

## FIELD INTERNSHIP

When approved by program officials, students will be assigned a preceptor and will advance their field internship in the clinician role. Under preceptor supervision, students will experience and participate with the care of sick and injured patients in the pre-hospital advanced life support setting. Students are expected to assist with patient care as indicated by class progression. There are three levels of field internship. In the last level, Paramedic Field Internship III (EMTP 285), students are expected to function in the pre-hospital setting independently with little or no preceptor assistance.

### Course Assessment

Students will be placed with authorized paramedic preceptors in the field to supervise patient assessment and management skills. Students will be evaluated for professionalism, leadership, assessment, treatment, documentation, and affective capabilities. Students must complete two categories to be recommended for successful completion of this course:

1. The student will complete at least 300 hours of field internship **and** complete the course patient goals as required by the Paramedic Program. If a student has not completed all goals by the end of the 300 hours, more hours must be scheduled to complete goals. All patient encounters must be documented manually and turned in to the clinical coordinator. This information will be entered into a spread sheet designed to track the students' progress. Only documentation signed off on by your preceptor will be accepted.
2. Preceptorship: The student must receive a recommendation by their preceptor at 100 hours to proceed to PHASE II of internship. The student must receive a recommendation by their preceptor at 200 hours to ensure positive gains are being made during internship. The student must receive a recommendation by their preceptor at 300 hours **or** 300+ hours when the goals are met. This final recommendation will state the student is cleared as an entry-level paramedic in the judgment of the preceptor.

### Internship Scheduling

Field Internship rotations will be scheduled in advance. Students will be able to request sites and dates for internship, but it will be dependent on preceptor availability and AFFILIATE AGENCY requirements. Every attempt will be made to ensure each student has a quality clinical experience, so the department may have to schedule other times and locations. Students may have to complete more field internship hours if their chosen site has a low call volume.

### Remediation

If at any time during the Field Internship the student fails to achieve the field goals and objectives of the paramedic program curriculum, it may be determined by the Medical Director, the Program Director and the Clinical Coordinator that the student could benefit from a remediation process. Once determined that the student could benefit from remediation, the student's deficiencies will be defined, and a written action plan will be designed to assist the student. The plan will be intended to help the student in meeting

## FIELD INTERNSHIP

the goals and objectives required to continue in the Field Internship. All goals and objectives must be met before the student can return to the internship process.

### Incomplete Field Requirements

At the end of the students regularly scheduled field internship there is the possibility that all field objectives and goals have not been met due to insufficient opportunities to make certain types of patient contacts due to run volume, locations of runs during the scheduled shifts and other circumstances beyond the student and affiliate agencies control. In these incidents every effort will be made to assure that the student reaches the goals set forth by the paramedic program. This will include arranging for extra shifts scheduled to address the needed patient(s) that are needed to achieve competency. If the program has indicated that simulated lab rotations will meet the requirement the student will be allowed to utilize the option. A lab simulated delivery in the OB patient set could be an example that would meet the requirements.

### Attendance

Students must complete their rotation within the timeframe specified by the clinical instructor. If a student misses a scheduled rotation, they must contact the clinical coordinator to reschedule. Missing/rescheduling more than three internship shifts may result in an "F" for the course. Please remember the program is limited on internship services. If you are unable to make an internship shift, another student may be able to be schedule provided there is ample notice. Never self- schedule internship shifts. If the Clinical Coordinator does not have a student on the schedule, they are not covered by the University's insurance.

### Process for Clocking In and Out

Attendance is tracked by voice print call in procedure. To "clock in" and "clock out" of your clinical/field internships:

1. Call the EMS program information/notification line: **(318) 891-1718** from a phone at the clinical/field site.
2. State the time, your name, the clinical site and shift duration.
3. Hang up (your time stamp will be recorded).
4. At the **END** of your scheduled shift rotation, you will call the number again and clock out.
  - a. State your Name
  - b. State clinical site
  - c. State the number of patient contacts, assessments and/or runs you have completed.
5. For your documentation to be entered into your Paramedic Portfolio, this process **MUST** be followed.
6. **Do not use your cell phone to sign in. only land lines from the clinical rotation site will be accepted**

### Conduct

At internship you are the guest. Your ability to fulfill the requirements of this program is dependent on

## FIELD INTERNSHIP

agreements with internship sites.

When first arriving at the internship site, check in with the shift supervisor. Always offer to help. If it is not busy, you may go to the crew quarters to study. You are expected to be at the internship site for the entire scheduled shift. The internship coordinator will check in at certain sites in person or by phone to ensure all time is being completed. Before exiting the internship, site check out with the preceptor to have any paperwork signed.

**\*Patient confidentiality is to be maintained at all times.**

### Skills

We want you to be confident in your skills and abilities. If you are asked to perform a skill that you have not successfully completed (passed lab skill check), DON'T PERFORM IT! Performing skills that you have not been trained to perform places great liability on you, the school, and the facility. Students are subject to termination from program should this discrepancy occur.

If you feel uncomfortable with any of your skills, please contact your internship coordinator and we will arrange extra one-on-one instruction and practice.

### Intern Goals

Students are required to meet a minimum number of patient encounters requiring various skills of various ages. These program goals are required for successful completion of the program. If a student is unable to meet the goal requirement in the scheduled time, more time must be scheduled in order to complete the objectives. All program goals can be met in a combination of clinical and/or internship setting except for team leads. Team leads may only be counted during Phase II of Internship.

