



New York State
Department of Health
**Bureau of Emergency Medical Services and
Trauma Systems**

POLICY STATEMENT
*Supersedes/Updates: **New***

No. 15 – 01

Date: February 23, 2015

**Re: EMS Student Field
and/or Clinical Rotations**

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Background

The New York State Department of Health (Department), Bureau of Emergency Medical Services (EMS) is responsible for the oversight of New York State (NYS) EMS education and training programs, leading to NYS EMS certification. Courses leading to certification at all levels of Emergency Medical Technician, are required to contain learning objectives, which are to be completed through field observation, hospital observation, field clinical, and/or hospital clinical methods.

Purpose

This policy is intended to provide guidance to NYS EMS agencies, course sponsors, hospitals, and other affiliated institutions who may be accepting EMS students for the purpose of completing field and clinical educational objectives that lead to NYS EMS certification.

Procedures

1. NYS EMS Education Programs - In order for an individual to begin and complete any of the field and/or clinical learning objectives, individuals must be enrolled in a NYS Department of Health approved EMS certification course. In order to be considered a student, the following conditions must be met:
 - a. A Department approved Course Sponsor must oversee all educational components;
 - b. An affiliation agreement between the Course Sponsor and the clinical or field EMS agency and/or institution must be approved and on file with the Department;
 - c. Form DOH-782, Course Application must be approved and on file with the Department; Form DOH-65, Application for Emergency Medical Services Certification must be completed by all students and on file with the Department;
 - d. Student must have met all Course Sponsor educational requirements to begin aforementioned learning objectives as approved by the Department;
 - e. A Course Sponsor approved preceptor must oversee all aspects of the clinical and/or field objectives that are completed outside of the classroom;
 - f. Department and Course Sponsor approved student and preceptor documentation must be complete; and,
 - g. Only those skills, previously and successfully completed in the classroom environment and approved by the Certified Instructor Coordinator (CIC) for the course, may be performed by the student, **and** under the direct supervision of their assigned preceptor outside the classroom.

2. Out-of-state EMS Education Programs - Individuals who are students in courses held **outside** of NYS and are not enrolled in a NYS Department of Health approved EMS

certification course must have the following:

- a. An affiliation agreement between the NYS EMS agency and/or medical institution and the out-of-state educational institution that is approved and on file with the Department;
 - b. A NYS EMS certified provider must act as a preceptor for any student completing their objectives at a NYS EMS agency. The preceptor must be currently certified at or above the level of training the student is seeking and approved by the agency Medical Director, or in the case of hospitals and/or other medical institutions, in accordance with their policies;
 - c. Objectives completed at a hospital or other non-EMS agency medical institution, must follow the policies and procedures of that medical institution as outlined in the affiliation agreement;
 - d. Students who are completing learning objectives for a national Emergency Medical Responder (EMR) or EMT course may only observe; they may not provide direct patient care;
 - e. Students who are completing learning objectives for any EMS course above the level of EMT that include advanced level skills, must be certified as a NYS EMS EMT prior to beginning any learning objectives or skills in NYS;
 - f. Students may apply for and must be granted NYS EMS Reciprocity prior to beginning clinical and/or field rotations;
 - g. Documented behavioral and learning objectives for each student must be provided by the out-of-state educational institution and maintained on file with the preceptor's EMS agency and/or institution;
 - h. Students may only perform those ALS skills, for which their lead instructor documented successful demonstration in the classroom environment ***and*** under the direct supervision of their assigned preceptor; and,
 - i. All aspects of the student's learning experience must be documented by the preceptor and kept on file at the agency or medical institution.
3. Affiliation Agreements Requirements – All of these agreements must include, but not be limited to the following:
- a. The contact information, including names, addresses, telephone numbers, e-mail addresses and other demographic information for each of the entities involved in the agreement;
 - b. The start and expiration date of the agreement. The duration of the agreement may not be more than four (4) years and must be reviewed and approved by the Department annually.
 - c. The written responsibilities for the preceptor, student and agency/institution;
 - d. Liability and malpractice insurance requirements for all parties; and
 - e. The process that the preceptor, student and educational institution utilize to correspond regarding student progress.

Adherence to this policy will insure patient safety, appropriate prehospital care, completion of the field and/or clinical education goals and objectives, as well as protect the EMS community. For further questions, please contact:

Education Unit
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