Maryland Institute *for* Emergency Medical Services Systems

EMT Student Internship

Instructions

PURPOSE

All BLS Education Programs shall provide a supervised field internship which includes the practice of skills relevant for emergency medical technicians (EMTs).

This document provides guidance to assist students, instructors, and field training coaches with completion of the EMT Field Internship.

Updated April 29, 2024

Maryland Institute for Emergency Medical Services Systems

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EMT Student Internship — Requirements

IN ORDER TO BEGIN THE FIELD INTERNSHIP, THE STUDENT MUST COMPLETE ALL REQUIREMENTS OF THE BLS EDUCATION PROGRAM AND MIEMSS (COMAR 30.04.03). EACH STUDENT SHALL HAVE:

- A satisfactory attendance record
- Completed all required class assignments, examinations, and patient assessment sessions
- The approval of the course instructor to start their Field Internship

DURING THE FIELD INTERNSHIP, THE STUDENT SHALL:

- Wear distinctive identification that clearly identifies the Student's name; Student's status; and BLS education program
- Agree to participate in internships with appropriate medical oversight and supervision within an MIEMSS-approved EMS Operational Program unless otherwise approved per COMAR 30.04.03.12.

WHAT IS REQUIRED FOR PATIENT ASSESSMENTS DURING THE INTERNSHIP?

- Must be conducted in the presence of a field coach, mentor or preceptor
- Required to complete 10 satisfactory patient assessments:
  - Assessment should contain at minimum: HPI, need for additional resources, primary assessment, appropriate assessment (focused or rapid), vital signs, SAMPLE, and OPQRST
- Assessment may be completed:
  - On any EMS incident regardless of transport status (e.g., a refusal on scene after assessment is acceptable)
  - In a medical facility approved by the EMS Operational Program or BLS Education Program
- Up to four (4) patient assessments may be performed under the supervision of an MICRB EMS Instructor utilizing simulated patients

BLS SKILLS THAT CAN BE PERFORMED AFTER THE STUDENT HAS SUCCESSFULLY COMPLETED THE SESSIONS FOR THESE SKILLS:

- Airway: BLS adjuncts, BVM, Suctioning
- Bleeding / wound care
- BLS medication administration
- CPR
- Fracture management
- Glucometer
- Oxygen administration
- Patient assessments
- Spinal Motion Restriction
- Vital signs

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REQUIRED DOCUMENTATION FOR THE PATIENT ASSESSMENTS:

- E-MEDS reporting is the required documentation.
- This is to be completed on the demo site.
- Do not place the patient name, street number or any identifying information (HIPPA).
- Save all eMEDS reports using the MIEMSS Course Number and date: See example below.
  - Save as: 20EMT001 mmddyy, (e.g. 20EMT001010120)
  - Issued MIEMSS Course Number- e.g. 20EMT501
  - How to convert the MFRI course #'s:
    - MFRI Number appears as 106-EMS-S015-2020
    - Convert to 20EMT015
- Print all reports.

PROTECTED HEALTH INFORMATION REMINDER

- EMT students are reminded to **NOT** enter real, protected health information (PHI) in an EMT Report in the DEMO Service, including the narrative
- There are several federal and state laws that protect this information, and entering it into the Demo Service is not acceptable
- By default, patients entered into the Demo Service will have default demographics that cannot be changed
- To ensure the protection of Health Care Data, **MIEMSS RESERVES THE RIGHT TO DELETE ANY OR ALL REPORTS** entered into the Demo Service

IT IS SUGGESTED THAT YOU IMMEDIATELY PRINT ANY REPORT COMPLETED AS PART OF YOUR EMT CLASS!

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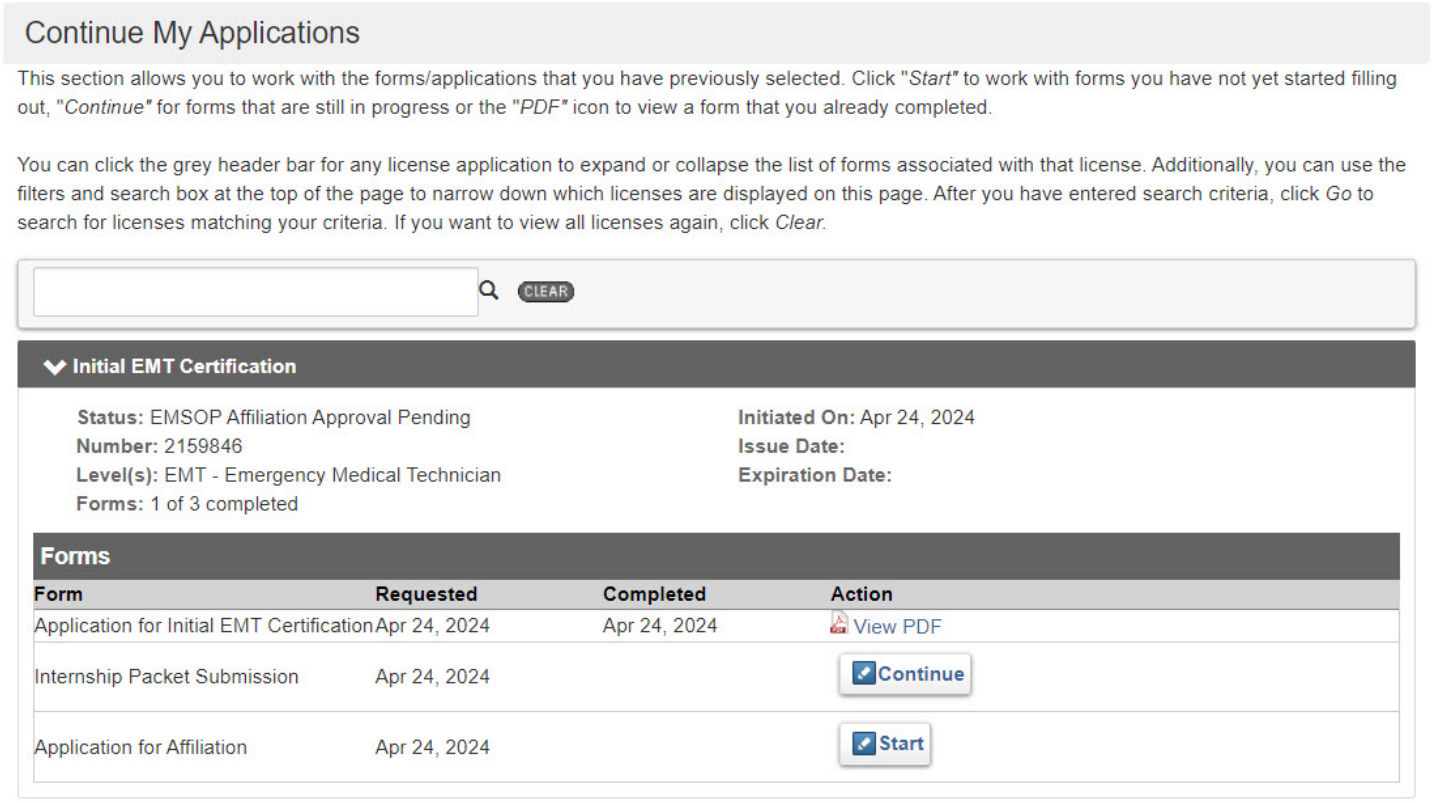
EMT Student Internship — Submission

