



South Plains College EMS Program

Handbook for Student Clinical Rotations



South Plains College

Guidebook to Clinical and Field Rotations

This handbook is designed to provide the student with a guide for clinical rotations occurring in the out-of-classroom setting. As part of the requirements for this course, each person must complete the minimum rotations for each area of clinical and field rotations based on their level of training. Each student will be given a **requirement check list sheet** before beginning rotations so that they will be able to complete requirements for each level of the program, EMT-B, EMT-I, and EMT-P. Students are responsible for keeping track of their own progress and all paperwork required by the course director to receive a course completion certificate and to qualify for state examination at their appropriate level of completion.

Basic Requirements:

1. All prerequisites for beginning clinical rotations must be completed and approved by the course instructor prior to scheduling rotations. This includes evidence of having received the required immunizations, and passing scores on all exams, re-tests, and classroom skills labs.
2. Each level of training has different requirements for hours needed to pass the clinical rotations portion of this course. See requirements **check list sheet** for your level of training.
3. All dress code items must be purchased by the student, including program identification badge, program shirt, and other required clothing items before rotations.
4. Field rotations at the advanced level may only be scheduled after proper documentation has been turned in for all clinical rotations and a meeting with the Clinical Coordinator has been held.

Clinical Rotation Sites and Shifts:

Covenant Medical Center, Lubbock – Adult Emergency Room
3615 19th St.

Located on east side, parking in parking garage

Shifts: 0700-1500

1500-2300

2300-0700

Four students per shift, seven days per week

Covenant Medical Center, Lubbock – SICU

3615 19th St.

Located on 2nd floor of South Tower, parking in parking garage

Shifts: 0700-1500

1500-2300

One students per shift, seven days per week

Covenant Medical Center, Lubbock – Pediatric Emergency Room

4000 24th St.

Located on east side,

Shifts: 0700-1500

1500-2300

One student per shift, seven days per week

Covenant Medical Center, Lubbock – Lakeside Surgery

4000 24th St.

Located on 2nd floor from main elevators

Shift: 0700-1500 ONLY

One student per shift, Monday through Friday ONLY

Call the evening before (806-725-6700) to see if Dr. McNeil is on the schedule.

University Medical Center – Emergency Department

602 Indiana Ave.

Located on west side, dispatch center on east side, parking in visitor lot, south of emergency department

Shifts: 0700-1500

1500-2300

2300-0700

Four students per shift, seven days per week

University Medical Center – Labor and Delivery

602 Indiana Ave.

Located on second floor

Shifts: Thursday and Friday: 2300-0700 ONLY

Monday through Wednesday, Saturday and Sunday: 0700-1500

1500-2300

2300-0700

One student per shift

University Medical Center – Medical ICU

602 Indiana Ave.

Located on 4th floor above McInturff

Shifts: 0700-1500

1500-2300

One student per shift, seven days per week

University Medical Center – Burn ICU

602 Indiana Ave.

Located on ground floor, east side of atrium

Shifts: 0700-1500

1500-2300

One student per shift, seven days per week.

University Medical Center – Respiratory

602 Indiana Ave.

Located on ground floor, east side of atrium

Shift: 1450-2300 ONLY

One student per shift, seven days per week

University Medical Center – Surgical ICU

602 Indiana Ave.

Located on ground floor, west side of atrium

Shifts: 0700-1500

1500-2300

One student per shift, seven days per week

University Medical Center – Surgery
602 Indiana Ave.
Located on ground floor, across hall from SICU
Shift: 0700-1500 ONLY
One student per shift, Monday through Friday only

University Medical Center – Pediatric ICU
602 Indiana Ave.
Located on 2nd floor
Shifts: 0700-1500
1500-2300
One student per shift, seven days per week

University Medical Center – Cardiac ICU
602 Indiana Ave.
Located on 6th floor
Shifts: 0700-1500
1500-2300
One student per shift, seven days per week

Field Rotation Sites:

Shifts for all stations, unless noted otherwise, are:

0700-1600

1600-2400

Only one student per shift is permitted at all stations.

