
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Work Study-Student Intern Program
Revised: 11-08-2022
Effective: 02-03-2023
Approved: 12-21-2022
Section: 224.00

224.01 Purpose

The purpose of the student intern program is to provide a forum for high school students to learn about the Fire Service.

224.02 Policy

- A. Authorized Interns must have a letter from their Guidance Counselor or Principal stating that they are academically qualified to participate in the Intern program.
- B. The Intern must have letters of approval to participate in this program from the Fire Chief and the Deputy Chief of the Division to which the student intern is assigned.
- C. Upon completion of the internship, the student will complete a report and make a presentation about the internship to include duties assigned, experiences, lessons learned and how the internship related to future plans of the student.
- D. It is preferred that the internship be in the morning hours, as the Department believes that this provides the most opportunity for learning since crews are completing their daily roll call, assigned daily duties, training and other assigned tasks during the morning hours.

224.03 General Rules

- A. Student intern shall report to the Officer-In-Charge each day. The student intern shall remain with the crew assigned to Headquarters.
- B. The student intern shall follow all lawful instructions of the Officer-In-Charge and or the on-duty personnel.
- C. After completing a release of liability by the intern's parent(s) or guardian, the student intern may respond with the on-duty crew on emergency medical and fire calls. The student intern shall act only as an observer.
- D. At no time shall patient care duties be delegated to student interns.
- E. At no time shall personnel delegate the student intern to perform hazardous tasks.

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- F. The student intern shall avoid exposure to blood and body fluids at all times.
- G. The Officer-In-Charge and Division personnel shall make every effort to assure that exposure to blood and body fluids does not occur.
- H. Student interns may be delegated to assist with any non-hazardous duties that are being performed by either the Officer-In-Charge or Division personnel. The Officer-In-Charge and/or personnel shall not delegate the student intern to perform cleaning tasks or duties that are not being performed by the on-duty personnel.
- I. The student intern shall not be delegated to clean equipment that is contaminated with blood or body fluids.
- J. A Lieutenant shall be assigned as the liaison/manager for the work study program.
- K. Crew members shall complete the Daily Intern Observation Form (below and in the Career Fire Public (L:) drive in the FTO Forms folder) and submit to the Lieutenant in charge of the Student Intern program.

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Student Intern Daily Observation Report

Instructions:

1. An Observation Report shall be completed for each shift.

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2. Scores for each item shall be assigned using the following criteria:

5 – Outstanding: Student Intern performs in a superior manner. Demonstrates in-depth knowledge; improvises when appropriate, self-motivated, is consistent, organized.

4 – Above Average: Demonstrates above average knowledge; tasks and skills are performed at above average competency.

3 – Satisfactory: Performs function, skill, etc. correctly and completely without assistance.

2 – Needs improvement: Performs function, skill, etc. but requires intervention and or assistance.

1 – Unsatisfactory: Performs below an acceptable level; insufficient knowledge.

Acceptable: Employee performs at or above the minimum acceptable level.

Unacceptable: Performance or knowledge is unsatisfactory. Knowledge and /or skills must improve to meet the minimum acceptable level of performance.

3. By the end of the shift, a member of the assigned crew shall complete the observation report and review it with the Student Intern. The form must be signed by the evaluator and the Student Intern.

4. The completed form shall be placed in a sealed envelope and forwarded to the Lieutenant in charge of the Student Intern Program.

Lieutenant’s goals and expectations for the week: (These will be established the week prior by the Lieutenant in charge of the program, in consultation with the student intern. The student intern will complete this section daily and relay to the assigned crew.)

Any area that is scored with a 5, <3, or unacceptable shall be accompanied by an explanation.

Highest Score = 5. Lowest Score = 1. NA = Not observed.

1. General Appearance	Acceptable	Unacceptable
2. Attitude	5 4 3	2 1 NA

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3. Knowledge of Protocols	5	4	3	2	1	NA
4. Initiative to Perform Daily Duties	5	4	3	2	1	NA
5. Safety	Acceptable			Unacceptable		
6. Problem Solving/Decision Making	5	4	3	2	1	NA
7. Promptness (Arrives to work on-time.)	Acceptable			Unacceptable		

Professional Relations

8. Patient	5	4	3	2	1	NA
9. Family/Bystanders	5	4	3	2	1	NA
10. Interaction with staff from other agencies.	5	4	3	2	1	NA
11. Hospital Staff	5	4	3	2	1	NA
12. Cultural Differences	5	4	3	2	1	NA
13. Works well with other Fire/EMS Personnel	5	4	3	2	1	NA

Evaluator's Comments:

Student Intern Comments:

Follow-up Planned:

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Student Intern Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____