- **EFFECTIVE JULY 1, 2024: STUDENTS WHO HAVE NOT SATISFACTORILY COMPLETED THE FIELD INTERNSHIP PRIOR TO THE PSYCHOMOTOR EXAM DATE WILL NOT BE PERMITTED TO TAKE THIS EVALUATION.**
- The instructor will be responsible for reviewing all Field Internship documentation (including patient assessments) for completeness, prior to submission to MIEMSS.
- MIEMSS staff will conduct a final review of the Field Internship documentation and may request additional documentation if requirement are not met.
- Students shall upload the following documents to their Initial EMT Certification application through their MIEMSS licensure account:
  - EMT Student Internship Portfolio completed and signed by the student and instructor
  - PDF of each eMEDS Report (10 reports required)



Continue My Applications

This section allows you to work with the forms/applications that you have previously selected. Click "*Start*" to work with forms you have not yet started filling out, "*Continue*" for forms that are still in progress or the "*PDF*" icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

CLEAR

Initial EMT Certification

Status: EMSOP Affiliation Approval Pending
Number: 2159846
Level(s): EMT - Emergency Medical Technician
Forms: 1 of 3 completed

Initiated On: Apr 24, 2024
Issue Date:
Expiration Date:

Forms

Form	Requested	Completed	Action
Application for Initial EMT Certification	Apr 24, 2024	Apr 24, 2024	View PDF
Internship Packet Submission	Apr 24, 2024		Continue
Application for Affiliation	Apr 24, 2024		Start

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EMT Field Internship Portfolio (Call Log, Orientation, and Signature Page)

Name:

MIEMSS ID: **Course Number:**

Patient Assessments

Patient	Date	eMEDS Number	Student Performance	Instructor / Preceptor
1			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
2			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
3			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
4			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
5			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
6			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
7			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
8			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
9			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	
10			☐ Satisfactory ☐ Needs Remedial Practice ☐ Satisfactory Remedial	

Orientation

(minimum 5 hours of approved content)

Required Orientations	Completed Date	Location	Instructor / Preceptor
• Ambulance/BLS (1 hour)			
• EMS Communication (2 hours)			
Additional Approved Options Completed	**Completed Date**	**Location**	**Instructor / Preceptor**
•			
•			
•			

I have reviewed the above named student's Field Internship and verify that it is complete to the best of my knowledge.

Instructor Name (printed) Instructor Signature Date

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Appendix A — EMS Orientation

MIEMSS Approved Optional EMS Orientation Topics

In the event the EMS orientation topic is not on the approved list. A written request will be required to be sent to the BLS programs for approval. Topics placed in the EMS orientation topics section, which have not been approved will not be accepted.

Approved Mandatory EMS Orientation Topics	Hours
• Ambulance / BLS	2
• EMS Communications	2
Approved Optional EMS Orientation Topcs	**Hours**
• MSP AW139 landing zone (online)	1
• Tour of the MSP Trooper	3
• ALS equipment overview	2
• Health Care provider CPR Course	4
• Bloodborne Pathogens	2
• FEMA Classes	1 ea.
• Confined Space Rescue	2
• HIPAA Class	2
• Tour of an specialty referral hospital or center	2
• Medical Examiner's Office	3
• Active shooter class	3
• Hazardous Materials Awareness	4
• Hazardous Materials Operations	5
• EMS Documentation	2

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Appendix B — eMEDS Demo Site Overview

TESTING DEMO SERVICE LOGIN:

https://www.mdemeds.com/Elite/Organizationmaryland/

USERNAME: DemoUser // **PASSWORD:** Welcome1!

- Review and accept the required Data and Privacy Statement
- The eMEDS landing page will then be displayed
- Scan the QR code to watch a demo of entering an eMEDS report

IF YOU RECEIVE AN ERROR MESSAGE, CONTACT eMEDS SUPPORT BY EMAIL AT EMEDS-SUPPORT@MIEMSS.ORG ALONG WITH A SCREENSHOT OF THE ERROR (IF POSSIBLE).

HOW TO START A NEW REPORT:

- Select **INCIDENTS** at the top of the screen
- Select the link **CREATE NEW EMS**
- After the page loads, the eMEDS Run Form will be displayed (this may take time if this is the first time eMEDS is being run on this computer)

SAVING YOUR REPORT:

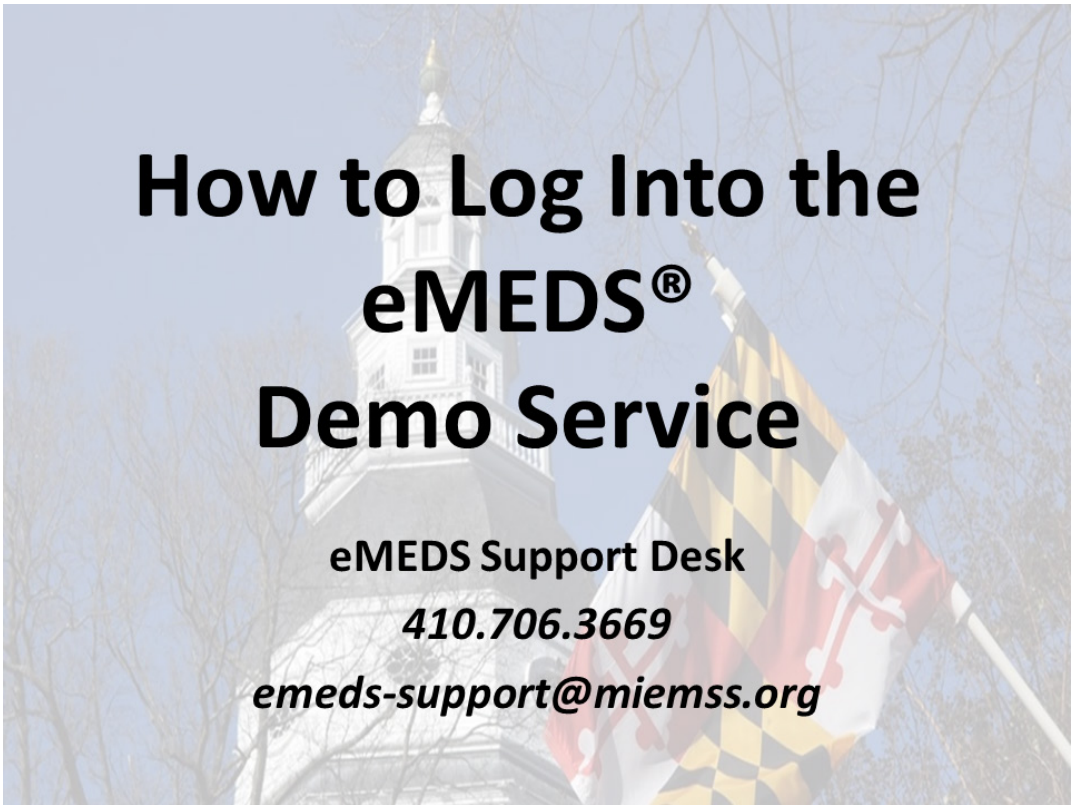
- From time to time, you can select the **SAVE** button at the top of the page to ensure your report is saved
- The system will automatically save the report as you switch between different pages of the report

