

## **Section VI**

### **Miscellaneous**

## VI (A) PURCHASES

1. No purchases or long distance telephone calls (other than to EOC) will be made without the approval of the EMS supervisor or the Emergency Services Director.
  - a. Any purchases made without this approval will be charged to the person making the purchase.
  - b. When a purchase is approved, the receipt or delivery ticket must be turned into the Supervisor's office by placing it in an ACR box.
  - c. Linen tickets, oxygen receipts, repair tickets, etc are to be placed in the ACR box or attached to the unit check sheets.

## VI (B) RIDER/OBSERVERS ON EMS UNITS

1. Observers riding for the first time will be asked by the BCEMS personnel to read this section.
2. In order to maintain appropriate records and control, the following procedures shall be followed concerning rider/observers:
  - a. Riders will be required to sign the necessary liability form before riding.
  - b. All riders must be cleared and scheduled by the EMS Supervisor's Office.
  - c. Acceptable riders shall be those persons with a position in an emergency service (Law Enforcement, Fire, Rescue, Ambulance and Hospitals), students in programs operating under contract with Buncombe County EMS, or those persons so designated by the Director or EMS supervisor.
3. Those acting as riders/observers aboard Buncombe County EMS units shall be subject to the following provisions:
  - a. Rider/observers are not responsible for the treatment of patients and shall not initiate treatment for any patient. Rider/observers shall not engage in any patient treatment, which may result in exposure to blood or body fluids. EMS students are responsible for proper precautions and reporting exposures to their instructor.
  - b. Patients have the right to object to rider/observers observing their treatment.
  - c. Rider/observers will not interfere with the EMS personnel at any time. Buncombe EMS is legally and ethically responsible for treatment and transportation of patients. EMS personnel may direct rider/observer to assist in care of a patient
  - d. Rider/observer hours are from 0800 hrs until 2200 hours or as determined and posted by individual fire departments.
  - e. The type of clothing riders/observers wear while observing is important. They should be prepared for a change in weather or the possibility of their clothing becoming torn or stained while on a call.

- f. Appropriate clothing and shoes must be worn, as well as maintenance of personal hygiene. Buncombe County will not be responsible for clothing damaged or articles lost at EMS bases or aboard EMS units. Riders with uniforms are encouraged to wear them as they allow for easy recognition on the emergency scene.
  - g. A rider/observer will only ride once per calendar month.
  - h. Rider/observers will follow all rules that pertain to their assigned EMS unit.
  - i. Any problems with rider/observers will be reported to the EMS supervisor immediately and followed by a report in writing. The EMS supervisor has the authority to terminate an observer's permission to ride.
  - j. Failure to comply with the above rules will be sufficient ground to deny any person permission to observe aboard any Buncombe County Emergency Medical Service vehicle.
4. It will be the responsibility of both EMS personnel on duty to orient a rider/observer to the ambulance, equipment, and station.
  5. Students from a contracted educational institution shall comply with the regulations of the contract.
  6. In the event an EMS unit is dispatched to a major incident involving hazardous materials the rider/observer/student is to remain at the station. If the unit is responding from a location other than quarters the rider/student/observer shall follow the instructions of on-scene personnel to prevent contamination.
  7. The EMS Supervisor on duty or EM Director may dismiss any rider/observer or student at any time without notice, at his/her discretion.

## VI(C) VISITORS AT EMS OFFICES OR BASES

1. All visitors at EMS bases will be treated with kindness and respect. Both crewmembers are to be up and in full uniform when official visitors are present.
2. Both EMS personnel on duty should host visitors who wish to see Buncombe EMS equipment.
3. Details of calls will not be discussed when visitors are present.
4. The Buncombe County EMS Operations Manual is available for public view at any time.
5. Lengthy visits by family and friends at EMS bases are discouraged.
6. EMS personnel will not receive visitors at EMS bases during the hours of 2200 - 0800.

VI (D)  
OPERATIONS PROCEDURE FOR STUDENTS IN EMT, EMT-I,  
OR  
EMT-P COURSES OBTAINING CLINICAL EXPERIENCE WITH  
BUNCOMBE COUNTY EMERGENCY MEDICAL SERVICE.

1. Physicians licensed to practice in North Carolina and students under institutional contract are the only persons permitted to perform advanced procedures on Buncombe EMS units.
2. Students riding on BCEMS units shall have the following background knowledge:
  - a. Observation Level - ability to perform effective cardio-pulmonary resuscitation.
  - b. Basic Level - have received instruction to the equivalent of EMT-Basic level.
  - c. Intermediate Level - have received instruction to the equivalent of EMT-Intermediate level.
  - d. Advanced Level - has progressed through previous levels and has taken to cardiology and pharmacology courses. These students may perform to their level of training while being precepted by the paramedic in charge. These students will be actively pursuing requirements for certification as an EMT-Paramedic.
3. Students from the EMS programs must obtain approval before entering the BCEMS clinical area.
  - a. The on duty EMS Supervisor reserves the right to deny or dismiss a student from the clinical area.
  - b. Only units designated with clinical assignments will be available for clinical experience. The course instructor and an EMS supervisor will make assignments.