EMS Station #1

Broadway & Ave. A

Parking on back lot, north side of building

Phone: 747-1081

EMS Station #2

Marsha Sharp Freeway. & Chicago Ave.

Parking in front spaces in front of station.

Phone: 796-7290

EMS Station #3

Trustpointe Hospital

North Quaker & Pontiac

West side of building, park on the west side parking lot-look for crew where ambulance is parked (hospital is not accessible by students)

Phone: 775-9919

EMS Station #4

2416 74th

Parking in rear lot with crews

Phone: 748-1064

EMS Station #5

35th St. & Ave. W

Parking on street, outside station lot

Phone: 747-1220

Truck 9740

35th St. & Ave. W.

Parking on street, outside station lot

Shift: 0700-1900 ONLY

Phone: 747-1220

EMS Station #12

64th & Frankford Ave.

Parking in front parking spaces or on the street in front of the station facing the correct direction.

Phone: 794-7627

Clinical and Field Rotations Dress Code

Patients and the community in general expect a greater degree of cleanliness, neatness, and professionalism from health care practitioners than is found in most industries. The appearance of students should reflect a high standard of professionalism, cleanliness, and hygiene.

Students must be dressed in a clean, pressed uniform as if they were on duty as an EMS professional. Students are expected to practice good personal hygiene. Students should understand they are 'guests' of each clinical and field site and the preceptors are not paid to train them or instruct them. Students should exhibit the attitude, in both dress and manner, of an EMS professional during his/her rotations.

The clinical/field uniform will be worn only during official activities related to the EMS Program or while traveling to and from these activities. Wearing the uniform in other settings will be considered a dress code violation.

Students who commit dress code violations will be asked to leave the clinical/field site. Repeated or flagrant violations of the dress code may result in dismissal from the EMS Program.

Dress Code:

1. Approved South Plains College EMS Program shirt. Shirt must be tucked in and pressed.
2. South Plains College EMS Program identification badge, in view for easy identification at all times.
3. Black or navy blue pants (pocket pants preferred).
4. Black or navy blue socks.
5. Wrist watch with second hand for vital signs.
6. Stethoscope.
7. Baseball caps with SPC EMS Program logo only are permitted, but are not to be worn indoors on hospital or field rotations. Caps bearing any other logo are not acceptable.
8. Safety glasses. Students who wear glasses to correct their vision will need instructor approval that their eyewear meets acceptable safety standards. If not, safety glasses to cover corrective eyewear must be purchased.
9. Dark dress shoes in good repair. Wellington type boots and Ropers or solid black leather athletic shoes are permissible.
10. A black or navy blue jacket or windbreaker may be worn over the uniform shirt or a black turtleneck sweater may be worn under the shirt during cold weather.
11. Hair: Must be clean and neat at all times and worn in a professional business manner. Facial hair such as beards and sideburns must be neat, clean, and well trimmed. Long hair must be worn in a fashion to prevent it from contacting patients, interfering with patient care, or creating a safety hazard. Length of hair for men cannot extend below the collar. Men may not wear ponytails. Dyed hair must be a natural color.

12. Fingernails: Must be kept clean and neat. Garish nail polish is not acceptable. Men are permitted to wear clear nail polish only. Nails may not extend more than ¼ inch beyond fingertips.
13. Jewelry: For safety reasons, bracelets, necklaces, earrings, rings and other jewelry should not be worn. Ear studs may be worn; however, no other facial jewelry, including tongue studs, is permissible.
14. Perfume/cologne/aftershave: Patients frequently are sensitive to strong odors or scents. Since students engage in direct patient care, they may not wear perfume, cologne or aftershave.
15. Tattoos: Should NOT be visible. They must be covered if located on visible areas of the body.