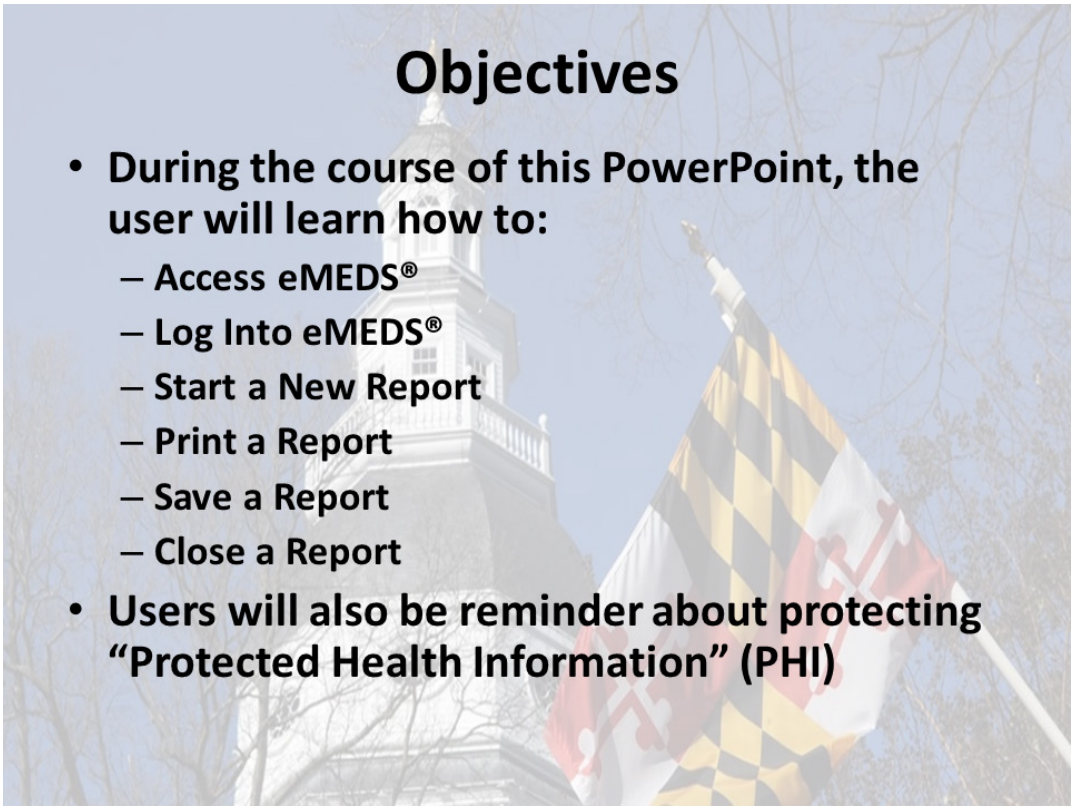
HOW TO PRINT YOUR REPORT:

- At the top of the page, within any page of the eMEDS report, select **PDF**
- You will be presented with a list of various PDF layouts
- The most common PDF layout used is **MD: COMPREHENSIVE REPORT**
- As required in eMEDS, **ENTER THE REASON FOR PRINTING THIS REPORT** and click **OK**
- **REASON: EMT CLASS**
- A new tab in your browser's window will open with the completed eMEDS Report
- You can print the report now or download and save the report for future printing

CLOSING YOUR REPORT:

- When you are ready to close your report, click the red **X CLOSE** button at the top of the page


How to Log Into the eMEDS® Demo Service
eMEDS Support Desk
410.706.3669
emeds-support@miemss.org


Objectives
• During the course of this PowerPoint, the user will learn how to:
– Access eMEDS®
– Log Into eMEDS®
– Start a New Report
– Print a Report
– Save a Report
– Close a Report
• Users will also be reminder about protecting "Protected Health Information" (PHI)

Appendix C — How to Log Into the eMEDS Demo Services

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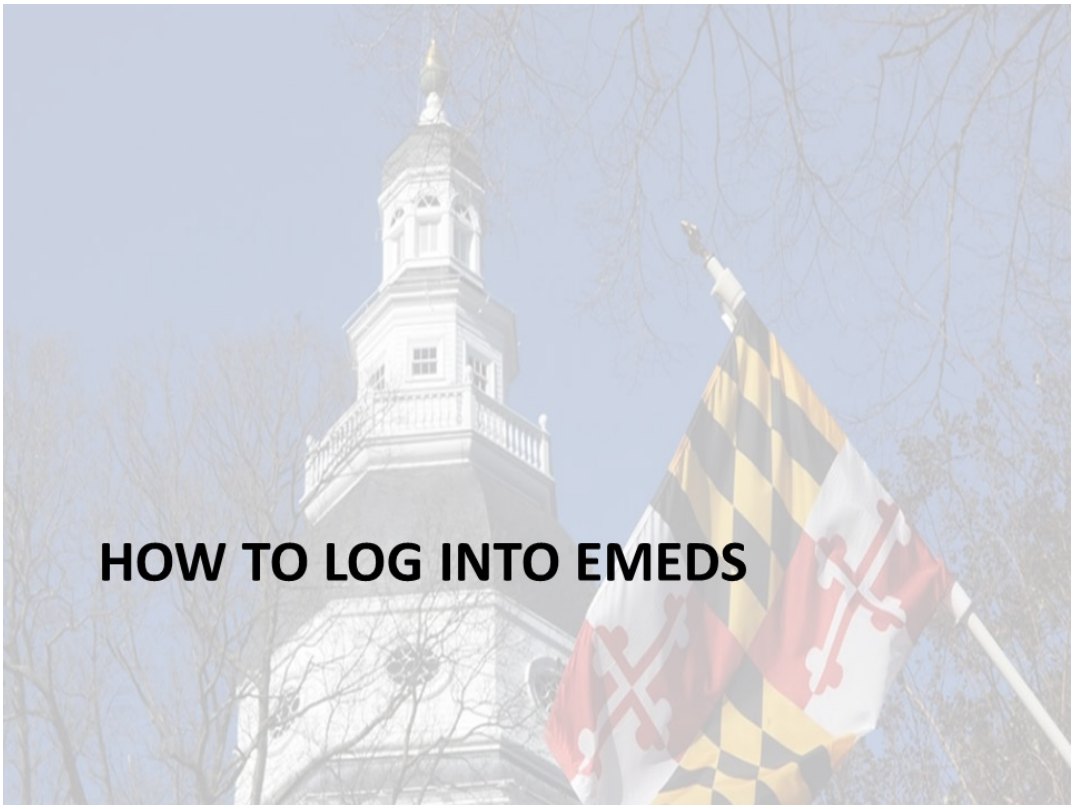

