



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.



Welcome to EMSync

Select your role to login



Student



Instructor



Coordinator



Preceptor



Admin

User ID or Email

Enter your ID or Email



Password

Enter your password



[Forgot your password?](#)

 **Login**

Try logging in with Coordinator, Admin, or Instructor roles.

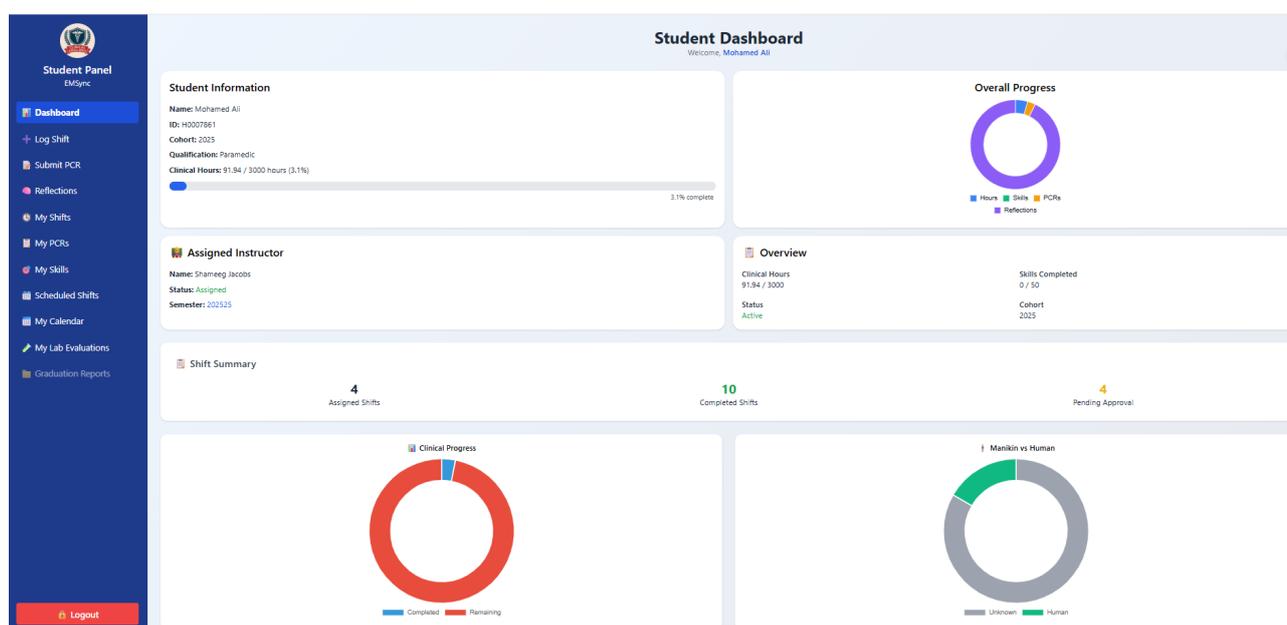
[← Return to Main Page](#)

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, PCR, and reflections.
- Shift & Clinical Progress Summaries.
- Sidebar Navigation: Log shifts, submit PCR, view skills, upcoming shifts, evaluations, reflections, and reports.



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 Shift Form (Top)

Log Shift Form (Bottom)

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.

PCR Form (Top)

PCR Form (Bottom)

7. How to Submit a Clinical Reflection

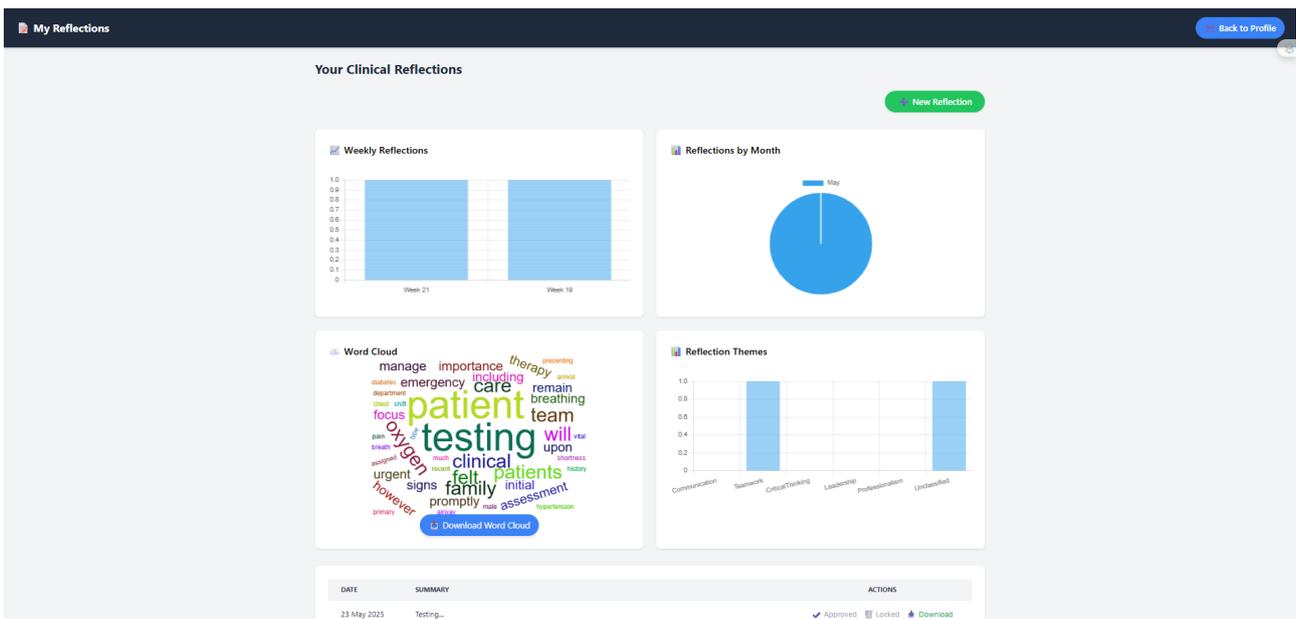
1. On the sidebar, click Reflections to access your dashboard.
2. Click New Reflection.
3. Fill out each guided prompt:
 - Description: What happened?
 - Feelings: What were you thinking/feeling?
 - Evaluation: What was good/bad about the experience?

- 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.



Reflections Dashboard

The screenshot shows the 'Student Reflections' submission form with the following fields and instructions:

- Warning:** Copy-paste is disabled. Reflections must be written personally. Academic dishonesty may result in a penalty.
- Date of Reflection:** A date picker field set to mm/dd/yyyy.
- Description: What happened?** A rich text editor with a toolbar (Normal, Bold, Italic, Underline, Link, Unlink) and a text area.
- Feelings: What were you thinking and feeling?** A rich text editor with a toolbar and a text area.
- Evaluation: What was good and bad about the experience?** A rich text editor with a toolbar and a text area.
- Analysis: What sense can you make of the situation?** A text area.

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.

The screenshot displays the 'My Calendar' interface. At the top, there is a 'My Calendar' header on the left and a 'Back to Dashboard' button on the right. The main content area shows a calendar for 'May 2025' with a 'Today' indicator. The calendar grid shows shifts for various days, color-coded by type: Hospital (blue), Ambulance (green), Simulation Lab (yellow), and Responder (gray). A legend at the bottom identifies these colors. A 'Download Calendar PDF' button is located at the bottom right of the calendar view.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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.