

Guideline Name: Clinical Shift Expectations		Department: EMS
Effective Date: September 1, 2025	Issued: September 1, 2025	Approval(s): 

I. PURPOSE

To establish a standardized procedure for scheduling and managing clinical shifts for Emergency Medical Services (EMS) students with Orange County Emergency Medical Services (OCEMS) personnel, ensuring high-quality clinical education while maintaining operational readiness and prioritizing internal employee development.

II. POLICY

OCEMS supports the clinical education of EMS students by offering field precepting opportunities. Priority shall be given to OCEMS employees participating in the Field Training and Evaluation Program (FTEP). Additionally, we value the balance of a non-precepting shift for our employees as it will guarantee that they are not having to precept a student on every shift they work. This balance overall allows for a better precepting experience for the student and prevents preceptor burnout. This guideline outlines the requirements and process for requesting and scheduling student clinical shifts.

III. SCOPE

This policy applies to:

- EMS Training Officer – serves as clinical coordinator
- OCEMS Field Training Officer (FTO)
- EMS preceptors
- OCEMS employees in FTEP
- Community College Clinical Coordinators
- Affiliated educational institutions

IV. DEFINITIONS

FTEP: Field Training and Evaluation Program for onboarding OCEMS employees.

FTO: Field Training Officer assigned to train and evaluate EMS personnel.

Clinical Coordinator: Designated college or program representative responsible for scheduling and coordinating clinical experiences.

Precepting Shift: A field shift in which a student is assigned to an OCEMS crew for clinical learning.

V. GUIDELINES

A. Prioritization of Clinical Shifts

1. OCEMS Employees in FTEP:

Shall be given first priority for clinical field time.

No external student shall be scheduled if it compromises the availability of shifts for FTEP participants.

No external student shall be scheduled to ride over night.

2. South Orange Rescue Squad Precepting new members:

Have permanently assigned spots for clinical shifts, as these volunteers work with in our 911 system and serve operational needs.

3. External EMS Students (Non-OCEMS):

May be scheduled on a space-available basis only after all internal clinical needs are met and the EMS Training Officer has insured that an ample downtime balance is being maintained for the preceptor.

B. Scheduling Process

1. Submission Deadlines:

All affiliated community college or high school Clinical Coordinators must submit their student placement requests to OCEMS by **the 10th day of the month before** (*much earlier is better*).

2. Late submissions may not be honored.

The EMS Training Officer or designee will approve or deny the request by **the 15th day of the month before**.

3. Student Information Requirements:

Requests must include:

Student full name

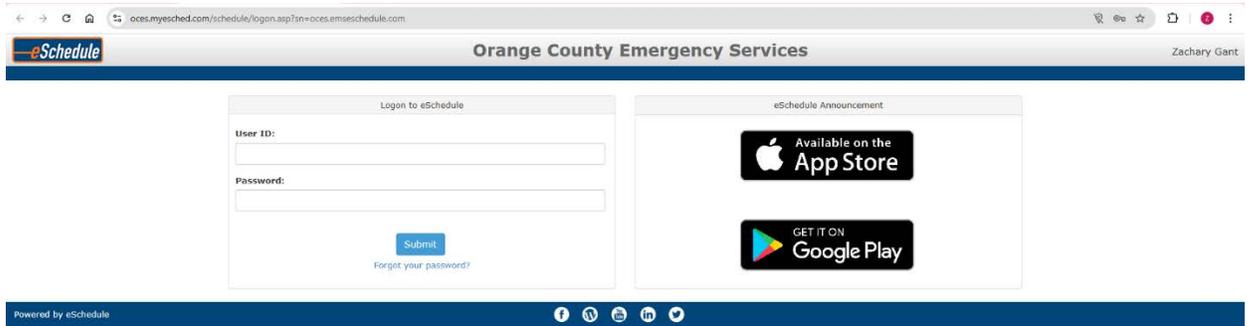
Program level (EMT or Paramedic)

4. Process for Clinical Coordinators:

a. Navigate to schedule website:

<https://oces.myesched.com/schedule/logon.asp?sn=oces.emseschedule.com>

1. Use provided login information



2. Navigate to “Weekly Spreadsheet”

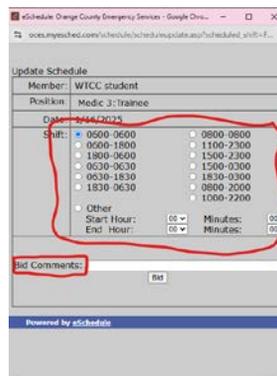


3. Click on shift to request. Make sure the trainer level matches the students (located in red box next to the provider’s name).

(0600-0900)	E.Gonka B (0900-2100)	ntock B (0600-0600)
(2100-0600)		Lombardi P (0600-0600)
(0600-0900)	E.Eno Ekefre B (0900-2100)	
(2100-0600)		0600
(0600-0600)		

S.Higgins B (0600-0600)
D.Folger P (0600-0600)
(0600-0600)

4. Choose requested time and place students name and credential level in the “Bid Comments” section and submit Bid.



5. Bids for clinical shifts are due by the 10th of the month and will be approved by the EMS training officer by the 15th of the month for the following month. Bids for clinical shifts can be viewed under the “My Bids” tab.

OCEMS ESchedule Provider Legend/Key

(0600-0900)
E.Gonka B ⚡ (0900-2100)
(2100-0600)
(0600-0900)
E.Eno Ekefre B ⚡ (0900-2100)
(2100-0600)
(0600-0600)

J.McClintock B ⚡ (0600-0600)
L.Adler-Lombardi P ⚡ (0600-0600)
(0600-0600)

S.Higgins B ⚡ (0600-0600)
D.Folger P ⚡ (0600-0600)
(0600-0600)

- White Box
 - Indicates the Providers’ credential level
- Red Box
 - Indicates the level of student they are able to have assigned
- Overview
 - Does not apply to new hire FTEP candidates
 - Utilizes the preceptor policy to determine level of student that can be assigned
 - Will be maintained by the EMS Training Officer

C. Preceptor Assignment

Preceptors may supervise students and are denoted as such in the scheduling software.

D. Conduct and Expectations

Students must adhere to their school and OCEMS policies regarding:

Uniform and identification

HIPAA compliance

Professional behavior

OCEMS reserves the right to dismiss students with notification to the clinical coordinator from shifts due to misconduct, safety concerns, or violations of operational policy.

E. Program Review and Feedback

The Clinical Coordinator for the institution will provide a contact list for all students for emergency contact purposes.

Clinical feedback will be provided to the requesting educational institution.

Annual review of precepting outcomes and feedback will be conducted between OCEMS and affiliated educational programs.

VI. ENFORCEMENT

Noncompliance with this guideline may result in a suspension of clinical privileges for the educational institution and/or revocation of field access for students.