



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
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Revised Date:

PURPOSE

This policy establishes the necessary criteria and procedures for authorizing participation and facilitating the clinical learning experience of Emergency Medical Services (“EMS”) students enrolled in courses within the Emergency Medical Technician (“EMT”), Advanced EMT, and Paramedic Student Ride-Along Program (“EMS Student Ride-Along Program or Program”).

As part of their training, persons involved in delivering emergency services are offered the opportunity to ride along with the Russellville Fire Department (“Department”) on emergency and non-emergency fire and EMS calls. Students engaged in EMS training can only practice their skills under the direct supervision of the Lead Paramedic (“Preceptor”).

POLICY

Eligible Participants

All students who wish to participate in the Program can do so if they are affiliated with an accredited educational institution that has an executed Memorandum of Understanding (“MOU”) or Clinical Affiliation Agreement (“CAA”) on file with the Russellville Fire Department. This ensures that only eligible students who meet the necessary criteria are part of the Department’s EMS Student Ride-Along Program.

Students must also be enrolled in an EMS training program at a participating educational institution. All paperwork required by the Department must be completed and signed upon arrival on the first day. Before being allowed to participate, a student must present the on-duty Captain with proper credentials of their student status with a participating EMS training program.

Students participating in the Department’s EMS Student Ride-Along program must be sixteen (16) years of age and possess the ability to remain mature enough to handle serious situations.

Students must not have any felony convictions. EMS training programs are responsible for ensuring that their organization has completed a background check before the student is scheduled to participate in the Program.

Hours of Operation

Students may participate in the EMS Student Ride-Along Program at the following times:

- Monday through Friday (excluding holidays)
- 8:00 am until 10:00 pm

Authorized Locations

Students participating in the EMS Student Ride-Along Program shall only report to the following locations for participation in the program:

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Fire Chief



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1. Central Fire Station
107 N. El Paso Avenue
Russellville, Arkansas 72801
2. Fire Station # 3
1920 N. Arkansas Avenue
Russellville, Arkansas 72801

Scheduling Process

Students will only be permitted to participate in the EMS Student Ride-Along Program with prior approval and being scheduled.

- All ride-alongs shall be scheduled in advance. Students must be listed on the Department's schedule to be authorized to participate.
- The Lead Instructor from the EMS training program will provide the Division Chief of EMS with a monthly calendar of student ride-alongs by the twenty-fifth of each month before the students report.
- If a student cannot attend the scheduled date and time, the EMS training programs instructor shall call the Battalion Chief on duty at 479-264-1709 before 8:00 am.
- Students must be free from signs and symptoms of communicable diseases and illnesses (e.g., colds, flu, etc.) for the seventy-two (72) hours preceding their scheduled ride-along.

Educational Program Responsibilities

The educational institution responsible for the student participating in the EMS Student Ride-Along Program agrees to the following:

- Communicate the philosophy, outcomes, and objectives of students enrolled in the program.
- Abide by all agency policies and procedures necessary for participation in the clinical affiliation program, as designated and communicated by the department.
- Provide qualified faculty, as designated by the Arkansas Department of Health, currently licensed in the State of Arkansas, who will maintain ultimate responsibility for the students during clinical assignments and will be responsible for the student's final grade with input from Department staff as requested.
- Will establish student clinical assignments in coordination with Department staff.
- Submit the student clinical rotation schedule to the designated individual at the Department on time.
- Require the students and faculty to carry malpractice insurance in the stated coverage amounts required per discipline.
- Assume responsibility for disciplinary actions of students in matters involving misconduct or insubordination.
- Assure students follow the dress code and wear proper student identification.
- Upon request, provide the Department with a copy of TB skin tests, immunization records, and background checks.
- Instruct students on current Occupational Safety and Health Administration ("OSHA") Regulations.
- Instruct students on current Department of Health and Human Services Health Insurance Portability and Accountability ("HIPAA") Regulations.
- Take reasonable steps to ensure that the faculty and students comply with all applicable laws, rules, regulations, requirements, and accreditation standards.

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- Take steps to ensure that faculty and students have access to or have been provided with protected personal health information (“PHI”) of the Department patients or employees; abide by the following:
 - Use only or disclose PHI as permitted by the Department under the HIPAA statute;
 - Use appropriate safeguards to prevent misuse of PHI;
 - Make PHI available to individuals set forth under the HIPAA statutes;
 - Return or destroy all PHI upon termination of the MOU or CAA, and
 - Report any improper disclosure of PHI to the Department on the day of discovery.
- Assume responsibility for instructing and supervising students during their clinical affiliation with the Department.

