

GUIDELINES FOR EMERGENCY DEPARTMENT ROTATIONS AT SWMC

- Plan to arrive at least 15 minutes prior to the start of your shift. Upon arrival, introduce yourself to the team leader and explain to him/her the class you are in to include the certification level, location, and SEI (or primary instructor).
- You **must** arrive in hospital appropriate attire. It is preferred that you wear scrubs. Note: The hospital will not supply you with scrubs. They now require employees to check them out from a 'vending' machine. **A second option is to wear your EMS uniform** (*uniform must be clean and professional appearing, no jeans, cutoffs, shorts, etc. Law enforcement personnel should not bring firearms to the rotation.*) Students must look and behave professionally.
- All students **must** have an appropriate educational institution or agency name tag/badge and be prepared to show picture ID to the Team Leader/Security personnel.
- Students must arrive to the ED as scheduled. Changes to the schedule must be made in advance of the scheduled rotation. A student who arrives for a rotation that is not scheduled will not be allowed to participate.
- **All students will be required to receive patient confidentiality training prior to any clinical rotation.**
- It is the responsibility of the student to ensure the evaluator/preceptor completes any necessary paperwork required by the training institution.

If you are unable to make your scheduled appointment, please contact ASAP: Your agency's Medical Officer and the Southwest Region EMS & Trauma Care Council, (360) 576-8197.