### Required Patient Encounters

Students are required to meet a minimum number of patient encounters requiring various skills of various ages. These program goals are required for successful completion of the program. If a student is unable to meet the goal requirement in the scheduled time, more time must be scheduled to complete the objectives. All program goals can be met in a combination of clinical and/or internship setting except for team leads. Team leads may only be counted during Phase III of Internship.

Goal Type	Goal	Successful Contacts
Patient Contact	New Born	5
Patient Contact	Toddler	10
Patient Contact	School Age	10
Patient Contact	Pediatric	30
Patient Contact	Geriatric	40
Patient Contact	Abd Pain	20
Patient Contact	AMS	20
Patient Contact	Weakness	2
Patient Contact	Respiratory	20
Patient Contact	Headache	2
Patient Contact	Cardiac Arrest	2

Goal Type	Goal	Successful Contacts
Patient Contact	Infant	10
Patient Contact	Preschooler	10
Patient Contact	Adolescent	10
Patient Contact	Adult	40
Patient Contact	Ped Resp	8
Patient Contact	Chest Pain	30
Patient Contact	Dizziness	2
Patient Contact	LOC Change	10
Patient Contact	Neurologic	2
Patient Contact	Obstetrics	5
Patient Contact	Cardiac	10

## FIELD INTERNSHIP

Patient Contact	Abdominal	10
Patient Contact	Trauma	20
Patient Contact	CVA	2
Skill	Med Admin	30
Skill	Live Intubation	10
Skill	Team Lead	10

Patient Contact	Medical	40
Patient Contact	Respiratory	10
Patient Contact	Psychiatric	10
Skill	IV	40
Skill	Ventilation	10

### Accident/incident Reporting Policy

While at your clinical internship any accidents and incidents must be reported. In case of injury/exposure to the student, follow the injury/exposure protocols of the cooperating agency and contact the clinical coordinator after seeking emergent treatment. The appropriate action plan will be made at the time of contact based on the situation reported. Some incidents to report, but not limited to:

- Personal Injury to student
- Personal Injury to crew member
- Personal injury to a patient
- Incorrect medication/ treatment administered
- ALL EXPOSURES i.e... Blood born/Fluid borne exposure
- Damage to property
- Personal conflicts with staff or patients.

1. It is your responsibility to report incidents. Written documentation is required. It is your sole responsibility to assure you have followed this policy. Students that attempt to withhold or hide information about an incident during internship will be placed will be subject to termination from the program.
2. In case of injury/exposure to the student, follow the injury/exposure protocols of the AFFILIATE AGENCY and contact the clinical coordinator after seeking emergent treatment.
3. The student is responsible for all expenses charged in rendering their medical care.
4. At any time a student is under the care of a Physician or is taking a prescribed medication, the student must notify the clinical instructor and/or the clinical coordinator prior to attending any clinical. Students are NOT allowed in the clinical/field setting while taking medications that may cause an alteration in their mental alertness.

**PLEASE NOTE: The Clinical Affiliate and/or the University may require a urine/drug screen following the incident.**

### Concerns

For any questions, problems, or concerns consult the Paramedic Preceptor **FIRST**. If this does not resolve the issue, contact the Clinical Coordinator for guidance.

# FIELD INTERNSHIP

## Appearance

The student must remember that they are representing Southern University while in their internships. You are a guest at the contracted clinical affiliate. Approved attire for clinical is required (Grey Scrubs, or designated uniform approved by the Program Director). The student must wear proper identification as required by the clinical affiliates. The approved attire and identification is determined by coordination of the Paramedic Program and the contracted affiliate hospitals. A professional appearance also includes a clean and neatly groomed look at all times. Clinical Uniforms shall be clean and worn to meet the requirements of the affiliate's uniform standards. Closed toe shoes and socks are required.

**If you arrive at internship without proper approved identification badge/ ID you will be sent home – NO EXCEPTIONS!**

Along with proper dress, the professional will always have the tools of his trade readily available. This is referring to your own eye protection, stethoscope, BP cuff, penlight, scissors, pens, and required clinical/internship forms and reference materials. Try to borrow as little as possible from the clinical site.

## Protocols

Depending on the service represented, the medical protocols will vary among organizations. They are approved by that organizations Medical Director and may be different than what has been instructed during your curriculum. Follow the preceptor's direction in providing the care as per their protocol. Do not perform any interventions that you have not been adequately trained to do. In these cases, advise the preceptor of the situation and contact the clinical coordinator. Many times, the skill is accepted but it is in the best interest to be trained prior to performing. This includes most skillsets demonstrated in the lab and classroom.

## Field Internship Evaluations

Students will be evaluated on knowledge and skill performance. Students are expected to use critical thinking skills and perform skills under the supervision of the assigned clinical preceptor. All students must perform skills in a safe and timely manner. Additional grades will be added to the student's final grade with consideration to patient care reports, preceptor evaluations, and submission of clinical paperwork in a timely manner. Clinical paperwork must be turned in within seven days of the scheduled clinical shift unless school closing or student illness prevents the student from attending class. The paperwork must be turned in the next scheduled class day or the clinical visit may not be counted toward the student's paramedic portfolio requirements.

1. Students will be placed with approved hospital/clinical preceptors to supervise patient assessment and management skills.
2. Students will be evaluated for professionalism, leadership, assessment, treatment, and proper documentation.
3. Students must show positive progress through preceptor evaluations and complete the course requirements as required for their paramedic portfolio.