

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Third Riders
Policy:	413.00
Purpose:	To define guidelines for personnel while riding with Okaloosa County EMS.

Policy:

Individuals riding on any OCEMS vehicle will be limited to the following:

1. OCEMS employees undergoing orientation or training.
2. Individuals employed or associated with agencies/organizations with business or interests related to Emergency Services. These individuals will ride only with special permission of the EMS Chief.
3. Students currently enrolled in an EMT/Paramedic program that have a Memorandum Of Understanding with OCEMS.

No one riding under the stipulation of paragraph “2.” above will remain past 2200 hours unless the medic unit is actively involved with a call.

All potential riders must meet the following established criteria prior to the beginning of the ride:

1. Completion of an established bloodborne pathogens training course.
2. Completion of proper release of liability waiver and meeting with the affected Shift Commander or EMS Chief. Rules of conduct will be outlined to the person being scheduled to ride.

Student Riders

1. EMT and Paramedic students are allowed to perform BLS skills and/or procedures under the direct supervision of any Okaloosa County EMS (OCEMS) EMT or Paramedic.
2. Paramedic Students are only allowed to perform ALS procedures during their scheduled clinical time while under the direct supervision of a Paramedic Preceptor or Supervisor. Students must be cleared by the Paramedic Instructor to do the individual skill prior to performing it on the ambulance.
3. Students are required to wear their assigned student uniform when riding with EMS. The uniform should be clean and pressed and the student should be in compliance with OCEMS uniform and appearance guidelines (105.00 Uniforms and Appearance). A student may be sent home by any employee for failure to comply with this guideline. The on-duty supervisor and the OCEMS clinical coordinator will be notified by e-mail when a student is sent home.
4. Students must don Traffic Safety Vests while working in or around traffic.
5. Students are required to arrive to their assigned station 15 minutes prior to the start of their shift. Onduty ambulances should not return to station for late students except at the discretion of the On-duty Supervisor.
6. The OCEMS crew is responsible for ensuring the student is proficient with stretcher operations at the beginning of each shift.
7. Interventions performed by students should be documented accordingly in the Patient Care Report by adding “StudentEmt” or “StudentEmtp” to the ambulance crew.
8. The Paramedic/EMT overseeing the student during the performance of a particular skill is responsible for ensuring the skill/intervention is done appropriately and according to protocol. A Paramedic/EMT may refuse to allow a student to perform a skill/intervention at anytime if they are uncomfortable with the student’s proficiency.

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9. All student riders should be treated professionally and with respect. All OCEMS staff members are expected to behave in accordance with Okaloosa County Board of County Commissioners Human Resource Policies and Procedures.
10. Any student complaints regarding the behavior of any OCEMS employee will be investigated by the On-duty Shift Supervisor.

Non-Student Riders

1. Non-student riders will wear proper dress and identification as an observer to insure that rider will not be mistaken for an EMS employee. Acceptable attire is blue or black slacks (no jeans), a button-down or polo-type shirt, and black shoes or boots (no tennis shoes). Military students will wear the uniform authorized by their instructor.
2. Non-students must don Traffic Safety Vests while working in traffic.
3. Non-students are required to arrive to their assigned station 15 minutes prior to the start of their shift. Onduty ambulances should not return to station for late students except at the discretion of the on-duty supervisor.
4. Non-student riders are only riding as observers and will not be involved in patient care.

Accountability and Compliance:

1. It is the responsibility of the employees and management staff to ensure that the above policy is followed to ensure safety, security, and proper patient care.
2. The OCEMS crew is responsible for notifying the on-duty Captain that they have a rider, and will inspect the Third Rider Release and Indemnity Agreement form for completion and sign the form as the witness to the rider's signature and as an OCEMS Representative on both the OCEMS Guest/ Trainee Confidentiality and Non-Disclosure Agreement and the Third Rider Release and Indemnity Agreement.
3. The OCEMS crew will meet with the on-duty Captain, prior to the departure of the rider from their ride and submit the form to him/her.
4. The on-duty Captain will review the form for completion and accuracy. The form will then be scanned, electronically filed in the Captains Shared Folder, emailed to Risk Management, and the original shredded.
5. Shift Commanders/Training Officers will report violations of this policy to the EMS Chief as they occur.

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