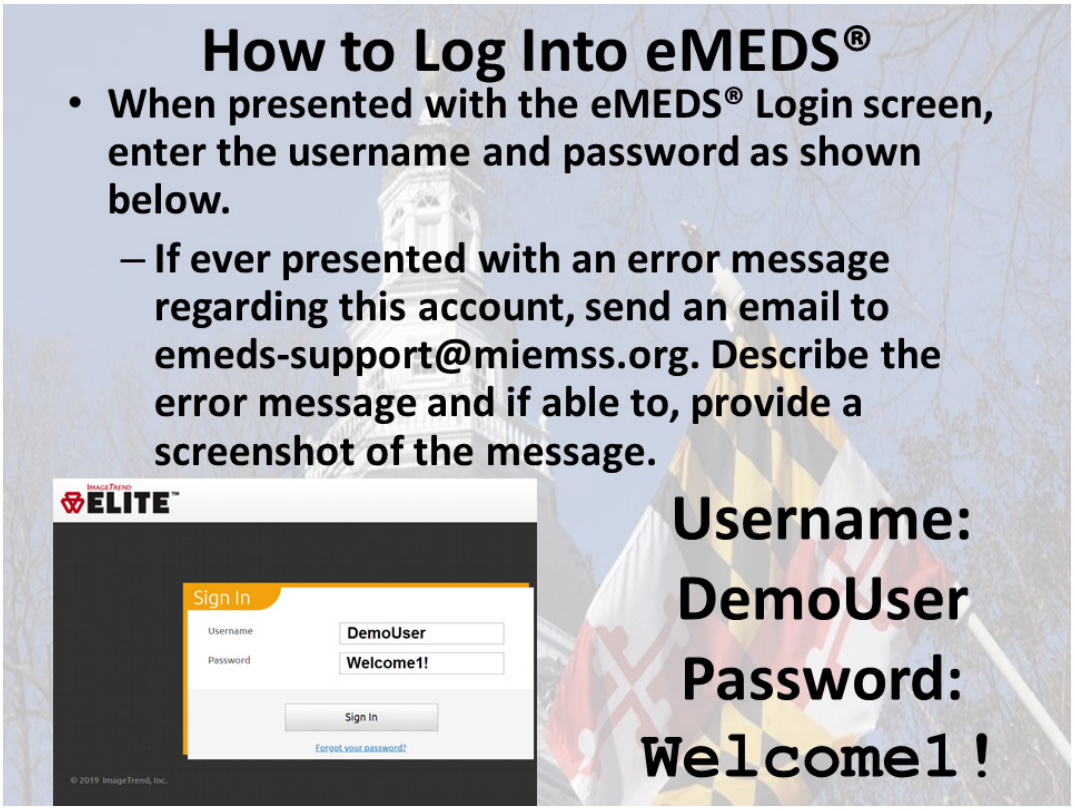

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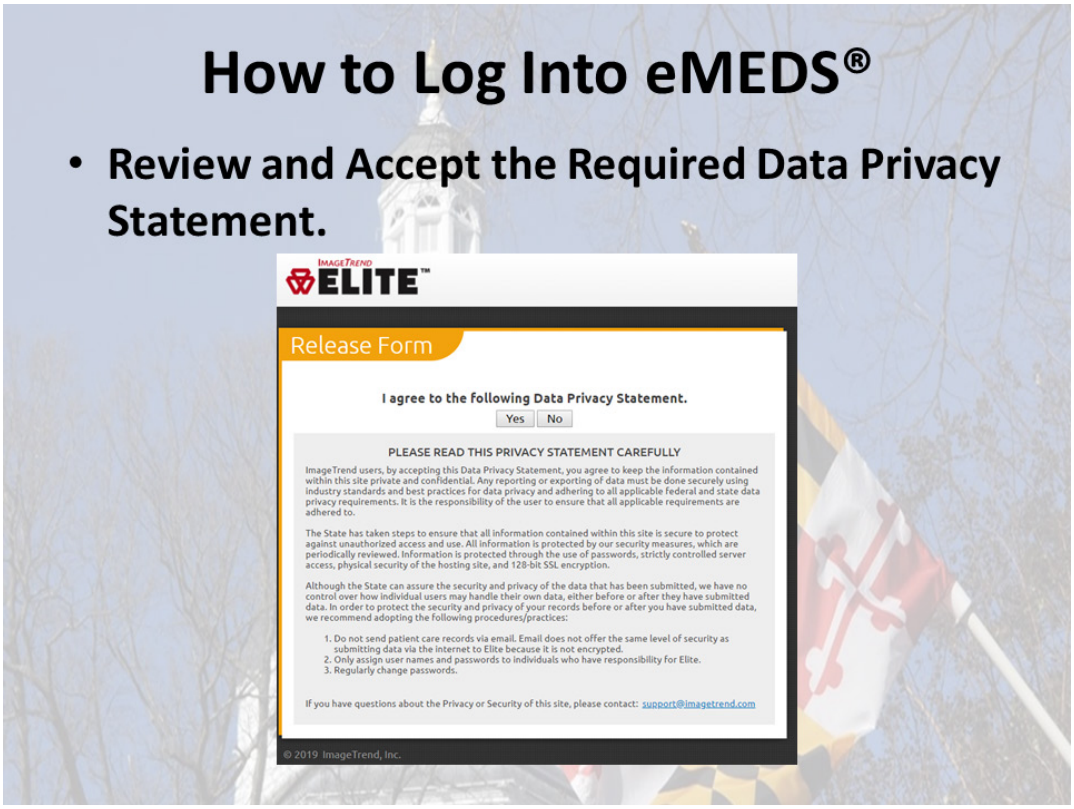

