECTIVES:

Develop good habits in taking a complete history and physical.

Develop good clinical techniques.

Develop correlation between history and physical finding and the appropriate therapy.

Develop a better understanding of pathophysiology through a variety of patient presentations.

ASSIGNMENT:

- 1. Complete during your clinical experience a minimum of five (5) patient assessments and five (5) prehospital care reports.
 - Have the nurse, physician or field preceptor critique the assessment/PCR on the back of the sheet, if possible.
 - Complete **only** age and gender. No patient initials or name.
 - Fill out **every** section on the assessment form (remember in real life, patient care run reports are considered legal documents in a court of law).
 - At least **one** assessment (hospital or field) **must** be completed on a pediatric patient (less than 17 years of age).
 - At least **one** assessment (hospital or field) **must** be completed on a geriatric patient (over 65 years of age).
- 2. Under treatment on the hospital patient assessment form, write what your treatment would have been in the field as you find the patient presenting. Then write what action the E.R. physician or other physician took.
 - Talk with the physician and nurse about differences and similarities in treatment.

TRI-RIVERS PUBLIC SAFETY SERVICES TRAINING PROGRAM ODPS ACCREDITATION # 329

EMT-BASIC: CLINICAL RECORD

EMT-INSTRUCTOR NAME

STUDENT NAME

	0100211					
HOSPITAL SITE	DATE	TIME IN	TIME OUT	TOTAL ASSESSMENT	PRECEPTERS COMMENTS	PRECEPTERS SIGNATURE AND TITLE
			·			
FIELD SITE	DATE	TIME IN	TIME OUT	TOTAL RUNS	PRECEPTERS COMMENTS	PRECEPTERS SIGNATURE AND TITLE

PLEASE COMPLETE ALL REQUIRED INFORMATION.

DOCUMENT HOSPITAL HOURS AND NUMBER OF FIELD RUNS IN THE APPROPRIATE SECTIONS.

TRI-RIVERS/MARION GENERAL SCHOOL OF PARAMEDICINE Clinical Report: EMT BASIC

Adult Assessment

Student Name			Date	Site		
Patient Age	Patient	Gender		Date		
Chief Complaint	rationi	Geridei		Date		
Signs/Symptoms						
Allergies						
Medications						
Pertinent Past Hist	tory					
Last Oral Intake						
Event History			· –		1 200	
Times	Blood	Pulse	Resp	Airway	Other	SPO2
	Pressure			R Lungs L		
		Rate	Rate	□ Patent □Obst	□ JVD	□ RA
		□ Reg □Irr	□ Reg □Irr		□ Tracheal Dev	□ O2
				□ Clear □	□ Cap Refill	
		Rate	Rate	□ Diminished □	□ Paradoxical	
		□ Reg □Irr	□ Reg □Irr	□ Wheeze □	□ Accessory	
		Rate	Rate	□ Rhonchi □	Muscle Use	
				□ Rales □		
		□ Reg □Irr	□ Reg □Irr	□ Absent □		
Level of Co	nsciousness	R Pu	pils L	S	kin	Blood Sugar
□ Alam	□ Dein	□ Decet		□ Cool	D Diale	
	□ Pain	□ React	_		□ Pink	
□ Oriented	□ Appropriate	□ Dilate			□ Pale	
□ Disoriented	☐ Inappropriate	□ Const		□ Hot	□ Cyanotic	
□ Verbal	□ Unresponsive	□ Sluggi			□ Flushed	
□ Appropriate	□ Agitated	□ No Re	eaction		□ Jaundiced	
□ Inappropriate	□Apprehensive			☐ Poor Turgor	□ Mottled	
Head/Neck						
Chest/Lungs	_					
Abdomen/Pelvis						
Upper Extremiti						
Lower Extremiti	es					
Back/Spine	ocumentation / C)haarvationa				
Comments / De	ocumentation / C	bsei valions				