Prohibited Clothing Items:

1. Denim jeans.
2. Cowboy boots.
3. Shirts other than South Plains College EMS Program shirt.
4. Cowboy hats.
5. Nylon or canvas tennis shoes, open-toed shoes.
6. Badges, patches, or other logos from other EMS services or similar.
7. Spandex or Lycra clothing.

Students should bring course textbooks, notes, other medical texts, and black ballpoint pens to their rotations.

Students are permitted to bring personal computers to clinical and field rotations for study purposes only. Students are not permitted to connect to the internet at any clinical or field rotation even if the student has wireless capabilities. Students are not permitted to bring novels, cell phones, pagers, or other items of distraction to the clinical or field rotation sites.

Scheduling Rotations:

Clinicals will be scheduled through the online scheduling system that is currently being used by the EMS program. You will receive an orientation and instructions for use of the program by the Clinical Coordinator prior to being allowed to sign up for clinicals. **The deadline for scheduling rotations is Wednesday at midnight for rotations desired for the following Friday through Thursday.**

Clinicals are scheduled on a “first-come-first-served” basis and should begin scheduling rotations as soon as possible during the course so they can complete all rotations before the end of the course. **It is not the program director’s or other instructors’ responsibility to ensure that the student completes their rotations.** Students are encouraged to schedule rotations as far in advance as possible to ensure they get the days and shifts desired. Students are responsible for keeping their own record of the rotations they schedule.

Rotation schedules are faxed to each EMS station and clinical rotation site every Thursday morning. If you have scheduled a rotation, you are expected to be there on time, ready to learn and assist as needed.

To cancel a rotation, contact the Coordinator by telephone (806) 716-4877 or email bturnbow@southplainscollege.edu. Do not call the EMS Program secretary. Also, **DO NOT** call the clinical sites to cancel rotations. **It is** permissible for Intermediate and Paramedic students to call the individual EMS stations to cancel rotations. If this is going to occur you should call between 06:45 – 07:15. EMT-Basic students **may not** call EMS Stations to cancel rotations. Students should be aware that repeated cancellations of scheduled rotations may result in disciplinary action being taken. You may refer to your syllabus in regards to the number of allowed clinical absences.

Note: Students are expected to be responsible enough to schedule and attend rotations in a professional manner. Continued cancellations, late arrivals, leaving early, or other problems with rotations may result in dismissal from the course. See clinical syllabi for specific attendance requirements.

Clinical Rotation Forms:

Students at every level must complete rotation forms before the end of their assigned shift. These forms must be filled out completely by the students **before presentation to their preceptor for signatures and comments**. (It is not the responsibility of preceptors to fill out forms for the student.) All forms must be turned in to the SPC EMS Program office by hand delivery or by mail within accordance of deadline in your clinical syllabi. Lack of signatures by an approved preceptor may be grounds to repeat the rotation or dismissal from course.

Student evaluations and preceptor evaluations must be turned in within 7 days of completion of **each rotation scheduled** to the Clinical Coordinator or Departmental Secretary. See your clinical syllabi for specific rotation evaluation paperwork requirements.

All students must schedule an appointment with their instructor after completion of all their clinical rotations. The purpose of this meeting is to evaluate the student's paperwork to ensure the student has completed and passed all proficiencies required, and to receive approval to schedule field rotations.

After completion of all field rotations, all students must again schedule an appointment with their instructor to evaluate their paperwork to ensure he/she has completed and passed all proficiencies.

Clinical Rotation Shift Requirements:

Each student must arrive on time, in proper dress, and be prepared to learn and act in a professional manner representative of the EMS community. Preceptors have the right at any time to send a student home and cancel a rotation if they feel a student's dress, behavior, or actions are dangerous or inappropriate.