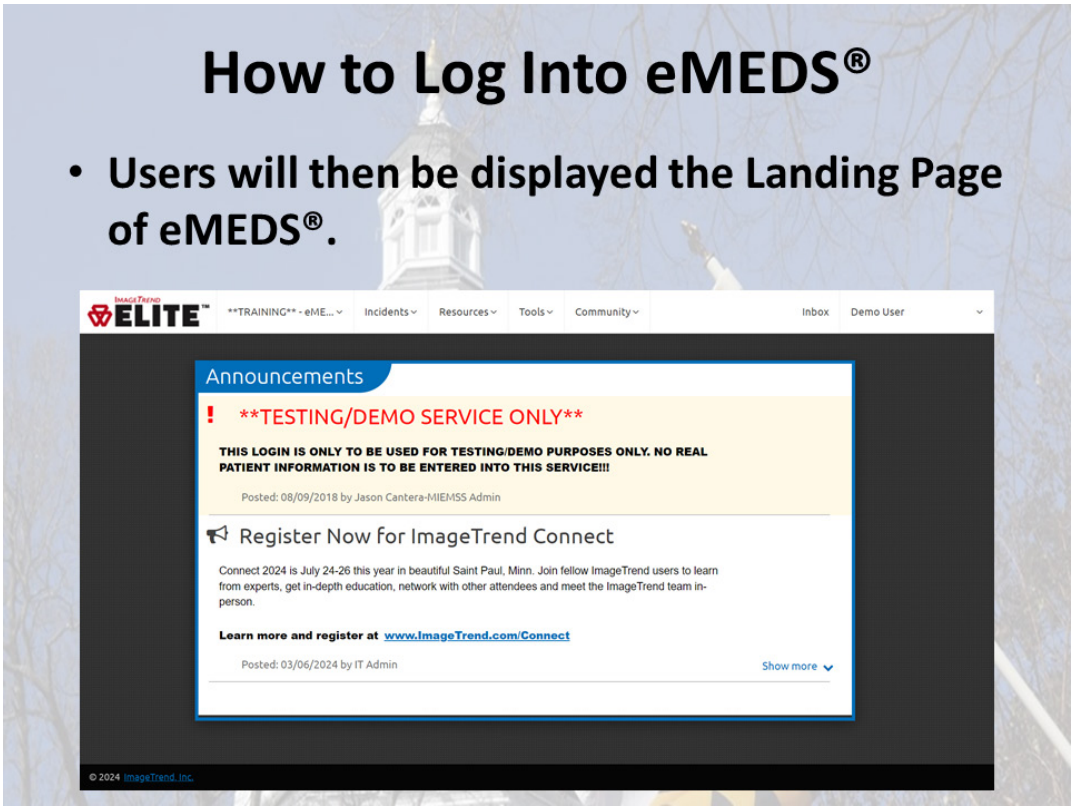

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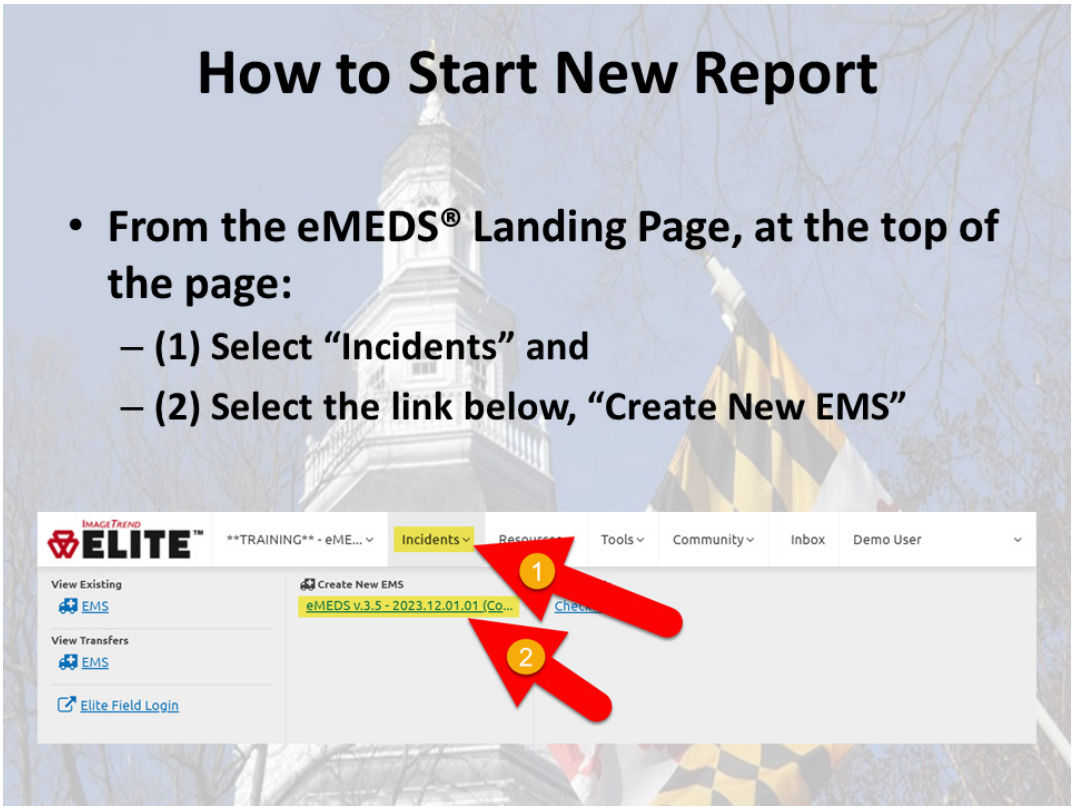

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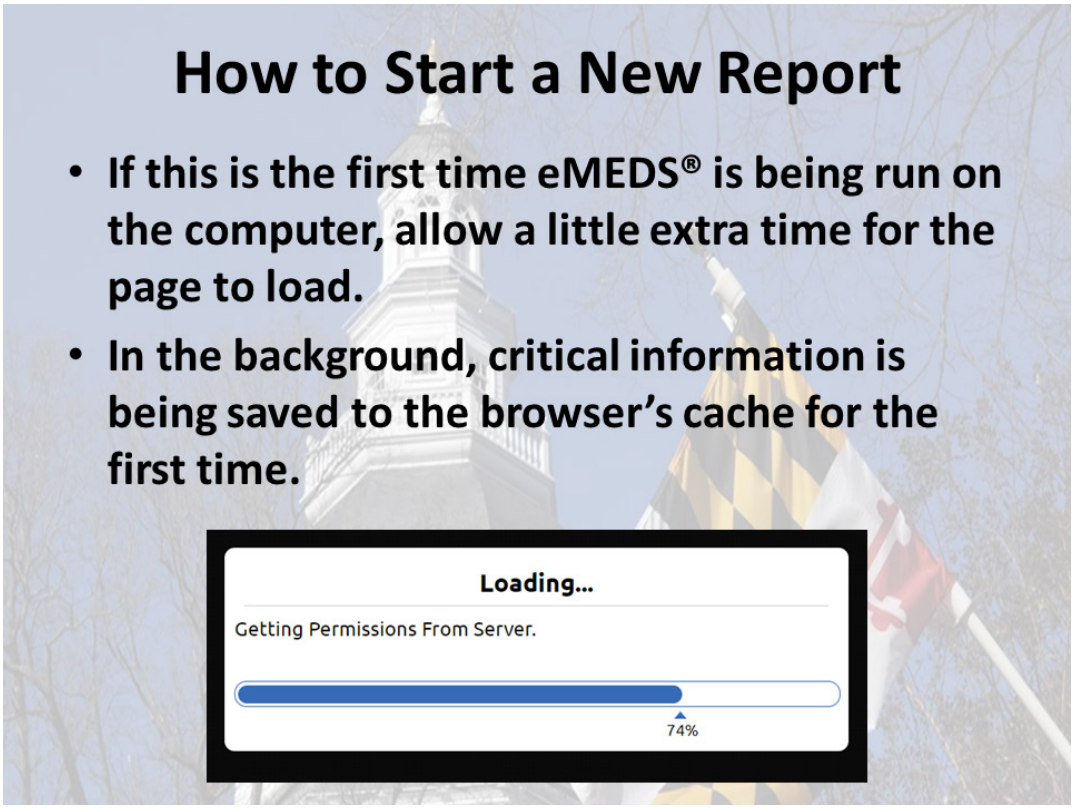

