

**Northwest Community Healthcare Paramedic Program  
EMS 215 Field Internship  
AGENCY ORIENTATION RECORD – 2026**

The following are minimum objectives that may be expanded to meet the needs of individual students.

**Upon completion of Phase I orientation, a PM student shall competently complete each of these without critical error:**

1. Orient to the host organization and conform to the expectations of the agency and the NCH paramedic program.
2. Locate standards of practice for EMS care within the agency (SOPs, Policy and, Procedure Manuals, Standard Drug and Supply list), review the agency's Emergency Preparedness / Multiple Patient Management plan, locate triage tags, and all System forms.
3. Conduct a thorough ambulance inventory using the current Standard Drug and Supply List, locating all components and checking all supplies, drugs, and equipment for expiration dates and submit completed inventory form with Phase I paperwork.
4. Orient to ambulance operations in accordance with laws, regulations, guidelines, policies and procedures governing operations.
5. Orient to and demonstrate competency in using all agency EMS equipment, including, but not limited to communication equipment, electronic devices; ECG monitor/defibrillators and oximetry; CPR devices; IV catheters, stretchers and peds securing devices.

Orientation must be completed prior to or concurrently with the onset of the field internship.

Student name:	Preceptor name:
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An approved preceptor must initial that the student has demonstrated knowledge of/competency in performing the following:

Date	Initials	Competencies	Date	Initials	Competencies
		Location and access to current NWC EMSS SOPs, Policy and Procedure manuals; EMS forms			<b>Operations: Ambulance</b> Knows where all equipment is kept: Completed inventory using System Standard Drug and Supply List
		Agency expectations; review of all phase meeting documentation and agreements.			Knows restocking par levels and processes. (Cannot sign Controlled Substance Log as student)
		Has access to Agency-specific policies			Can verbalize exchange process all equipment/supplies
		Has been informed re: items that may or may not be brought to agency; allowed hours of participation			Is given EMS access codes for receiving hospitals
		Has been informed about policies re: weapons			Oriented to methods used to clean/disinfect all equip.
<b>Operations – station/quarters</b>					Knows where maps are kept or how to operate GPS.
		Knows/has access to all door codes			Can safely operate child safety and restraint devices
		Informed about and follows agency policies on use of internet, social media, and cell phones			Knows addressing rules and major traffic routes for general response area (does NOT drive)
		Knows where to find all paperwork Knows where/how to file all paperwork			Knows mutual aid agencies and agency expectations of working with MABAS partners
		Medical equipment batteries: Knows where to find and policy on charging/replacing			<b>EMS communications equipment/operation</b> Mobile radios (location, functions, channels, call signs)
		Keys: Given any permitted to the student			How to operate agency cell phones
		Supply room location/access policies			How to notify dispatch for times/posting status
		Housework / meals: Expectations of student participation			Contact numbers and locations for usual OLMC and receiving hospitals
		Knows where to safely dispose of biohazards			Knows how to contact a supervisor or call for help
		<b>Multiple pt mgt plan / IC structure</b> Knows where MPM supplies are kept			<b>Safety:</b> Has access to appropriate PPE Knows how to report /respond to a significant exposure and contact the agency DICO
<b>Competenced in agency equipment:</b>					Competenced in patient <b>restraint</b> devices
		<b>IV pump</b> (if used)   <b>CPR device</b>			
		Ventilators (if used) Stretcher: operation & securing mechanisms			Safety priorities; scene safety issues; active assailant, terrorism, and all hazard response procedures
		<b>ECG monitor</b> ; how to attach leads, display rhythm, acquire & print 12 L, pace, defibrillate, synchronize cardiovert, monitor EtCO <sub>2</sub> , SpO <sub>2</sub> , automated BP; real-time CPR feedback device; how to enter & transmit data, & code summary function			<b>Documentation:</b> Has agency privileges in Image Trend and can competently use agency-specific hardware; answer agency defined questions; and print/upload reports
					HIPAA Notice of Privacy Practices procedure