**Field Internship: Quick Guide for Students**

Field Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This sample Quick Guide is intended to provide an overview of expectations for the field experience and to address the most frequently asked questions. The content can be modified for the program.*

**Equipment/Uniform Requirements:**

Required equipment on shift: stethoscope, eye protection, mask, pen, and notebook, watch with seconds represented, and a tablet/laptop. Class B uniform must be worn at all times. **Do** **not** wear shirts/sweaters/jackets from another agency at any time. Student name badge must be worn and visible at all times.

**Absence:**

You may miss up to **two** internship shifts due to injury/illness **only**. Time off for work or leisure is not permitted. If you miss more than two shifts, you will be dismissed from the program. If you must miss a shift, email the Field Internship Coordinator, and notify your preceptor immediately. The Field Internship Coordinator will make the necessary adjustments to the clinical data tracking system - **do not** delete the shift. You need to account for all shifts, attended or not.

**Schedule/Hours:**

Enter your full schedule, 480 hours, into the clinical data tracking system (**this is mandatory**). You must follow your preceptor’s schedule, the minimum hours required per week is **36**. If you are on 48-hour shifts, each 24-hour period needs its own shift in the clinical data tracking system (enter two (2) separate days; both will need evaluations and sign off).

**Data Entry:**

Take good notes so you can create solid, full, detailed entries with a narrative for each patient. Enter as much data into the clinical data tracking system as you can throughout the shift. Enter everything you do and take your time entering patients. Click as many impression/complaints that apply for each entry in order to complete as many of your graduation requirements as possible.

**All** shifts must be locked prior to the 72-hour time limit. If you do not enter all patient data prior to the shift auto-locking, you cannot add it later. Any auto-locked shifts are considered late. Remember, if you do not complete your graduation requirements in the field, you may have to return to clinicals. You should prepare all evaluations for your preceptor to assist in this process.

**Evaluations/Shift Sign Off:**

|  |  |  |
| --- | --- | --- |
| **Daily** | **120/240/360/480 Hour Shifts** | **Last Shift** |
| 1. *Daily Clinical/Field Internship Evaluation Form: Preceptor Evaluation of Student* 2. *Daily Clinical/Field Internship Evaluation Form: Student Self-Evaluation* | 1. Corresponding 120/240/360/480 *Skills Objectives Evaluation* 2. *Field Major Evaluation* 3. *Professional Behavior Evaluation* 4. *Preceptor Evaluation* | *Daily Evaluations* plus…   1. *Professional Behavior Evaluation* (preceptor completes) 2. *Skills Objectives 480 Evaluation* (preceptor completes). If you go beyond 480, you do not need to add this evaluation again to your final shift 3. *Field Major Evaluation* (preceptor completes and must **clearly state you have passed**) 4. *Preceptor Evaluation* (student completes) 5. *Site Evaluation* (student completes) |

**Shift Sign Off:**

As with clinical documentation, make sure your preceptor signs off each shift. **Do not lock the shift without all forms/sign off** completed first. **Do no**t let your shifts auto-lock, as you may lose data.

**Common Issues and Questions:**

**Can you tell me exactly what I need to do at each shift?**

**Step 1**: Show up to the shift early or at least on time. Help with ambulance and equipment check.

**Step 2**: Enter the patient data. (try to do this after every patient, as opposed to all at the end, when possible)

**Step 3**: Towards the end of the shift, ask the preceptor to complete the *Daily Clinical/Field Internship Evaluation Form: Preceptor Evaluation of Student*, and you fill out the *Daily Field Internship Evaluation Form: Student Self-Evaluation*.

**Step 4**: Have the preceptor sign-off the shift.

**Step 5**: Once you’re sure everything is entered and the shift is complete, **lock** the shift.

**I hit a 120-hour milestone, what do I need to do?**

Every time you hit a 120-hour milestone, **email the Field Internship Coordinator** to let them know so they can audit the clinical data tracking system. Please note, this notification should come **after** the shift is complete, all extra evaluations (see above) are entered, and the shift is locked***.*** At the time of the first 120-hour, you will also email the R*equest for Observation Ride* form (distributed at clinical orientation).

**How do I get credit for an ALS team lead?**

You must perform the assessment and physical exam of the patient. You also need to plan and manage the patient’s care. That care must include an ALS skill. Not all actions must be done by you, they can be delegated.

**My team leads aren’t showing up on my grad report, why?**

The first 120 hours of the internship are considered ‘field experience’. After 120 hours you move into the ‘capstone experience’. Capstone is the point that team leads start counting on your graduation report. If you are past 120 and still don’t see them populating, please contact the Field Internship Coordinator so they can adjust your capstone date in the clinical data tracking system.

**Can I work a shift with a different preceptor?**

**NO!** You are assigned to one preceptor, unless otherwise arranged.

**I forgot to enter my patient data for the day. Can you unlock my shift?**

If the shift has auto locked and you have not entered any patient data, the shift may not be unlocked. This shift is effectively lost and must be repeated. If for some reason you cannot enter in the patient data within 72 hours of the end of your shift, please contact the Field Internship Coordinator, ASAP.

**My preceptor is on vacation/strike team/called off/training a new hire, can I delete the shift?**

**NO!** Never delete a shift unless it was entered in by mistake. Remember you need to maintain a 36 hour a week schedule and if you cannot attend the shift for reasons beyond your control it is an excused absence with permission, and must be accounted for.

**I forgot to fill out the evaluations for a shift what should I do*?***

If you forgot to fill out an evaluation for a shift and the 72-hour time limit has not been reached, log in as soon as possible and finish the evaluation. If 72-hours has passed and the shift has locked, then email the Field Internship Coordinator ASAP, so they can unlock the shift.

**My patient data and narratives are not saving, what should I do?**

First, double check all narratives and evaluations before you lock the shift. Second, always maintain an internet connection when logged into the clinical data tracking system; if connection is lost, it may not save data. Third, before exiting the narrative, click on the save button.

**I want to sign up for National Registry skills testing, how/when can do I do that?**

You can sign up for early skills testing after you have completed 360 hours of your internship **and** successfully passed the capstone exam. Please make sure you have an NREMT account, and a Paramedic application completed with the name of the program. After capstone, you will be cleared for early skills on the NREMT website.That will prompt NREMT to issue you a PATT (preauthorization to test) code. This code is what will be needed to sign up for skills testing.

**I was scheduled for 12 hours but was held over by 2 hours, do these hours count towards my internship?**

Yes, these hours count towards your internship. You need to adjust the duration of that shift before the shift is locked.

**My preceptor wants to keep me past 480 hours in my internship, what should I do?**

If your preceptor has a conversation with you about going past 480 hours, then both student and preceptor need to let the field internship coordinator know as soon as possible. There is paperwork that needs to be completed that is time sensitive. Please have your preceptor call and/or email the Field Internship Coordinator the reasons they want to extend the internship.

**What do I need to do at my very last shift?**

On the last shift, review all shifts for missing data or evaluations. Complete all evaluations mentioned in the above section and then contact the Field Internship Coordinator to let them know you have completed internship.