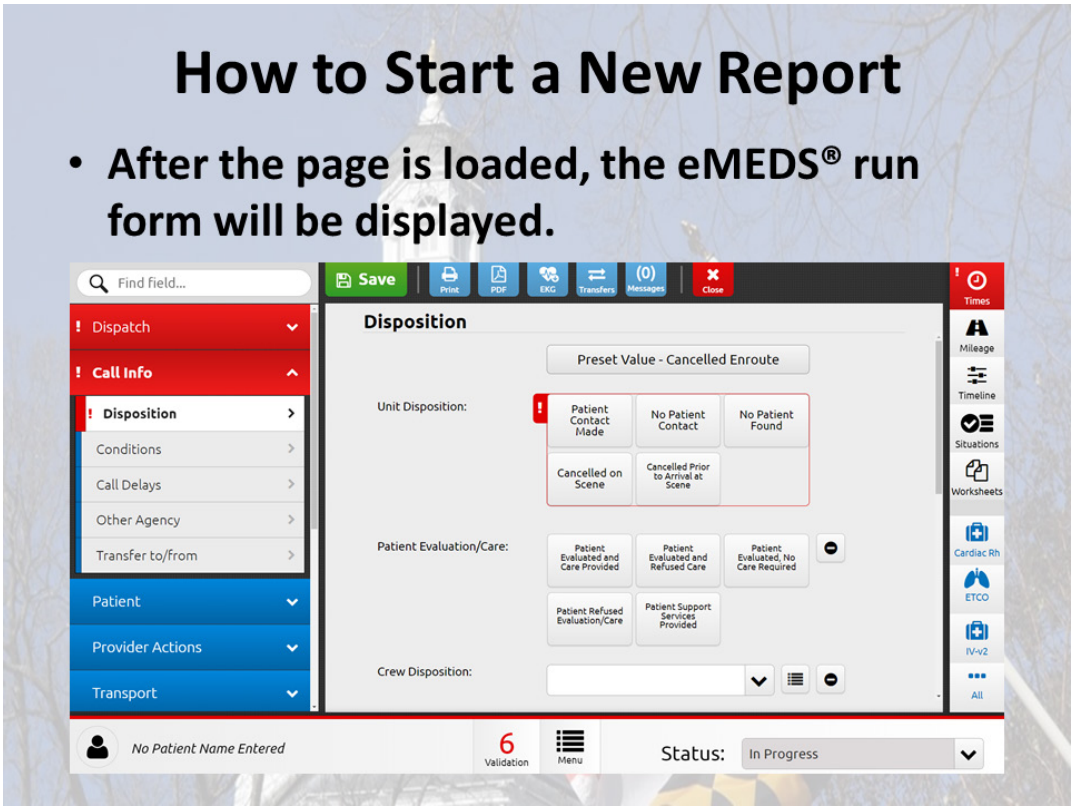

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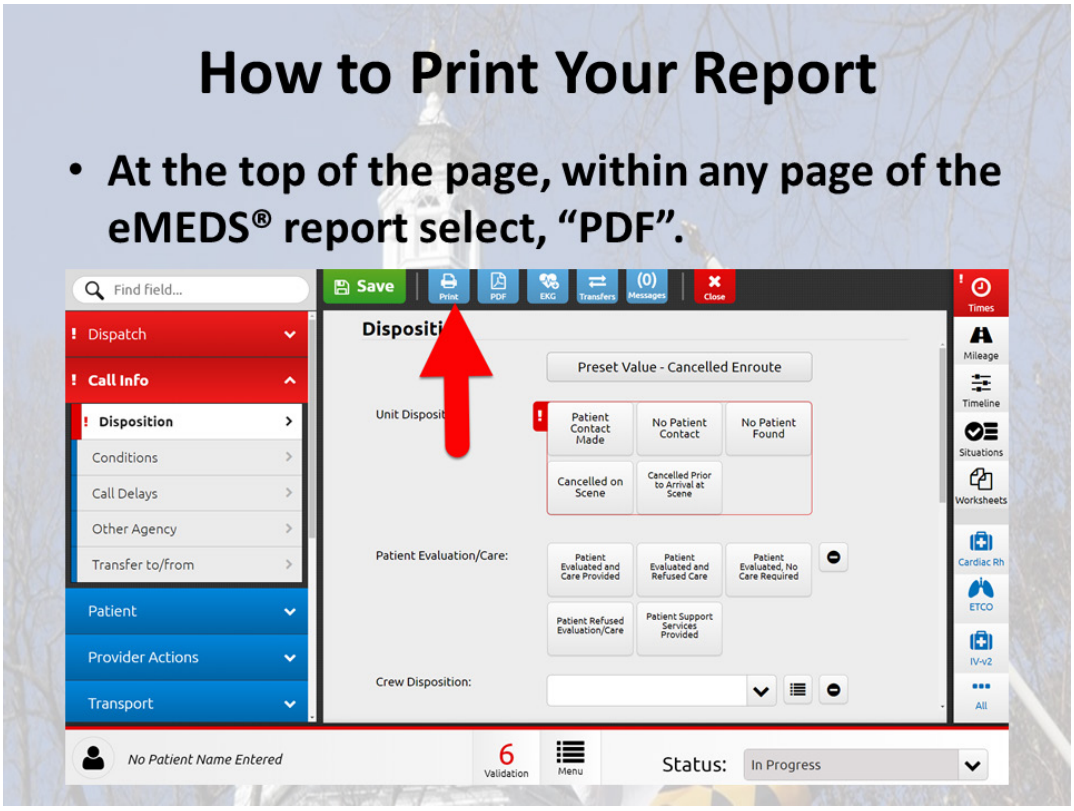

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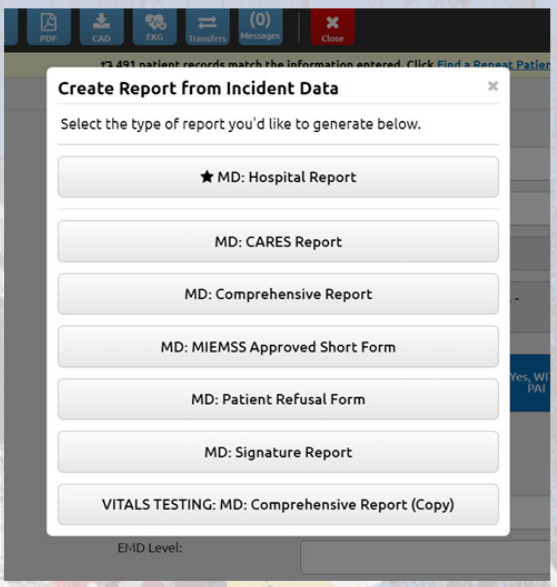
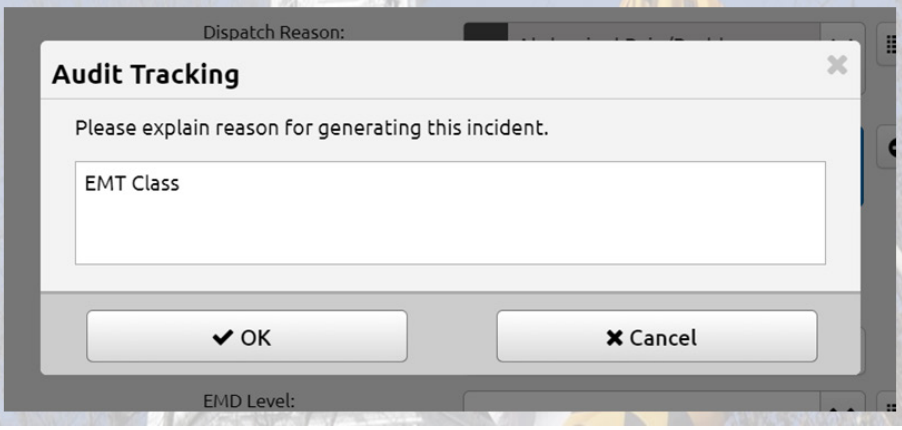
How to Print Your Report

- The user is then presented with a list of various PDF layouts.
- Select the PDF layout as instructed by your instructor or for your need.
- The most common PDF layout used is, "MD: Comprehensive Report".



