Work Experience / Observer / Ride-a-long Procedures

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Division Operations

Summary

Amendments
Helicopter Observation. Due to the nature of helicopter operations, particularly primary responses, observers are discouraged unless a specific documented benefit is obtained to either the observer or the Service. Observers will not participate in night primary (emergency) helicopter missions.

Indemnity requirements under the Treasury Managed Fund (TMF).
To meet these guidelines the Service needs to include the requirement for additional documentation before an individual is allowed to undertake any of these activities with Ambulance Service

Applies to All Ambulance Service of NSW staff
All Operational Staff
All Administration staff
All Headquarters staff
Division staff (select Aero medical, Northern, Southern, Sydney, Western)
Operations Centres (select All, Aero medical, Northern, Southern, Sydney, Western)

Review date 1 June 2011
Previous reference SOP2009-008
Status Active
Approved by Chief Executive

Compliance with this policy directive is mandatory.
WORK EXPERIENCE / OBSERVER / RIDE-A-LONG PROCEDURES

APPLICATION

Persons wishing to make application to observe Paramedics/Doctor perform clinical duties in the field must make application using Form 15 (1 & c) available from the respective Sector Assistant Divisional Manager.

An Indemnity Form (Form 15 b) must be completed and submitted at the time of application.

Applications must be received at the Sector Office no later than 28 days prior to the requested visit.

Once the application is received the applicant will be contacted by the Assistant Divisional Manager / delegate to advise of their success/non success and the appropriate dates. (Form 15 d).

The Ambulance Service reserves the right to refuse applications at any time without indicating cause.

All persons applying for a clinical placement, must show evidence of compliance with NSW Health policy regarding occupational assessment, screening & Vaccination against specified infectious diseases. Form 188 must be completed and submitted at the time of the application. Appropriate evidence of vaccination and screening status must be attached to form 188.

Form 188 must then be verified by the Service’s Infection Control Officer or delegate prior to placement or observation. Failure to provide adequate evidence will result in the application being refused. This requirement does not apply for persons applying for a single day ride-along or observer shift.

INDEMNITY

Indemnity requirements under the Treasury Managed Fund (TMF).

To meet these guidelines the Service needs to include the requirement for additional documentation before an individual is allowed to undertake any of these activities with Ambulance Service. All Health or public service employees are covered under the TMF and need only to provide documentation from their agency of coverage before commencing a placement with the Service.

All external individuals who wish to undertake work experience, observer or ride – a – long with the Ambulance Service need to provide written documentation of personal insurance coverage. For example, a university student needs documentation from their university showing their insurance coverage. An individual needs to have personal liability coverage from an insurer to cover the period of placement with the Ambulance Service, this also includes single day observations.

The Ambulance Service of NSW in granting permission to accompany an Ambulance crew in their work requires the observer to abide by the following conditions:

Not to disclose to any person any patient information gained during period of observation

Assist the Paramedic/Doctor only if requested and act only as directed by the Paramedics/Doctor

No photographs, video sound recordings, electronic recording devices or patient interviews are permitted unless authorised by the Divisional Manager in advance.
**DRESS**

Dress must be safe and clean, neat casual clothing can be worn during the course of the ride-a-long. Officers from another recognised authority will wear normal uniform. Vest and other protective equipment must be worn when appropriate. Hair is to be neat and tidy and where appropriate tied in a bun, any jewellery worn must be appropriately secured or removed during the course of the ride along. In the case of a helicopter an appropriate flight suit and gloves/boots are required.

The observer may be left at a scene or hospital due to operational considerations and have preparations in place for such an event. The Service will not be responsible for transport back to station/Base.

**CRITERIA FOR PLACEMENT**

*This criterion is a guide only and is to be implemented at the discretion of the Operations Manager.*

<table>
<thead>
<tr>
<th>COURSE OF STUDY OR QUALIFICATION</th>
<th>CLINICAL AREA OF OBSERVATION</th>
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<tbody>
<tr>
<td>Nursing Degree years 1 and 2</td>
<td>Paramedic</td>
</tr>
<tr>
<td>Nursing Degree Year 3 and above</td>
<td>Intensive Care Paramedic / Rapid Responder</td>
</tr>
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<td>Post Graduate Nursing Courses:</td>
<td>Intensive Care Paramedic / Rapid Responder</td>
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<td>ie A &amp; E Coronary Care Intensive Care</td>
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<tr>
<td>Medical Students Years 1 and 2</td>
<td>Paramedic</td>
</tr>
<tr>
<td>Medical Students year 3 and above</td>
<td>Intensive Care Paramedic / Rapid Responder</td>
</tr>
<tr>
<td>Australian Defence Force Personnel</td>
<td>Paramedic unless completing Advanced Life Support or equivalent courses</td>
</tr>
<tr>
<td>Other medical Personnel</td>
<td>As decided by Operations Manager</td>
</tr>
<tr>
<td>Non Medical Personnel</td>
<td>As authorised by Divisional Manager</td>
</tr>
<tr>
<td>Work Experience Secondary School Students</td>
<td>Support Areas only</td>
</tr>
<tr>
<td>Non Uniformed Service Employees</td>
<td>As authorised by Divisional Manager</td>
</tr>
<tr>
<td>SCAT Paramedic</td>
<td>Contracted Helicopter Primary Operations as authorised by Manager Helicopter Retrieval Services</td>
</tr>
<tr>
<td>Registered Medical Consultant</td>
<td>Road, rotary and fixed wing authorised by Manager Helicopter Retrieval Services</td>
</tr>
<tr>
<td>Medical Students (specific elective project)</td>
<td>Road Primary and Retrievals, Rotary Retrievals (only) and Fixed Wing Retrievals</td>
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HELICOPTER OBSERVATION

Due to the nature of helicopter operations, particularly primary responses, observers are discouraged unless a specific documented benefit is obtained to either the observer or the Service. Specific groups that may benefit are SCAT officers, Registered Medical Consultants (either from an allied service or qualified in the emergency medicine, intensive care or anaesthetics) and medical students with a specific related elective. Advice from the Medical Manager (Sydney Base) will confirm the appropriateness of the observer. Note: Medical Students will not ride along for primary (emergency) helicopter missions and priority will be for observation on road missions.

Observers will not participate in night primary (emergency) helicopter missions.

MISCELLANEOUS

All observers/visitors must be suitably and neatly attired during visits. Comfortable safe, appropriate and casual clothing, long pants with flat-soled shoes to be worn.

Personnel who would normally wear a uniform, excluding nursing staff, during their course of employment must wear same during the course of the ride-a-long.

On helicopter missions the Service will supply an appropriate flight suit/ gloves and footwear. Absence of any of these will preclude the ride-along on the helicopter mission.

Visitors/observers must report to the Senior Officer on commencement of shift, with identification, who will ensure appropriate documentation is completed and the attendance book is signed. The visitor/observer will also be issued with a visitor’s identification badge. Following this, the observer/visitor will undergo a pre-shift familiarisation safety check. A safety vest will be issued where appropriate.

Hours of observation are limited to 0700 – 2400 each day, and should not exceed a normal rostered shift. Observation between 2400 – 0700 is not permitted.

Aeromedical secondary missions are exempted from these time restrictions. Helicopter primary missions for approved observers are day only.