Preceptor Signature _____

TRI-RIVERS/MARION GENERAL SCHOOL OF PARAMEDICINE Clinical Report: EMT BASIC

Pediatric Assessment

Student Name			Date	Site		
Patient Age	Patient	Gender		Date		
Chief Complaint	1 ation	Octidoi		Date		
Signs/Symptoms						
Allergies						
Medications						
Pertinent Past Hist	ory					
Last Oral Intake						
Event History			Ī	1	•	
Times	Blood	Pulse	Resp	Airway	Other	SPO2
	Pressure			R Lungs L		
		Rate	Rate	□ Patent □Obst	□ JVD	□ RA
		□ Reg □Irr	□ Reg □Irr		☐ Tracheal Dev	□ O2
				□ Clear □	□ Cap Refill	
		Rate	Rate	□ Diminished □	□ Paradoxical	
		□ Reg □Irr	□ Reg □lrr	□ Wheeze □	□ Accessory	
				□ Rhonchi □	Muscle Use	
		Rate	Rate	□ Rales □	Macolo Coo	
		□ Reg □Irr	□ Reg □Irr	□ Absent □		
Level of Co	nsciousness	R Pu	pils L		kin	Blood Sugar
LCVCI OI OOI	1130104311033	IV I U	рііз Е	0	IXII I	Diood Ougai
□ Alert	□ Pain	□ React	ive 🗆	□ Cool	□ Pink	
□ Oriented	□ Appropriate	□ Dilate	d □	□ Warm	□ Pale	
□ Disoriented	□ Inappropriate	□ Const	ricted □	□ Hot	□ Cyanotic	
□ Verbal	□ Unresponsive	□ Sluggi	ish □	□ Moist	□ Flushed	
☐ Appropriate	□ Agitated	□ No Re	action	□ Dry	□ Jaundiced	
□ Inappropriate	□Apprehensive			☐ Poor Turgor	□ Mottled	
Head/Neck						
Chest/Lungs						
Abdomen/Pelvis	3					
Upper Extremiti						
Lower Extremiti						
Back/Spine						
Comments / Do	ocumentation / C	bservations				

Preceptor Signature _____

Tri-Rivers Public Safety Services Training Program #329 Prehospital Patient Care Chart

		INCIDENT NUMBER		UI	UNIT ID		INCIDENT DATE		
INCIDENT ADDRESS			INCIDENT CI	TY		INCIDENT	STATE	INCID	ENT ZIP CODE
INCIDENT COUNTY INCIDENT LOCATION TYPE See Ref. Sheet									
INCIDENT/PATIENT DISPOSITION Treated, Transport EMS Cancelled No Treatment Rec		No [□ Ye □ Ye	es w/pre-arrives w/out pre-	PATCH PERFORM val instructions arrival instructions rted Law Enforcen	nent C	ALS, Lev Specialty Helicopte	ergency rel 1 Emergency rel 2 Care Transport	
☐ Treated & Released ☐ Dead at Scene ☐ Treated, Transported Private V NUMBER OF PATIENTS ON SCENE MASS CASUALTY TYPE OF SERVICE REQU			REQUESTED			PRIMARY ROLE	OF THE U		
☐ Single ☐ None ☐ Yes ☐ No		☐ 911 Response	☐ ED to l			☐ Transport☐ Supervisor	☐ No	n-transport	
Multiple			TRANSPORT			on vding ailure eplenishment			
		☐ Other							MI
PATIENT ADDRESS SAME AS INCIDENT			PATIENT CITY			PATIENT STATE PATIENT ZIP CO		NT ZIP CODE	
AGE DATE OF	BIRTH	GENDER ☐ Female ☐ M			RACE		ETHNIC	ETHNICITY	
CURRENT MEDICATIONS	ALLERG				F	PERTINENT HIST	DRY		
INJURY PRESENT CAUSE OF INJURY See Ref ☐ Yes ☐ No CHIEF COMPLAINT	f. Sheet		URY ☐ Penetrating ☐ Not Known		None Smell of alco	JG USE INDICATO On on breath or drug paraphern	☐ Pt a☐ pt	е	rug use Icohol use
CHIEF COMPLAINT ANATOMIC LOCATION Abdomen Extremity Lower Chest Back Head Neck	☐ General. ☐ Extremit ☐ Genitalia	y Upper	CHIEF COMPLA CNS/Neuro Global Psych			STEM OB/GYN Renal Skin	☐ Ca	monary diovascula sculoskele	
CARDIAC ARREST RESUSCITATION ☐ Yes, Prior to Arrival ☐ Defibrillation ☐ Yes, After Arrival ☐ Ventilation ☐ No ☐ Chest Compressions	☐ None-D0 ☐ None-D1 ☐ None-Si	NR	CAUSE OF CAR Presumed Ca Trauma Drowning			Respiratory Electrocution Other	☐ Uni		
USE OF SAFETY EQUIPMENT N/A Lap Belt Not Known Child Restraint BARRIERS TO EFFECTIVE CARE		r Belt ve Non-Clothing Go Il Floatation Device	ear 🔲 Oth		ve Clothing	☐ None	DEPLOY Present Deployed oyed Other	☐ De _l	ployed Front ployed Side
☐ Development Impaired ☐ Physically Impaired ☐ Physical Restraint ☐ Unconscious	☐ Unattend	ded/Unsupervised ge	☐ Hearing II						
RESPONSE MODE TRANS	SPORT MODE	Initial Call for He	lp		:	Unit Left Scene			:
Lights/Sirens	→□	Unit Notified			:	Patient arrived a	t Destinatio	n	:
□ ◆ No Lights/No Sirens		Unit En Route			:	Incident Completed		:	
☐ ◀ Initial Lights/Sirens Downgraded to no Lights/Sirens ➡☐		Arrive on Scene			: Available for Next Incident		:		
Initial No Lights/Sirens Upgraded to Lights/	Arrived at PT.			<u></u>	_				
PERFORMED BY MEDICATIONS/ PROCEDURES OUTCOME									