1. Students must park in approved parking areas at all clinical and field site rotations. SPC EMS Program is not responsible for tickets or other infractions related to parking.
2. Arrive on time to scheduled rotation. Do not leave clinical or field site until rotation is complete for any reason other than personal emergency.
3. Bring pocket money for food or drinks. You may bring a 'sack lunch' or snack that does not require preparation. EMS crews are not required to take you out for a meal and do not ask them to do so.
4. Inform the crews or site preceptor of your name, level of training, and what hours your rotation includes.
5. Assist with any duties asked to perform such as washing EMS ambulances, cleaning the station, or other normal crew tasks.
6. Become familiar with the ambulance or site you are working in. Learn where equipment that you are approved to utilize at your level of training is located. Ask preceptors for assistance, time pending, for any instruction they can provide about the ambulance, station, work station, or other clinical facility.
7. Do not perform skills above your level of training. This is grounds for dismissal.
8. Stay close to your assigned preceptor at all times as instructed. Do not leave their presence on emergency scene calls and follow instructions specifically as advised by preceptors.
9. Do not question preceptors at any clinical or field site about their medical treatment of patients. Do not question preceptors in front of patients or family members.
10. Do not eat food out of refrigerator at any site.
11. Do not sit in station recliners. These are for crews. Students should occupy areas approved by station crews or clinical site preceptors.
12. Do not sleep on rotations.
13. Do not wake up crews to sign paperwork. If a preceptor goes to bed before you have paperwork signed, it is your responsibility to return to the station on the next available shift to meet with that preceptor to complete rotation forms.
14. Wear gloves or other protective gear as needed at all rotation sites.
15. Do not chew gum in front of patients. Do not dip or chew tobacco at any clinical site. Smoking is permitted in approved locations by clinical sites.
16. Do not use the phones at clinical or field sites without approval of personnel.
17. Review HIPPA laws as learned in class. No patient information should be released and confidentiality laws apply to students just as they do for all personnel on duty.
18. Learn to use ambulance radio when calling report to hospital. Speak with preceptor about proper radio traffic and the call number for the unit you are in, as well as the facility you are calling.
19. Carry the airway kit on every call or as instructed by preceptor.
20. Students should ride in the rear 'captain's chair' on each ambulance run. Students should observe safety at all times, wear seatbelts and exit the ambulance in a safe fashion, usually the rear doors. Accident scenes are very dangerous and students must stay close to preceptors at all times and be aware of traffic and other dangers around them.

21. Students should observe patient care by preceptors or other clinicians at every rotation in order to learn. The student should also take an active role in patient care at every opportunity at their level of skill.
22. Students should attempt to study while on rotations and may ask questions of preceptors as appropriate.

These guidelines are meant to inform students of what is expected of them on clinical and field rotations. Any gross misconduct or conduct that a preceptor at any clinical or field site deems unsatisfactory may be grounds for dismissal from the program. Emergency care at any of these sites can be dangerous at any moment and it is the students' responsibility to exercise safety precautions, good judgment, common sense and do exactly as instructed by preceptors in any potentially dangerous situation.

Students with questions about these guidelines should speak with the Program Director, Clinical Coordinator or lead instructor. Any students with special needs of any kind should meet with the program director to develop a rotation schedule. (This includes anyone with a latex allergy. Students will come in contact with protective gloves and other medical equipment that may cause allergic reactions.)

If you are sent home by a hospital or EMS preceptor for any reason, you should contact the Clinical Coordinator immediately by phone or email indicating what happened and why you were sent home from a clinical rotation.

Completion of practical learning must be completed within one year of completion of didactic instruction. In the event that practical requirements are not completed within one year of didactic completion students will be required to re-register and complete both didactic and practical instruction.

**South Plains College
819 Gilbert Dr.
Lubbock, TX 79416
(806) 885-3048**

I _____ acknowledge:
Student's Name

I have received and understood the policies contained in the South Plains College EMS Program Handbook for Student Clinical Rotations. I understand that violation of the policies set forth in the handbook may be grounds for dismissal from the South Plains College EMS Program.

Student Signature

Student's Name – Printed

Date