Department Responsibilities

The Russellville Fire Department agrees to the following:

- Provide sufficient clinical experiences for students based on program objectives.
- The Department will avoid scheduling conflicts with other EMS training programs by ensuring coordination with all affiliated programs.
- Agree to provide information and/or instruction on Department policies and procedures regarding student clinical affiliation experience and student practicums.
- Participate in and provide orientation information to instructors and students, including safety and disaster plans.
- Provide adequate classroom or conference room space and use of teaching conferences.
- Communicate with the instructor, Program Chair, or Dean of Allied Health concerning problems of student behavior, issues with professionalism, or misconduct.

Educational Program and Department Mutual Responsibilities

The educational institution responsible for the student participating in the EMS Student Ride-Along Program and the Russellville Fire Department agree to the following:

- Maintain a policy that no student or faculty member will be considered an agent or employee of the Department. Students who are employed by the Russellville Fire Department will participate only as students representing their training program and not as firefighters of the Department.
- Observe and maintain confidentiality of private health information and student records in compliance with HIPAA and the Family Educational Rights and Privacy Act of 1974 (“FERPA”).
- Ensure that students or faculty who experience potential blood or other potentially infectious material during clinical rotation will be handled according to the Department's protocol. Any charges incurred will be sent to the student.
- Participate in an annual joint review of the MOU or CAA and program objectives related to student learning.

General Guidelines

The following general guidelines must be adhered to at all times:

- The Department allows a maximum of two students to ride at any time, one at each station designated to participate in the program.
- Students may not converse with victims or members of the public unless directed to do so by the Lead Paramedic.

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- Students shall not interfere with fire or EMS company activities at any time.
- Tape recorders, cameras, or other recording devices shall not be permitted unless specifically approved by the Fire Chief.
- Students shall act professionally and be safe at all times during the ride-along period. If they have any problem, they should immediately speak to the Captain or Lead Paramedic.
- Students shall be physically able to enter and exit the ambulance without assistance and in a manner that will not hinder Department operations.
- Students must arrive on time, appropriately dressed, and prepared to learn and act professionally, representing the EMS profession and the Russellville Fire Department.
- Fire Department Preceptors have the right, at any time, to recommend to the Captain that a student be sent home and cancel their scheduled ride time if they feel a student's dress, behavior, or actions are dangerous or inappropriate. If a student is sent home or their ride-along is canceled, the Division Chief of EMS must be contacted immediately. The Division Chief of EMS will directly contact the EMS training program representative, and a decision will be made regarding whether the student will be allowed to schedule further clinical rotations with RFD.
- Students shall only leave the Department's premises once their scheduled ride time is complete for any reason other than a personal emergency or illness. In a personal emergency or illness, students must notify their assigned preceptor before departure from the station. The preceptor will inform the Captain of the student's departure.
- The use of tobacco products is strictly prohibited on Russellville Fire Department property.
- Weapons of any type are strictly prohibited on Russellville Fire Department property.
- Student cell phones will be turned off or on vibrate during the entirety of the student's ride time. Students will only be issued one warning to turn off their phone ringer.

Safety Guidelines

- Students will be assigned any necessary Personal Protective Equipment ("PPE") upon arrival at their assigned ride-along location (e.g., gloves, gowns, facemasks, glasses, and reflective vest).
- Students shall immediately don all proper PPE for the assigned call for service.
- Students will turn in any equipment issued to them at the end of the ride-along shift.
- Students shall wear reflective vests on all emergency calls. The reflective vest will be compliant with current DOT and ANSI regulations.
- Students shall only exit the ambulance at the scene of an incident with instruction from the Lead Paramedic.
- Students will not actively participate in extrication, hazardous materials, or firefighting activities. The incident commander can assign them to Medical or Rehab for accountability.
- Students shall not operate in a Hot or Warm Zone.
- Students shall participate in a Safety Briefing with their assigned preceptor, crew, and station Captain.
- Students must always wear seat belts while traveling to an emergency scene in an ambulance. The Lead Paramedic will authorize students to unbuckle their seat belts if and when treatment and transport occur.

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Accountability Guidelines

- The on-duty Captain will assign each student to an ambulance and preceptor. The students will remain with that assigned company for the duration of their shift.
- Students shall always be controlled and supervised by the Department's Captains, the Lead Paramedic, or EMT. With their authority, the on-duty Captain or Battalion Chief ensures a safe and guided learning experience.
- On-duty Captains and Battalion Chiefs can terminate any ride-along session for misbehavior or failure to follow the rules outlined in this policy.