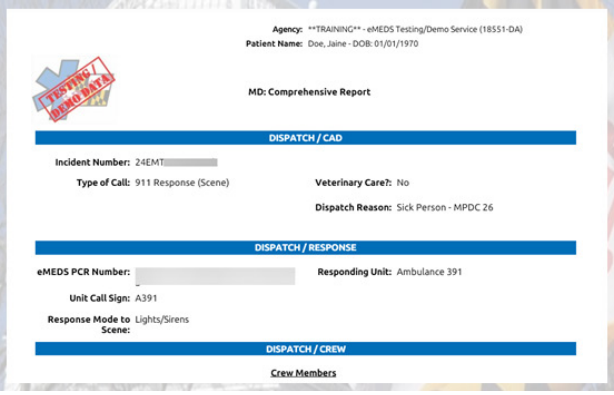
How to Print Your Report

- As required in eMEDS®, enter the reason for printing this report and click "Ok".
  - Reason for EMT Class Testing may be, "EMT Class".



How to Print Your Report

- A new tab in your browser's window will open with the completed eMEDS Report.
- As you would with any other PDF on your computer, you can print, or download and save the report for future printing.


Agency: **TRAINING** - eMEDS Testing/Demo Service (18SS1-DA)
Patient Name: Doe, Jaine - DOB: 01/01/1970
TESTING / DEMO DATA
MD: Comprehensive Report
DISPATCH / CAD
Incident Number: 24EMT
Type of Call: 911 Response (Scene)
Veterinary Care?: No
Dispatch Reason: Sick Person - MPDC 26
DISPATCH / RESPONSE
eMEDS PCR Number:
Responding Unit: Ambulance 391
Unit Call Sign: A391
Response Mode to Scene: Lights/Sirens
DISPATCH / CREW
Crew Members

SAVING YOUR REPORT

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Saving Your Report

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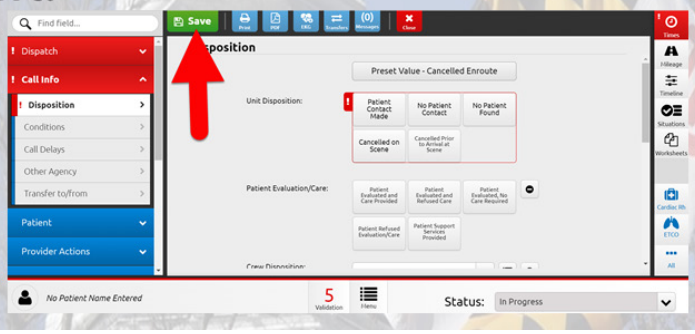

CLOSING YOUR REPORT

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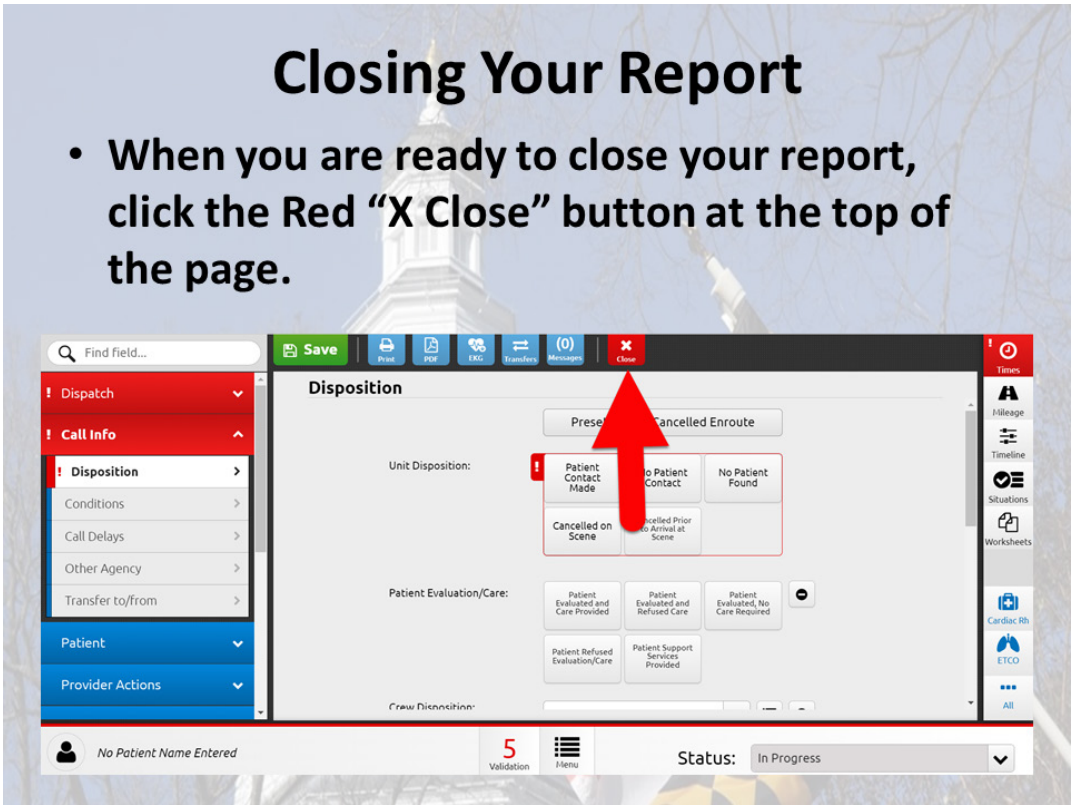
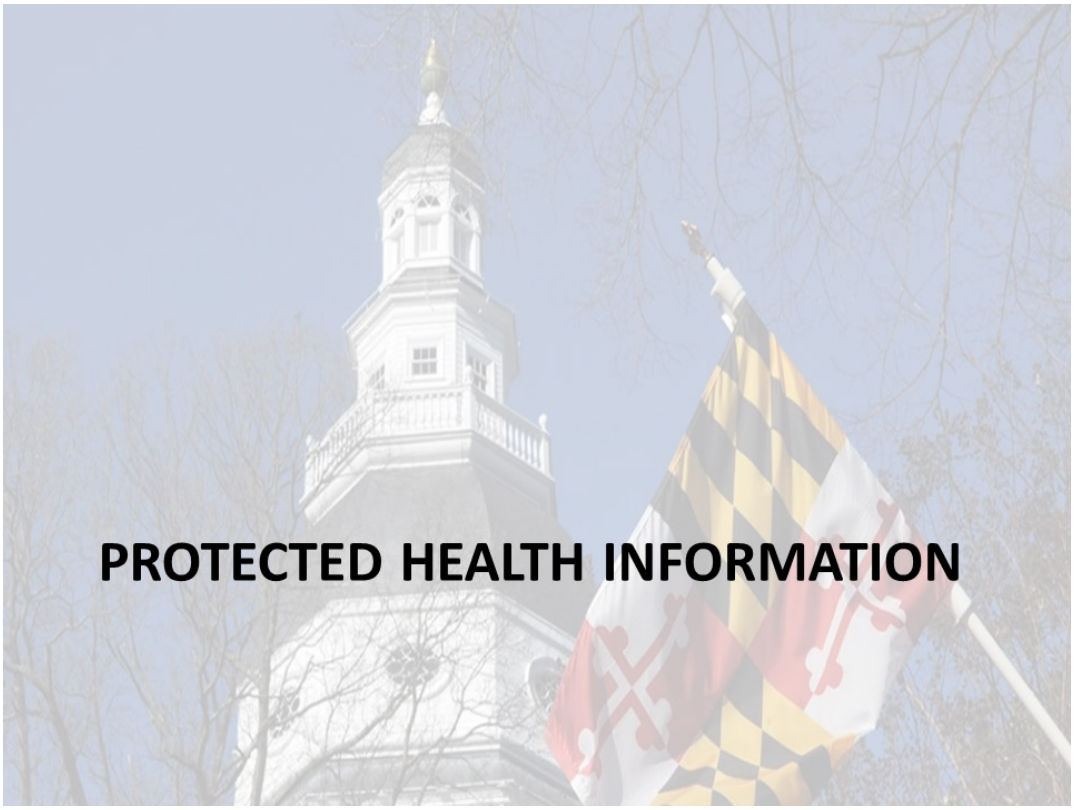
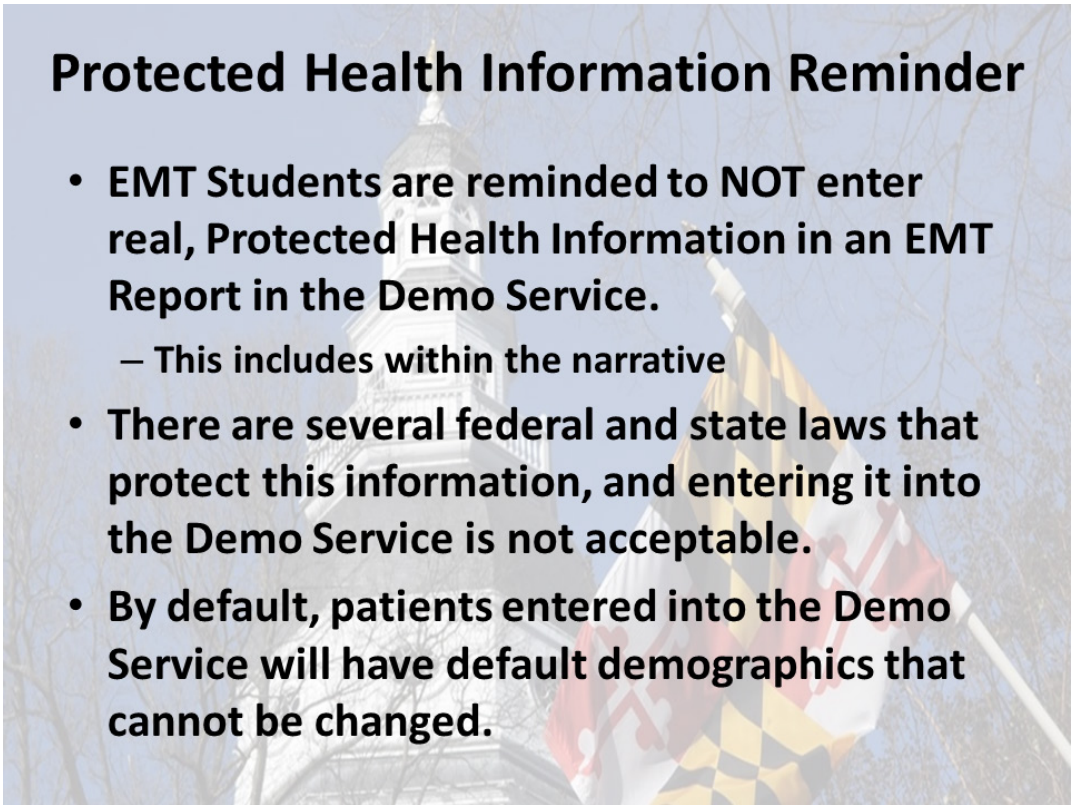