- c. All student clinical schedules will be posted on a roster at the EMS supervisor's office. Students not on the roster will be asked to leave the clinical area. In case of absence, the student is responsible for notifying the course instructor and the on-duty EMS Supervisor. The EMS Supervisor shall be notified prior to the absence by calling 255-5636.
- d. All students will be directly supervised and accompanied by a preceptor certified at a like or higher level of training (i.e.: paramedic student at intermediate level must be supervised by an EMT-I or EMT-P).
- e. Students will report to the clinical area only as scheduled. Clinical time will not be extended past 2200 hrs unless the student is on a call prior to this time.
- f. Each student will be assigned a clinical preceptor. Clinical preceptors will be designated by the EMS supervisor's office. Clinical preceptors may intervene and/or elect not to allow a student to perform a skill or procedure.
- g. Students shall provide the preceptor with a list of skills that they have been trained to perform. Students without this list may only observe. Students are not allowed to intubate.
- h. Students are responsible for familiarizing themselves with each unit upon arrival to the clinical area.
- i. At the end of each clinical day, record sheets will be signed by preceptors after the "objectives and skills list" is checked by both preceptor and student.
- j. The clinical preceptor will assist in clinical evaluation of each student.
- k. The on duty EMS supervisor and a course instructor will be available on an on-call basis when students are in the clinical area. A schedule of on-call instructors and telephone numbers will be furnished to the EMS Supervisor's Office.
- l. Students will wear the approved student uniform in the clinical area and bring appropriate inclement weather apparel.
- m. If an appropriate preceptor is not available on an assigned unit at the time of clinical rotation, the EMS supervisor will notify the course instructor and the student will be reassigned to another clinical unit. If this is not possible, the course instructor and an EMS supervisor will reschedule the student.

- n. Student clinical may be postponed or moved to another unit to accommodate orientation of new EMS employees.
4. In the event of a conflict between an EMS student and another person:
    - a. The on-duty EMS supervisor must be notified.
    - b. The EMS supervisor will notify the on-call instructor.
    - c. The student will be notified and the appropriate action taken.
    - d. The EMS Supervisor can ask the student to leave the clinical area.
  5. While in the clinical area the EMS student MAY:
    - a. Perform skills to the level assigned by the course instructor.
    - b. Give patient radio reports to medical facilities, if the student:
      - i. Is a second year ABTCC student
      - ii. Follows procedures as agreed to between BCEMS and these respective institutions.
      - iii. The BCEMS preceptor is present.
  6. While in the clinical area the EMS Student MAY NOT:
    - a. Chart call reports.
    - b. Routinely communicate over the radio.
    - c. Initiate treatment.
    - d. Take orders from a physician.
    - e. Move a patient without the assistance of both on duty Buncombe EMS personnel.
    - f. Perform endotracheal intubation.
  7. Other regulations are included in the "Clinical Experience Agreement" for each school. This agreement is available for review at the particular school or the EMS Training Office.

## VI (E) OUT OF COUNTY TRANSPORTS

1. Crews involved in out-of-county transports will represent Buncombe County in a professional manner. Any decisions will be made by the senior crewmember.
2. When an out-of-county trip is requested and the crew of the unit is scheduled to be off-duty before a return can be made, the EMS supervisor on duty will recruit another crew for the trip. Should the trip be of an emergency nature, the crew will proceed on the trip and record overtime hours as necessary.
3. Units on out-of-county transports will proceed to and from their destinations in the most direct route.
  - a. Meal breaks may be taken as usual.
  - b. A ten to fifteen minute break may be taken every two hours on non-emergency transports and when no patient is aboard.
4. Proper radio procedure will be used when contacting communication centers and medical facilities outside of Buncombe County.
5. When out of radio contact, crews will notify Buncombe EOC by collect telephone call that they have arrived at destination.

## VI (F) MALPRACTICE INSURANCE

1. Buncombe County maintains a blanket malpractice insurance policy. This policy covers EMS personnel functioning at their level of certification while involved with Buncombe County EMS. Each employee should review this policy to see that it provides the coverage they desire.
2. The malpractice policy may provide coverage for those enrolled in paramedic courses. Contact the training officer for authorization and insurance documentation needs.

## VI (G) TECHNICIAN AND DISPATCHER OF THE YEAR

1. Each year an award is presented to a technician and dispatcher for outstanding job performance. Each Supervisor will be allowed to nominate one person they feel is the best candidate from their shift. Areas of merit to be considered when voting are professionalism, proficiency, participation, responsibility, motivation, and leadership. The final selection is by the EMS Director.