



State of Delaware

EMT Internship Overview

EMT Intern:		Phone:	
Email Address:			
Agency/Department:		Station:	
Primary Assigned FTO:		Phone:	
Email Address:			

Phase 1 - Orientation and Familiarization

Date Start:		End Date Goal:	
Total Calls Completed:		Total Satisfactory Calls Completed:	
Date Actually Completed:		Total Unsatisfactory Calls:	

Phase 2 - Initial

Date Start:		End Date Goal:	
Total Calls Completed:		Total Satisfactory Calls Completed:	
Date Actually Completed:		Total Unsatisfactory Calls:	

Phase 3 - Capstone

Date Start:		End Date Goal:	
Total Calls Completed:		Total Satisfactory Calls Completed:	
Date Actually Completed:		Total Unsatisfactory Calls:	

EMT Intern recommended for completion of FTO program

Primary FTO Name		Date:	
Primary FTO Signature:			
Chief/EMS Supervisor Name		Date:	
Chief/EMS Supervisor Signature:			

Phase 1 - Orientation and Familiarization

During this phase, the intern and FTO shall orient to the following. In addition, the intern should ride with the FTO in an observation capacity. The more comfortable the EMT intern and the FTO are the more the intern should be allowed to do as a patient care lead under the watchful eye of the FTO. There may be multiple prompts demonstrated by the FTO towards the intern. Feedback and explanation should be frequent during and after the call. Expectations should be clear from the beginning.

Familiarization	Intern Initials	FTO Initials	Date Completed
Ambulance Orientation			
Intern should be shown complete ambulance to include exterior and interior compartments			
Equipment Orientation			
Intern should be shown location of all pertinent equipment and answer any questions as it pertains to function such as KED, traction splint, Collars, LBB			
Portable O2			
Intern should be shown location of all portable O2 bottles and regulators and how to operate flowmeter and high pressure ports			
Main O2			
Intern should be shown how to turn off/on main O2 via normal and manual procedures and where to find flowmeters in back of unit.			
Portable Suction			
Intern should be shown portable suction location and how to operate at full strength and adjustable as well as rigid and soft catheter locations			
Main Suction			
Intern should be shown how to operate main suction on unit including how to adjust and where on/off switch is			
AED operation			
Intern should be shown how to operate AED carried on unit to include adult and pediatric operations and where extra pads are kept.			
Jump Bag equipment and supplies			
Intern should go through each compartment on the first in and jump bags and familiarize themselves with location of supplies in each.			
Equipment checklists			
Intern should be shown department specific checklists as it pertains to EMS operations, equipment and supplies			

Familiarization	Intern Initials	FTO Initials	Date Completed
Apparatus checksheets/requirements Intern should go over agency specific apparatus checksheets as it pertains to the EMS equipment to include vehicle checks and supply/equipment checks			
Mobile radio procedures Intern should demonstrate proper ability to turn on/off, adjust volume, change channel and change zones and how zones/channels function. Shown scan features.			
Portable radio procedures Intern should demonstrate proper ability to turn on/off, adjust volume, change channel and zones and how zones/channels function. Shown Scan features.			
Emergency activation procedures Intern should be shown on both mobile and portable radio how to activate an emergency using the button and hot mic function as well as what constitutes an emergency.			
RESET emergency activation procedures Intern should be shown and demonstrate how to reset an emergency activation on a radio in coordination with the dispatch center.			
Medical consult procedures Intern should be shown how to request a med channel, how to switch to med channel, how to communicate a patient report via radio using both a mobile and portable radio.			
Consult information requirements Intern should be explained what information is needed during a medical consult and how to structure a medical consult with a hospital.			
Department polices Intern should be shown and explained department/agency specific policies that are pertinent to their operations as an emergency services clinician			
Accident procedures Intern should be shown and explained department specific policies regarding a vehicle accident while in an EMS unit.			
Exposure procedures Intern should be explained procedure and point of contact in regards to a possible exposure involving hazardous or biohazardous materials.			