Closing Your Report
• When you are ready to close your report, click the Red "X Close" button at the top of the page.
Find field...
Save
Print
PDF
ERG
Transfers
(0) Messages
Close
Times
Dispatch
Call Info
Disposition
Conditions
Call Delays
Other Agency
Transfer to/from
Patient
Provider Actions
Disposition
Unit Disposition:
Patient Contact Made
No Patient Found
Cancelled on Scene
Patient Evaluation/Care:
Patient Refused Evaluation/Care
Patient Support Services Provided
Mileage
Timeline
Situations
Worksheets
Cardiac Rh
ETCO
All
No Patient Name Entered
5
Validation
Menu
Status:
In Progress


PROTECTED HEALTH INFORMATION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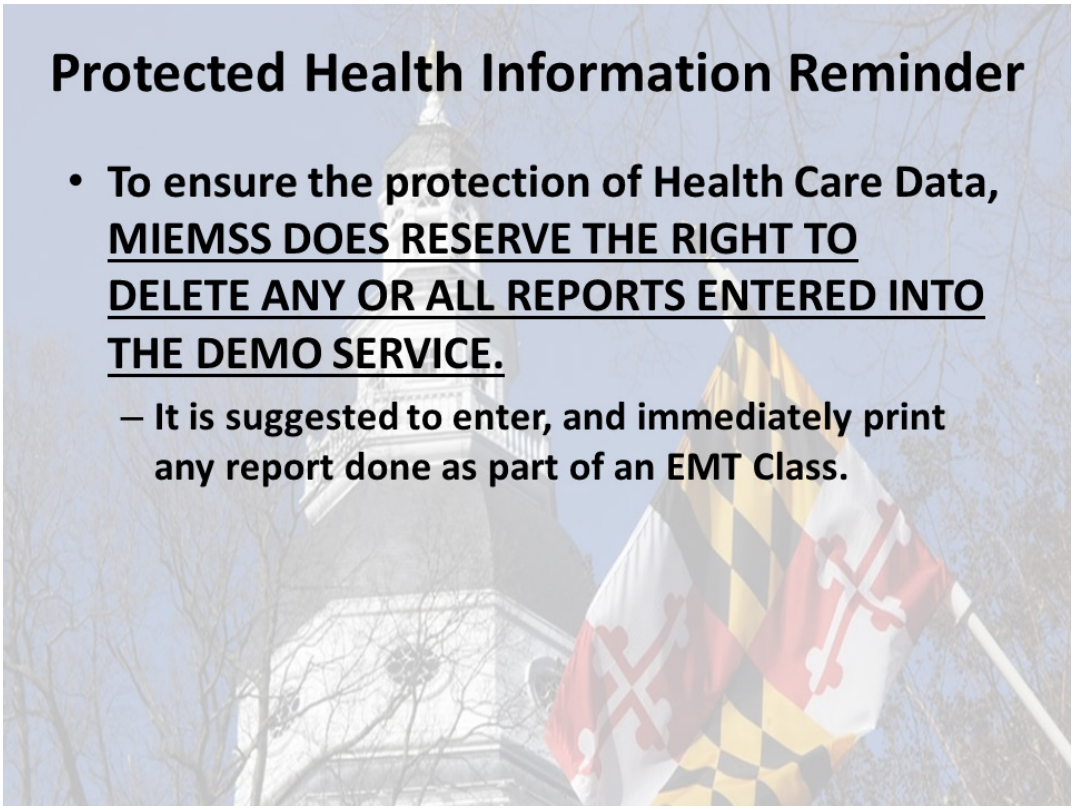
Protected Health Information Reminder
• To ensure the protection of Health Care Data, MIEMSS DOES RESERVE THE RIGHT TO DELETE ANY OR ALL REPORTS ENTERED INTO THE DEMO SERVICE.
– It is suggested to enter, and immediately print any report done as part of an EMT Class.