

**GEORGETOWN-SCOTT COUNTY
EMERGENCY MEDICAL SERVICES
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We are glad you have come to our service to continue your learning. It is a great honor to us that we can help you learn to apply what you have learned in school. Our service places a high value on education, not just initial, but a desire for lifelong learning.

Our preceptors will take time from their day to make sure you can thrive in a learning environment. You can expect that they will be available to help you find answers to any questions you have. You can also expect that they will be as respectful of you as possible. We are making every effort to provide you with an excellent learning experience. In return, we expect that you will spend at least 72 hours riding with our staff. We also expect you to respect our staff, your preceptors, patients, and anyone else you may come into contact while riding with our crews. To respect our preceptors and allow them some down time during their shift here, students are permitted to ride from 0730 until 2230. After 2230, unless on a call, students will be escorted from the station.

Any students riding with us are expected to adhere to their program uniform standards, as well as the following, facial hair must be well groomed and at most a goatee is permitted provided that it does not extend more than 1" below the chin. We also require hair be worn above the collar and a natural hair color. Additionally, only "Stud" style ear piercings are permitted, all others must be removed or covered during your time with us. Students are not permitted to have any tattoos above the collar, hand/finger tattoos, or any offensive (pornographic, racist, sexist, etc.) tattoos. Students may be asked at supervisor discretion to cover any exposed tattoos.

Prior to you beginning ride time with us, we will need a letter from your program that you are cleared to begin field internship. Additionally, we require the following records submitted from either yourself or your school:

BLS Providers:

- BLS Provider card
- Recent background check
- TB & Hepatitis screen results

ALS Provider (AEMT & Paramedic):

- In addition to the BLS requirements, a copy of ACLS Provider card
- Any pediatric care provider certifications if available.

The listed materials may be emailed to jon.oesterman@scottky.gov or faxed to 502-863-7843. The contact person for your ride time is our Education Coordinator, Jon Oesterman (502-863-7841). Please contact him to schedule your time with us. Also, if you have any questions or concerns about your ride time experience here, please contact Jon.

If you need to cancel scheduled ride time, contact the Shift Supervisor at 859-983-3776, as soon as possible to cancel your shift. "No call, no show" absences will be poorly received and may impact your ability to schedule future time with us.

Again, thank you for choosing to allow us to help you learn how to be a prehospital provider. We hope you enjoy your time with us and find it as rewarding as we do.

House Rules:

Welcome to GSCEMS. We are excited to have you here to ride with us and learn from us. It has been a long-standing tradition and what we view as part of our excellence to offer students the privilege to come and ride along with our organization. We do have a few ground rules and expectations to advise you of that we consider "house rules," but also these will be advantageous for you and whichever employer hires you. Without further ado:

- When you arrive, you are considered part of the crew and are expected to act as part of the crew.
 - Daily truck checks
 - Daily Chores
 - Any department lead training for the day
- A tour should be given to you by either the supervisor of the day or your preceptor. There are a few **off limits** places that you should be aware of:
 - The corridor that leads past our equipment vending machine
 - This area leads to the staff's dormitories
 - The report's room
 - Understanding that you are privy to the patient information of your specific call, HIPAA is a very real thing, and we uphold the regulation of patient information extremely high
 - The offices past the glass door
 - These offices are our administrators and billing
 - An exception would be if the specific administrator invites you, or you preceptor/ supervisor takes you to an office
- Fraternalization is frowned upon. We do not discourage you from fulfilling your quest to find your perfect mate, however, this is a work environment with the expressed intent of working being completed. If you happen to find one of our employees of interest, please make your advances outside of your ride time.
- The use of tobacco products, to include vaping, is forbidden in the ambulances and the building. The designated smoking areas should be part of the tour. It is also your responsibility to police up after completion of your tobacco product.