



Student User Guide

Version 1.4 - May 2025

Faculty Foreword

Welcome to the EMSync Student Platform.

As clinical education continues to evolve, EMSync stands as a transformative tool designed to support your journey through structured learning, clinical engagement, and reflective practice. This user guide will assist you in making the most of EMSync's features, helping you stay organized, log key activities, and showcase your clinical growth.

We are confident that this platform will enhance your learning experience and professional readiness.

Best wishes, Faculty of Emergency Medical Education Higher Colleges of Technology

Table of Contents

- 1. Introduction
- 2. Logging In
- 3. Student Dashboard Overview
- 4. How to Log a Shift
- 5. How to Log Skills Performed During a Shift
- 6. How to Submit a Patient Care Report (PCR)
- 7. How to Submit a Clinical Reflection
- 8. Viewing Your Calendar & Upcoming Shifts
- 9. Support & Helpdesk

1. Introduction

EMSync is your official Clinical Management System for tracking all aspects of your paramedic clinical education. EMSync allows you to log clinical shifts, skills, patient care reports (PCRs), and reflective entries, and to monitor your progress in real time. This guide will help you navigate EMSync effectively to meet program and regulatory requirements.

2. Logging In

- 1. Go to the EMSync Login Page.
- 2. Select your role as 'Student' to activate your login panel.
- 3. Enter your User ID or Email and Password.
- 4. Click Login.

If you forget your password, use the 'Forgot your password?' link on the page.

NOTE: Your User ID and Password will be provided by your Coordinator or Instructor. If you have not received your credentials, please contact them directly.



EMSync Login Screen

3. Student Dashboard Overview

After logging in, you will see your main Student Dashboard. This page provides:

- Student Information: Name, ID, cohort, qualification, clinical hours progress.

- Assigned Instructor: Your designated mentor for clinical placements.
- Overall Progress: Donut charts reflecting hours, skills, PCRs, and reflections.
- Shift & Clinical Progress Summaries.

- Sidebar Navigation: Log shifts, submit PCRs, view skills, upcoming shifts, evaluations, reflections, and reports.

Student Dashboard Student Information Name: Moha ID: H0007861 ohort: 2025 nical Hours: 91.94 / 3000 hours (3.1% Solution Assigned Instructor 📋 Overview Shameeg Jacobs Clinical Hours 91.94 / 3000 Status Active Shift Summary 10 Completed Shifts 4 Assigned Shifts 4 Pending Approval Clinical Progres Manikin vs Hun

Student Dashboard

4. How to Log a Shift

- 1. On the sidebar, click Log Shift.
- 2. Complete the shift form:
 - Date of Shift
 - Facility / Unit
 - City / Region (auto-filled)
 - Time On Duty and Time Off Duty
 - Total Hours (auto-calculated)
 - Shift Type and Interaction Type
 - Supervisor Name & Contact
- 3. Skills Performed: Click Add Skill and fill in the details for each skill performed.
- 4. Reflection Notes: Enter any clinical reflections related to this shift.
- 5. Click Submit Shift.

📕 Log a Student Shift				
	🍺 Log a Student Shift			
	Date of Shift			
	mm/dd/yyyy			
	Facility / Unit			
	City / Region (Auto)			
	Sharjah			
	Time On Duty		Time Off Duty	
		0		0
	Total Hours			
	Shift Type			
	Select Type			~
	Interaction Type			
	Select Type			~
	Supervisor Name			
	Supervisor Contact			
	🛠 Skills Performed During Shift			
	+ Add Skill			
	The second second			

Log Shift Form (Top)

city / negion (nuto)		
Sharjah		
Time On Duty	Time Off Duty	
: O	; ·· · · · · · · · · · · · · · · · ·	
Total Hours		
Shift Type		
Select Type	*	
Interaction Type		
Select Type	*	
Supervisor Name		
Supervisor Contact		
Ҟ Skills Performed During Shift		
+ Add Skill		
Definition Natur		
Reflection Notes		
BIU E E Z.		
Write your clinical reflection here		
🐱 Submit Shift		
Les Chiff F	(Detterne)	
LOG STILL FO	JIIII (ΒΟΠΟΠΙ)	

5. How to Log Skills Performed During a Shift

After clicking Add Skill in the shift form, input all required information for each skill performed. Multiple skills may be added per shift. Ensure the correct interaction type and details are selected.

6. How to Submit a Patient Care Report (PCR)

- 1. Click Submit PCR from the sidebar.
- 2. Fill in all mandatory fields:
 - Patient Type, Age, Case Type, Gender
 - Vitals, Interaction Type
 - Chief Complaint
 - Primary & Secondary Assessment

- Working Diagnosis
- Treatment Summary
- 3. Click Submit PCR once all fields are complete.

Patient Care Report (PCR)	
Difient Tune Ane	
Select V	
Care Time Conder	
select v select v	
Vitak	
BP, HR, RR	
Interaction Type	
Select •	
Chief Complaint	
e.q. Severe chest pain	
Primary Assessment	
missi Pare mengy, see, ese	
Secondary Assessment	
Detailed findings from head-to-toe exam.	
Working Diagnosis	
e.g. Acute MI, Asthma Exacerbation	
Treatment Summary	
Write treatment summary	
rauent care Report (FCR)	
Patient Care Report (FCR) Patient Type Age	
Patient Type Age Select V	
Patient Care Report (PCK) Patient Type Select Case Type Genetry	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Select	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Visits	
Patient Care Report (FCK) Patient Type Select Gender Select Gender Select Vitals By: HR, RR	
Patient Care Report (PCK) Patient type Select Case Type Gender Select Vials Bp. HR. RR Interaction Type Select	
Patient Care Report (FCK) Patient type Age Select Case Type Gender Select Vitals BP, HR, RBL Interaction Type Select	
Patient Care Report (FCK) Patient type Select Selec	
Patient Care Report (PCK) Patient type Select Case type Gender Select Vals BP: PR: PR. Select Case Special Select Case Special Select S	
Patient Care Report (PCK) Patient Type Select Case Type Gender Select Select Select Case Type Gender Select Select Case Type Select Sel	
Patient Care Report (PCK) Patient Type Select Case Type Select Select BP / RR, RR Interaction Type Select Chef Complaint e.g. Severe chest pain Primary Assessment Initial Act (Indings, LOC, etc.	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Vials PJ: HR, RR Interaction Type Select Select Other Complaint e.g. Severe chest pain Primary Assessment Instance findings, LOC, etc.	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Vials BP, HR, RR. BP, HR, RR. Select Select Vials Br, HR, RR. Br, HR, RR. Primary Assessment Initial ABC findings, LOC, etc. Secolary Assessment Initial ABC findings, LOC, etc.	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Vials BP, HR, RR. Beta Select Vials Br, HR, RR. Interaction Type Select Vials Br, HR, RR. Interaction Type Select Vials Br, HR, RR. Interaction Type Select Vials Br, HR, RR. Secondary Assessment Intel ABC findings, LOC, etc. Secondary Assessment Detailed findings from head to to the exam.	
Patient Care Report (PCK) Patient Type Select Case Type Select Select Vials PP, HR, RL. Interaction Type Select Select Pinary Assessment Initial Adc Indings, LOC, etc. Secondary Assessment Detailed Indings from head to toe exam. Working Diamonds	
Patient Cate Report (PCK) Patient Type Age Select Case Type Case Type Gender Select Case Br, HR, RR Select Immerscion Type Select Select Case Difference Case Difference Case Difference Case Difference Case Difference Case Select Case	
Patient Carle Report (PCK) Patient Type Select Case Type Case Type Select Select BP, HR, RR. Interaction Type Select Select Chief Complaint e.g. Sense cheat pain Primary Assessment Initial AC: Indings, IOC, etc. Secodary Assessment Detailed findings from head to to exam. wring Diagnosis ag. Acate MI, Asthma Executation	
Patient Carle Report (PCK) Patient Type Select Case Type Gender Select Select By HR RR. By HR RR. Select Chief Complaint e.g. Severe cheet pain Primary Assessment Instal ACC findings, LOC, etc. Secodary Assessment Detailed findings from head to tote exam. or Working Objgoois e.g. Acade MI, Asthma Exacebation Textment Summary	
Patient Vipe Select Case Type Gender Select Select By Hey, Ref. By Hey, Ref. Select Select Pimary Assessment Instal ACC findings, LOC, etc. Secodary Assessment Ins	
Patient Cate Report (PCK) Patient Type Select Select Select Pi PR RR. Betaction Type Select Chef Complaint eg. Severe chest pain Primary Assessment Intel Act Indings, LOC, etc. Secondary Assessment Detailed findings from head-to-to-e exam. Working Diagnosi eg. Acade MJ, Asthma Eascentation Detailed Findings from head-to-to-e exam.	
Patient Cate Report (PCK) Select Select Case Type Select Select By HRy BR- By HRy BR- Select Patient Complaint eg. Severe chest pain Primary Assessment Intel Asc' findings, LOC, etc. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Secondary Assessment Databet findings from head-to to e exam. Secondary Assessment Sec	
Patient Calle Report (PCK) Patient Type Select	

PCR Form (Bottom)

7. How to Submit a Clinical Reflection

- 1. On the sidebar, click Reflections to access your dashboard.
- 2. Click New Reflection.
- 3. Fill out each guided prompt:
 - Description: What happened?
 - Feelings: What were you thinking/feeling?
 - Evaluation: What was good/bad about the experience?

- Analysis: What sense can you make of the situation?
- Conclusion: What else could you have done?
- Action Plan: If it happened again, what would you do?
- 4. Click Submit Reflection to save.

Reflection Dashboard Features:

- Weekly and Monthly Charts: Monitor your reflective practice over time.
- Word Cloud: Visualise key themes in your reflections.
- Theme Analysis: Track your reflective focus by domain.

y Reflections	
Your Clinical Reflections	
	New Reflection
🜌 Weekly Reflections	a Reflections by Month
10 67 67 63 65 65 65 65 65 65 65 65 65 65 65 65 65	
Word Cloud manage importance the space manage importance t	Reflection Themes
DATE SUMMARY	ACTIONS

Reflections Dashboard

Student Reflections		Eack to My Reflections
	▲ Copy-paste is disabled. Reflections must be written personally: Academic dishonesty may result in a penalty. Date of Reflection mm/dd/yyyy	
	Description: What happened? Itomai B I U V B I U V	
	Feelings: What were you thinking and feeling? Hormal B J L	
	Evaluation: What was good and bad about the experience? Normal B I B I U	
	Analysis: What sense can you make of the situation?	

Reflection Submission Form

8. Viewing Your Calendar & Upcoming Shifts

- 1. On the sidebar, select My Calendar.
- 2. View your shifts by month, week, or as a list.
- 3. Colour-coded events:
 - Blue: Hospital
 - Green: Ambulance
 - Yellow: Simulation Lab
 - Gray: Responder
- 4. Use Download Calendar PDF for a printable copy of your scheduled shifts.



Student Calendar

9. Support & Helpdesk

For issues with logging, submissions, or technical support, contact the EMSync helpdesk or your assigned instructor (see dashboard). For policy or curriculum questions, contact your program coordinator.

This user guide is provided for the exclusive use of EMSync students and academic staff.