Familiarization	Intern Initials	FTO Initials	Date Completed
Injury procedures Intern should be made aware of department/agency specific procedures regarding injuries sustained by either an EMS clinician OR a patient that is the result of an EMS injury			
Hospital destinations Intern should be told about local hospitals in their area as well as approximate ETA's under emergency and non-emergency conditions as well as other considerations			
Hospital Capabilities Intern should be informed of specific hospital capabilities to include freestanding ER's, trauma centers, stroke centers, burn centers, pediatric ER's and OB			
Hospital Procedures Intern should be explained the specific hospital procedures when transporting to that facility to include access, restocking, decon, equipment, triage and charge nurse.			
Advanced Life Support Intern should be explained how to request ALS, what reasons would substantiate requesting assistance and where the local ALS stations are located			
Cancelling ALS Intern should be informed of why and how to cancel ALS when on a scene of an emergency that does not necessitate an ALS reponse and they have been dispatched.			
Additional Resources Intern should be explained how to request additional resources such as aviation, manpower, rescue, bariatric, law enforcement, social services, etc.			
Pt Movement Devices Intern should be shown and demonstrate proper knowledge of devices carried such as stretcher, stair chair, LBB, Scoop Stretcher, Reeves, Megamover, etc.			
Pt Securing Devices Intern should be explained and demonstrate proper securing of a patient using stretcher straps, LBB straps, peds immobilizers, carseats and peds stretcher adapters			
Medications Intern should be shown BLS medication locations and concentrations and ensure that they understand the correlation between dosage and protocols			

Familiarization	Intern Initials	FTO Initials	Date Completed
CPAP Intern should be shown CPAP location as well as proper operation of the device. Intern should also be shown connection between CPAP set and O2.			
Pediatric Kit Intern should be shown location of Pediatric kit/bag and contents of such so that they are familiar.			
OB Kit Intern should be shown location of OB kit (s) and contents of such so that they are familiar			
Burn Kit Intern should be shown location of burn kit and contents of such so that they are familiar			
Mechanical CPR Device Intern should be shown mechanical CPR device if equipped, as well as WHEN and HOW to use appropriately			
Restocking Intern should be shown location of supplies and how to restock specifics such as O2, Linens, Meds, Supplies, etc.			
DEMRS Login Intern should ensure that they have DEMRS login access and that their respective agency is listed so that they can complete reports.			
Department Specific Documentation Intern should be shown proper way to complete run reports according to State OEMS and their department policies to include information required such as billing info			
Reporting Deficiencies Intern should be shown how to report deficiencies for supplies, equipment and apparatus using department methods. Should cover what is IN and OUT of service			
CAD Access and Functions Intern should be shown county CAD and how to access information as well as what information is communicated through CAD.			

Familiarization	Intern Initials	FTO Initials	Date Completed
Mapping / AVL / GPS			
Intern shall be shown mapping and how to get to a call for service the quickest and most efficient way possible.			
Rehab Scene Procedures			
Intern should be explained what EMS units responsibility is for a scene rehab assignment and what equipment, supplies and documentation are needed.			

Phase 1 Calls - Observation

Calls should have an evaluation form completed for each call that the intern and FTO attend. The FTO on the call DOES NOT have to be the primary FTO assigned, however needs to be a cleared state FTO. Remember that during phase 1, or the orientation phase, interns are learning the trade. As they get more comfortable they may take a more of a lead role with patient care, however they will still rely on their FTO heavily. Multiple prompts are acceptable for this phase of the field training process.

Call #	Date	Incident Number	Disposition	FTO Name	# Prompts	Successful/ Unsuccess
1	7/1/2024	2024-05901234	Transport	Dempsey	5	Success
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

FTO Comments:

Intern Comments:

FTO Name:

Recommended for Phase 2 of Internship:

YES / NO

FTO Signature:

Student Signature:

Date:

Phase 2 Calls - Initial

Calls should have an evaluation form completed for each call that the intern and FTO attend. The Intern should function as the team lead with oversight provided by the FTO. The FTO should not have to prompt the intern any more than 3 times OR any 1 item on a repetitive basis. Any more than 3 prompts or 1 repetitive (could be same call or different calls with same type of prompt) would result in unsuccessful "call". The intern should have at minimum 10 "successful" calls (not in a row) in order to progress to phase 3 (Capstone Phase)

Call #	Date	Incident Number	Disposition	FTO Name	# Prompts	Successful/ Unsuccess
1	7/10/2024	2024-05901239	Transport	Dempsey	2	Success
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

FTO Comments:

Intern Comments:

FTO Name:	Recommended for Phase 3 of Internship:	YES / NO
FTO Signature:	Student Signature:	Date:

Phase 3 Calls - Capstone

Calls should have an evaluation form completed for each call that the intern and FTO attend. The Intern should function as the team lead with little to no oversight provided by the FTO. The FTO should not have to prompt the intern any more than 1 time OR any 1 item on a repetitive basis. Any more than 1 prompt or 1 repetitive (could be same call or different calls with same type of prompt) would result in unsuccessful "call". The intern should have at minimum 10 "successful" calls in a row in order to complete FTO process

Call #	Date	Incident Number	Disposition	FTO Name	# Prompts	Successful/ Unsuccess
1	7/20/2024	2024-05901259	Transport	Dempsey	0	Success
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

FTO Comments:

Intern Comments:

FTO Name:	Recommended for Completion of Internship	YES / NO
FTO Signature:	Student Signature:	Date: