

# NARRAGANSETT FIRE DEPARTMENT

	<b>STANDARD OPERATING POLICY</b> <b>SOP #: 8</b>	<b>General Administration: EMS</b>
	<b>EFFECTIVE: October 13, 2020</b>	<b>SUBJECT: Ride Along Student/Observer</b>
	<b>REVISION DATE:</b>	

## SCOPE:

This policy applies to all personnel of the Narragansett Fire Department.

## PURPOSE:

The purpose of this policy is to provide a method for individuals to ride on a Narragansett Fire Department Rescue vehicle in the capacity of an EMT student/observer. This policy will also ensure that the proper documentation and approval process has been obtained.

## POLICY:

The Narragansett Fire Department will allow individuals to ride in the capacity of an EMT student/observer on a Fire Department Rescue vehicle upon review of the student request by the Fire Department's EMS Coordinator. The request must meet all EMT student ride-along criteria, requirements and be approved by the Chief of the Department.

## FORMS:

1. Ride-Along/Observer Application and Liability Release Form
2. Receipt of Policy for Ride-Along/Observers (student/observer must sign for receipt of policy guidelines and that they are agreeing to adhere to all the rules)

## PROCEDURE:

All students/observers must adhere to the following process:

Students must be affiliated with an accredited, licensed EMT medical training facility (i.e. Community College, EMS Academy or Training Institution, etc.)  
The licensed medical facility must complete an affiliation agreement between the facility and the Narragansett Fire Department.

Students may only ride during their regularly scheduled clinical rotation and may only perform or assist in patient care activities that have been approved by the training program Director.

While riding as a student, the person must be logged within the Fire Department's daily roster with a start and end ride time.

While riding, the student shall function under the direct supervision of an EMS preceptor and shall not be in the patient compartment alone during patient transport.

Attire will consist of dark colored navy or black polo shirt (long or short sleeve acceptable), navy or black pants, black closed shoes and or boots with dark colored socks. Appearance must be neat, clean and professional. No clothing will have pictures and/or offensive language. Avoid wearing any excessive jewelry. The student may be required to wear an identifiable Student/Observer badge, tag or vest while engaged in ride-time activities.

The student or observer shall not be used to meet the minimum EMT staffing level requirements for any Narragansett Fire Department BLS or ALS unit as set forth via the RIDOH licensing rule and regulations or Narragansett Fire Department.

While riding, the student shall not be subject to calls. Regardless of the call, the student must remain within the role of a student and therefore shall not be assigned other duties such as fire attack, search, etc. The student may perform duties such as patient assessment, render medical care, and perform rehabilitation, etc.

**PRIOR TO SCHEDULING STUDENT/OBSERVER RIDE-TIME: All students must have obtained the following:**

- Verified criminal background check
- Fit test completed for N95 mask
- Approved vaccinations and or inoculations in accordance with RIDOH Rules and Regulations Pertaining to Immunization, Testing and Health Screening for Health Care Workers (R23-17-HCW)
- Verification of their minimal skill levels from program Director/Coordinator

**PRIOR TO RIDING AS A STUDENT/OBSERVER:**

The person requesting EMT student ride-time must complete and provide all necessary documentation. This documentation will consist of:

- Ride-Along/Observer Application (signed via Program Director/Coordinator)
- Verification of criminal background check
- Liability Release Waiver (Hold Harmless Agreement, HIPAA release)

- Policy for Observers (student/observer must sign for receipt of guidelines and that they are agreeing to adhere to all the rules)
- Approval form signed by the Chief of the Department or his/her designee

All paperwork must be completed at least **2 weeks in advance** of the requested ride date(s), and submitted to the Department's EMS Coordinator for review. Upon successful review and following final approval via the Chief of the Department, the EMS Coordinator will be responsible for scheduling the ride-time based upon the approved date and purpose.

Failure of the observer to complete all necessary documentation will result in the denial of the request.

### **GUIDELINES FOR STUDENT/OBSERVERS:**

All documentation must be completed and approved by the Narragansett Fire Department

The observer must arrive at the pre-designated station at the appropriate time and date.

If the observer is unable to keep the appointment he/she will notify the Narragansett Fire Department at 401-789-1000. The observer may then reschedule the ride time. If the observer fails to show up and does not notify NFD of the cancellation, that observer will not be allowed to reschedule their ride-time.

Upon arrival, the observer must report to the Duty Captain at the Fire Department Headquarters/Station-1 located at 40 Caswell St., Narragansett, RI.

Observers are required to stay in the common areas of the station (public areas including rest room facilities) and are not allowed in the private crew quarters.

Observers will not be permitted to take any photos, videos and/or audio taping. This will ensure the privacy of the patient(s) and or victim(s).

At their discretion, the Duty Captain, Rescue Lieutenant (preceptor), EMS Coordinator or Chief of the Department may ask the observer to leave and terminate the ride time. If this situation occurs, Dispatch must be notified immediately and reason documented within the activity log.

At all times while responding to and from emergency scenes, the observer will abide by all Department policies.

Based upon the situation and for safety considerations, the Company Officer may require the observer to remain either at the vehicle and or have the student/observer move to the command post.

At all times the observer will conduct him/herself in a professional manner. With regard to medical issues, the observer will be expected to respect the privacy and confidentiality of the patient(s) and or victim(s).

Ride time will only be permitted between the hours of 0800-1800, unless otherwise stated in the approval document.

### **GUIDELINES FOR STATION OFFICERS:**

Obtain the proper approval paperwork from the observer.

Ensure you have the available safe place for the observer (seat with seat belt) in vehicle.

Introduce the observer to the other crew members and any other supervisory personnel assigned to that station.

Be professional and ensure that the crew is also professional in order to make the observer comfortable in the station environment.

Familiarize the observer with the vehicle that they will be assigned to and any appropriate Department policies that pertain to them.

On the fire ground, a “Safe Zone” will be established by the Fire Officer that the rider must observe. The Company Officer has the responsibility to safely remove a student/observer from any dangerous or inappropriate situation. Student/observers are not approved to ride on any NFD marine assets.

If there are any safety concerns and or behavior problems with an observer, the Duty Captain, Rescue Lieutenant (preceptor), EMS Coordinator or Chief of the Department may terminate the ride time and ask the observer to leave. If the ride time is terminated the EMS Coordinator and/or Chief of the Department must be notified immediately.

All students/observers must be documented within the Fire Department’s RMS Daily Roster/Log and any applicable incident reporting; i.e. ePCR.

If a student assists in patient care or treatment it must be documented within the ePCR narrative and the student’s name added to the list of EMTs involved with the incident.

**The Narragansett Fire Rescue Department reserves the right to deny the request of any person(s) to ride as a student/observer.**

Chief of the Department  
Scott M. Partington

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**STANDARD OPERATING POLICY**

**SOP #: 8**

**General Administration: EMS**

**EFFECTIVE: October 13, 2020**

**SUBJECT: Ride Along Student/Observer**

**REVISION DATE:**

I \_\_\_\_\_  
(Print Student/Observer Name)

**have carefully read this SOP and fully understand and accept its contents.**

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Signature of Student/Observer

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Date

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Signature of Witness

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Date