

Clinical/Internship Paperwork Documentation

On all hospital shifts, the required documentation is the Clinical/Internship Documentation Form (Shift Overview) and Preceptor Evaluation Form. All documentation must be turned in to get credit for the shift.

On all EMS internship shifts, the required documentation is the Clinical/Internship Documentation Form (Shift Overview), Patient Care Reports for EMS (PCR) and Preceptor Evaluation Form. All documentation must be turned in to get credit for the shift. All patients seen (whether transported or not) must have the documentation.

To get credit for the skills, you are required to document the following for every patient you perform a skill on all clinical documentation forms as a minimum:

All Students:

Age, gender, chief complaint, past medical history, treatment that you rendered to include vital signs and SAMPLE, disposition of patient (transported, refused, admitted, released, etc.)

For births, you must document age of mother, fetus gestation period, baby's gender, vaginal or cesarean delivery, weight, newborn APGAR at 1 minute and 5 minutes. You must also document that you witnessed the birth.

Advanced Students:

For IV skills, you must document catheter size, injection site, and number of attempts (whether successful or unsuccessful).

For blood draws to count, it must be from site other than IV, and you must document catheter size, injection site, and number of attempts (whether successful or unsuccessful).

For intubations, you must document ET or LMA tube size, Laryngoscope blade size and type, method of tube placement confirmation, and number of attempts (whether successful or unsuccessful).

For medication administration to count, it cannot be a medication that an EMT-Basic can administer, and cannot be an IV fluid (LR, NS, D5W). You must document the name of the medication or medications (if mixed), amount of medication, how administered, and injection site where the medication was administered. This is to be done for every administration, even if the same medication is re-administered.

At a minimum, the information provided on any report must include patient age, chief complaint, actions taken by the student, and disposition of the patient. There will be no credit given for a patient contact or procedure done on any patient where all the above information is not provided on the appropriate forms.

All clinical/internship paperwork must be submitted to the TEEX EMS office within seven (7) calendar days of the rotation date. No credit for a clinical/internship rotation will be given if the paperwork is submitted late. Paperwork may be submitted in person or may be mailed. If mailed, it must be postmarked within seven (7) calendar days of the rotation date. Our mailing/shipping addresses are:

via US Postal Service

Emergency Services Training Institute
Attention: EMS Program
PO Box 40006
College Station, TX 77845-4006

via Express Service (UPS, FedEx, etc)

Emergency Services Training Institute
Attention: EMS Program
1595 Nuclear Science Rd, Bldg 101
College Station, TX 77843

A detailed explanation of each form and the requirements for each specific form can be found on the following pages.

Note: Rotation documentation will not be accepted unless the following rules are met:

1. All documentation must be on TEEX/ESTI EMS program-approved paperwork. We will not accept documentation that is completed on the provided example pages.
2. Each rotation **must** have a Clinical/Internship Documentation Form.

3. All blocks on the Clinical/Internship Documentation Form **must** be completed.
4. Each PCR (EMS only) **must** be attached to a Clinical/Internship Documentation Form document. One PCR document **must** be completed for every call—even patient refusals and/or no transports.
5. Each shift documentation packet **must** be accompanied by a “Preceptor Evaluation” form.
6. All competency sheets will be submitted in their entirety at the end of the clinical and before the Capstone. All Capstone paperwork will be submitted in their entirety at the completion of the Capstone.

Additional copies of the documentation forms can be found at www.teex.com/ems. Click on the “Clinical Documentation” link under the Student Information heading.