	INCIDENT NUMBER	!	UNIT ID		INCIDENT DATE	:		
TRAUMA TRIAGE CRITERIA □ 2 nd /3 rd burn >10% BSA or face/feet/hand/genital/airway □ Amp prox to wrist/ankle □ Decreasing LOC □ GCS Motor <4 □ GCS Total ≤13 □ Head/neck/torso crush □ Extremity inj w/neurovasc comp □ Extremity crush □ SPACIA SHARL SH			ADULTS ONLY Pulse >120 w// Tension pneur Resp <10 or > Required intub SysBP <90, or w/carotid puls	nothorax 29 ation no radial pulse	PEDS ONL\ Poor perl Resp dis	fusion		
SYMPTOMS PRIMARY=P ASSOCIATED=A PROVIDER IMPRESSION PRIMARY=P SECONDARY=S P A P A P S <td>stress assault/rape ites CVA e</td>					stress assault/rape ites CVA e			
MEDICATIONS TIME MEDICATION		DOSE	ROUTE	REACTIONS	See Ref. Sheet			
:								
:								
:								
:								
PROCEDURES								
TIME PROCEDURE		# ATTEMPTS	SUCCESSF	UL COMPLICA	TIONS See Ref. Sheet			
:			☐ YES ☐	NO				
:		☐ YES ☐ NO						
:			☐ YES ☐	YES NO				
:			☐ YES ☐	NO				
:			☐ YES ☐	NO				
VITAL SIGNS TIME PULSE SYS BP	DIA BP RESF) (D2 SAT	GCS EYE	See Ref. Sheet GCS VERBAL	GCS MOTOR		
:								
:								
:								
:								
:								
ADV DIRECTIVE ☐ State DNR Form	no form)	DESTIN	IATION					
TYPE OF DESTINATION Hosp ED/OR/L&D Other EMS (air) Other EMS (ground) Other Law Enforcement Choice TYPE OF DESTINATION REASON FOR CHOOSING DESTINATION On-line Med Co On		☐ Admit-ICU ☐ Death		HOSPITAL DISPOSITION Death Discharge Transfer-other hosp Transfer-other Transfer-other Transfer-other		osp		
NARRATIVE				<u> </u>				
STUDENTS NAME	PRECEPTORS	PRINTED	JAMF	PRECEPTOR	RS SIGANTUI	RF		
J. JDEITI O IVANIE	TALOLI TORO	. KINTLUT	4/ 3IVI L	I KEGEI IOI	TO CIOCITI OI			