

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 10. Observers Riding in Vehicles	
Policy No. G.4.10.	Page 1 of 5

**PURPOSE**

To establish guidelines for persons accompanying an ambulance crew as an observer.

**APPLICATION**

Paramedics, EMAs, Management

**PROCEDURE**

1. Ambulance Observer Ride Outs are not permitted (including news media observers and general observers).
  - Exceptions:
    - Students who are enrolled in an authorized paramedic program and/or other EMS related studies (student fire fighters and paramedic equivalency candidates) requiring ride out hours for certification may be assessed for eligibility on a case by case basis.
  - Ride Out requests must be made in writing to the Commander of QA.
2. All Ride Out requests must adhere to the following directives.

Manitoulin-Sudbury District Services Board, EMS Department is hereinafter referred to as “EMS Department”. Any Educational Institution seeking to place a Student within the EMS Department is hereinafter referred to as “The College”.

**Rules**

1. The EMS Department has the right to deny a student placement in DSB or to terminate the student from the EMS Department at their discretion, with or without cause and without any fault or recourse.
2. Be it understood that any student will at no time take the place of a regular EMS Department staff member and/or displace a regular the EMS Department staff member.
3. Be it understood that in order to protect the EMS Department, their clients and the student, the student will be permitted to provide service only when:
  - authorized and
  - supervised by a preceptor
4. The EMS Department has the right to remove the student from their preceptorship at any time, without prior discussion if the student’s behaviour contravenes or the EMS Department’s Policies and Procedures or any applicable legislation, presents danger to others, insults the dignity of others,

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 10. Observers Riding in Vehicles	
Policy No. G.4.10.	Page 2 of 5

demonstrates an abuse of power or a refusal to act upon the instructions of the preceptor or an EMS Department Manager involving client care.

#### Student Removal Process

- The preceptor will request the student to leave the workplace
- The preceptor will contact the EMS Department Manager and provide an Incident Report.
- A EMS Department Manager will contact the assigned College supervisor at their earliest convenience to initiate due discussion and remediation.
- Appropriate authorities may be contacted if required.
- The EMS Department Manager has the right to terminate the student from the EMS Department at their discretion.

#### **Student Requirements**

1. The student must maintain a professional appearance and report to their shifts in a college uniform which includes reflective striping as required by legislation for the EMS workplace. The student must also provide their own safety helmet, safety vest, safety glasses and safety footwear as per legislation.
2. The student will supply all of the required documentation as specified in this document and the "Paramedic Student Check-Sheet" (attached) which may be revised from time to time.
3. The student will adhere to the EMS Department Policies and Procedures, The Personal Health Information Protection Act and any other applicable legislation.

#### **College Requirements**

1. The college will supply all of the required documentation as specified in this document and the "Paramedic Student Check-Sheet" (attached) which may be revised from time to time. No students will be allowed to attend their preceptorship until all documentation is provided and approved by the EMS Department.
2. The College shall procure and maintain, at its own expense, the following insurance coverage:
  - \$2M Commercial General Liability Insurance coverage that includes coverage against bodily injury liability, property damage liability and errors and omissions.

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 10. Observers Riding in Vehicles	
Policy No. G.4.10.	Page 3 of 5

- The College shall include Manitoulin-Sudbury District Services Board as Additional Insured.
  - The College shall provide the EMS Department with a Certificate of Insurance.
  - If the College is a public Community College, it shall maintain and provide proof of Workplace Safety & Insurance Board Insurance using the appropriate Workplace Education Agreement form.
  - If the College is a Private Career College or other institution, the College must provide proof that an election to extend WSIB coverage to students has been made and supply the EMS Department with a current WSIB Certificate.
  - If the College changes its status with the Workplace Safety & Insurance Board during the term of the agreement such that coverage is required, the College shall immediately notify the EMS Department.
  - If a student is injured at the field placement, the College acting as the student's "employer" as defined by WSIB, will complete and submit all appropriate documentation as required by WSIB.
3. The College will provide the preceptor with the expected work experience and field placement learning outcomes of the program in the form of a Preceptorship Manual. The Manual should also include a description of the student role and responsibilities as applied to a placement and should outline the Roles, Responsibilities and Instructional/Evaluation Techniques of a Preceptor.

### **Evaluation and Performance**

1. The Preceptor will complete evaluations of the assigned students. This will occur periodically as outlined in the Preceptorship Manual. Each student will be in possession of an evaluation tool, either written or digital, and the onus is on the student to produce said evaluation tool to the preceptor for completion of evaluations.
2. The College is responsible for the assessment of the preceptor evaluation and the translation of this assessment into a course grade.
3. If the students performance does not meet the minimum criteria as set out in the preceptorship manual student's evaluation tool or expected standards, the preceptor will notify the college through the College's evaluation process. The College will supply a means of evaluation submission such as phone, fax or email for those situations where more immediate communication is required or direct contact is warranted.

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 10. Observers Riding in Vehicles	
Policy No. G.4.10.	Page 4 of 5

Student Poor Performance Remediation Process

- The preceptor will submit the evaluation through the College's evaluation submission process.
- If deemed necessary, more immediate communication is required or direct contact is warranted, the preceptor may submit evaluations by;
  - Faxing/emailing a written evaluation to an EMS Department Manager
  - The EMS Department Manager will forward the written evaluation to The College.
  - The College will respond in writing to the EMS Department Manager with their plan of remediation. This plan may include the Preceptor.
  - Discussion between the EMS Department Manager, College and Preceptor may be required.
  - The EMS Department Manager will review the remediation plan for approval and may request changes prior to implementation.
- If after remediation, the poor performance continues and cannot be easily be rectified, the EMS Department will remove the student from their preceptorship.
  - The preceptor will request the student not report to their placement.
  - The preceptor will contact the EMS Department Manager and provide an Incident Report.
  - The EMS Department Manager will contact the assigned College supervisor at his earliest convenience to initiate due discussion and possible remediation.
- DSSAB has the right to terminate the student from the EMS Department at their discretion.

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 10. Observers Riding in Vehicles	
Policy No. G.4.10.	Page 5 of 5

<b>REFERENCE</b>
------------------

## Paramedic Student Placement Check-sheet

### Requirements for Paramedic Students requesting Preceptorship:

- Signed Manitoulin-Sudbury DSB EMS Liability Waiver
- Manitoulin-Sudbury DSB EMS Declaration of Absence of Communicable Disease
- Proof of Fit testing for a N95 or equivalent mask
- Proof of WHIMS training
- Current Police Records Check (College Certified copy of original)
- Current CPR-HCP (less than 1 year old)
- Proof of safety orientation by school/college about possible hazards while on placement
- Completed "work/education agreement form" for the placement of Unpaid Training Participants, (Community Colleges Only)

### Immunizations

All Immunizations must be current and up to date. Laboratory documentation of immunity or medical contraindication is acceptable. (Must be College Certified copy of original)

- Current Influenza immunization (Or refusal note)
- measles, mumps, rubella
- hepatitis B
- polio
- tetanus/diphtheria
- varicella

### Requirements for Colleges requesting Preceptorship

- Third party liability insurance certificate (that includes coverage against bodily injury liability, property damage liability **and malpractice liability**)
- Documentation indicating an election has been made by the training institution to WSIB to be considered the "employer" of the student/learner and a current WSIB certificate (Private Career Colleges Only)