Security Guidelines

- Students shall be supervised in the station at all times.
- Students will go with the ambulance or leave the station when all companies respond to a call and the ambulance is unavailable.
- Students are not allowed in the bedrooms or workout rooms and must remain in the station's common areas.
- Students cannot use department computers, networks, or other department equipment.
- Students are only permitted to occupy the following areas at Central Fire Station:
 - Apparatus Bay
 - Apparatus Bay Restroom
 - Training Room
 - First Floor Restroom
 - Second Floor Kitchen and Dayroom
 - Second Floor (Unassigned) Restroom
 - Back Gate (Inside the Perimeter)
- Students are only permitted to occupy the following areas at Fire Station # 3:
 - Apparatus Bay
 - Front Restroom
 - Kitchen
 - Dayroom

Dress Code

Students are required to wear appropriate attire and maintain good hygiene, which includes:

- Students are required to wear a Student ID Badge from their sponsoring institution at all times.
- Professional attire and good hygiene shall be required at all times.
- Students shall wear their assigned school or department-issued uniform.
- Shirts must be collared, clean, fit well, and be free of defects.
- Sweat pants, shorts, skirts, or dresses may not be worn during the ride-along. Pants must be clean, of durable material, and accompanied by a black belt. They must also be free of holes and not faded or baggy.
- Open-toed shoes may not be worn. Shoes must be durable and suitable for station and emergency activities. They must also be black and support the student's ankle.

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- Clothing with offensive writing or pictures shall NOT be permitted during the ride-along period. Failure to abide by this may cause termination of the ride-along. Shirts that display the Russellville Fire Department logo are prohibited unless the student is a uniformed member of the Department.
- Ball caps or hats are acceptable as long as they are issued by the student's school or department.
- Hair must be clean, well-groomed, neatly trimmed, and styled to not interfere with vision or create a safety hazard. Hair that is such that it may interfere as described must be pulled back and secured in a ponytail. Hairstyles or coloring that draw attention or appear to deviate from the community norm substantially are unacceptable.
- Facial hair is permitted. Beards and mustaches must be neatly trimmed and not too long to create a safety hazard.
- Questionable cases of proper grooming shall be referred to the Battalion Chief, who will determine appropriateness.

Student Rules and Etiquette

- Students should familiarize themselves with the Russellville Fire Department's facilities.
- Students are only allowed to access approved areas of the fire station.
- Students shall familiarize themselves with the ambulance and equipment to which they are assigned.
- Students may bring snacks or meals to the fire station and use the station's refrigerators and other kitchen facilities. However, students are expected to clean up after themselves. There will be no exceptions allowed.
- Food in the fire station's refrigerators, pantries, and counters belong to the shift members on duty and is not to be consumed unless it is offered to the student.
- Students are expected to contribute to the costs associated with any meals provided by the shift on duty.
- Students will refrain from sitting in the recliners or chairs in the day room as these are reserved for on-duty Department members.
- Students will refrain from sleeping at any time during their ride-along time.
- Students may use the tables and chairs in the dining area during downtime while they are in the fire station.
- Students should bring materials to occupy their time during downtime (studying, reading, etc.) and not fraternize with Department members while working. Students are encouraged to bring their coursework to maximize downtime during their ride-along.
- Students shall assist with duties such as washing ambulances or fire trucks, cleaning the station, or performing routine tasks.
- Students are not allowed to use their cell phones during emergency operations except in emergencies and after gaining permission from their preceptor.
- Students shall refrain from playing games on their cell phones during ride-along time.
- Students shall not post anything on their personal social media accounts regarding their ride-along time at the Russellville Fire Department.

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- Students must always be prepared to leave the station as calls are received.
- Students will listen to and follow the instructions of the Lead Paramedic at all times.
- Students are expected to take an active role in patient care at every opportunity at their skill level and in the presence of a preceptor.
- Students are only allowed to observe operations at all rescue and fire scenes. Once the patient is placed in the ambulance, they may participate in patient care.
- Students are expected to conduct themselves professionally and uphold the ideals of the Russellville Fire Department at all times during their ride time.
- Students should refrain from chewing gum in front of patients.
- Vulgarity or profanity will not be tolerated by any student at any time and will be grounds for immediate dismissal.

Approved

A handwritten signature in black ink that reads "T. Kirk Stone".

Fire Chief