



EMERGENCY MEDICAL SERVICES PROGRAM

Policy Handbook

**SOUTH PLAINS COLLEGE
EMERGENCY MEDICAL SERVICES PROGRAM
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PROGRAM OVERVIEW

The goal of the SPC EMS Program is to prepare students as competent entry-level pre-hospital emergency medical providers.

Upon completion of the course, all students will be able to demonstrate the following skills and behaviors relevant to their role as a pre-hospital emergency provider:

- Comprehend, apply, analyze, and evaluate relevant information
Gain technical proficiency in all skills
- Adopt personal behaviors consistent with professional and employer expectations
Demonstrate professional conduct and ethical practices
- Assume responsibility for personal and professional growth
- Recognize constraints established by law and local medical control and deliver effective appropriate patient care within those constraints.
- Develop interpersonal and communication skills necessary for efficient and effective performance

Each course meets and exceeds the recommendations of the U.S. Department of Transportation's National Standard Curriculum. Each course has a classroom minimum requirement which includes instruction, lab practical sessions, and testing; clinical hours and skills and a field internship.

Successful completion of this course qualifies the student to apply to take national examinations.

Students registered with South Plains College have all rights and responsibilities afforded by the College and are required to meet all policies and procedures as outlined in the South Plains College catalogue as well as the EMS Policies and Procedures.

ADDMISION TO PROGRAM

For admission to the EMS Program (ECA, Basic, Intermediate, Paramedic) the following requirements must be met: (A copy of all documentation shall be maintained in the EMS Program office in Building 5.)

1. High School diploma or equivalent
2. Written Proof of the following Immunization status:
 - a. TB (Tuberculosis skin test) must be maintained with yearly testing throughout the student's enrollment in the program.
 - b. Measles, Mumps, Rubella (after 1980 or proof of positive titer)
 - c. Tetanus/Diphtheria (within last 10 years)
 - d. Hepatitis B (series of three)

3. Completed Application to the EMS Department
4. Current completion card for American Heart Association's Basic Life Support for Health Care Providers (Basic, Intermediate and Paramedic). Certification must be maintained throughout the student's enrollment in the Program.
5. Texas Success Initiative Compliant in Reading
6. **Intermediate and Paramedic only:** Current National Registry or Texas State Certification at the EMT-Basic Level or NREMT Certification. Certification must be maintained throughout the student's enrollment in the Program.

Students will not be allowed to register in any EMS class until their file is complete.

TRANSFER STUDENTS

Students who obtained EMS Certification or Licensure through a program other than the one offered by SPC must present documentation of the content of their EMS courses for evaluation. These students may be required to demonstrate knowledge and skills competency by successfully completing written and/or skill examinations and clinical Proficiency evaluations. Leveling work may be prescribed on an individual basis.

Students who received their EMS education outside of a college setting may be eligible to take a competency challenge process through the Texas College system to earn credits for that education in some situations.

The time to evaluate transfer students and students who are competency testing may be lengthy and may delay entry into the program. Applicants should apply as early as possible.

EVALUATION GUIDELINES

Student Performance will include:

- 1. Classroom performance**
- 2. Examinations/Homework**
- 3. Behavior**
- 4. Attendance**
- 5. Skills competencies**

Each student must maintain a minimum course average of 75%. All practical skills must be passed within the stated time and technical limits as outlined in the student handbook. The number of retests is limited to one retest/course. There are no retakes on the Final Exam.

CLASSROOM PERFORMANCE:

Active participation in the classroom is required. The student is expected to participate in classroom discussions and activities and ask for clarification in an appropriate manner if he or she does not understand the information presented. Classroom discussion and activities are designed to encourage a broader understanding of the demands and rationale for patient care in the pre-hospital setting, the student's ability to draw conclusions, develop treatment strategies from baseline information, and reinforce appropriate actions for specific emergencies. Participation in the classroom activities also develops communication skills that are required in the EMS environment.

The student is responsible for informing the instructor before class or clinical/field internship if there is a valid reason to restrict his/her activities. Arrangements will be made for short-term modifications.

When practicing skills and/or scenarios in class, the student is expected to have their skill sheets in hand. The student is responsible for completing the skills and assigned practicals in a timely manner without having to be prompted by the preceptor. Practical skill labs are designed for repetitive practice of skills and integration of information in a variety of settings. Students not making appropriate use of their time may be asked to leave and will be counted as absent for that time period.

Each student will master the skills and knowledge in different ways and at different rates. It is the student's responsibility to request help if he/she is having difficulty.

Good body mechanics and safety practices must be observed at all times. Students will be asked to stop the activity at once if unsafe practices are observed. A second offense may be grounds for withdrawal from the program.

Students are expected to leave the equipment clean, in good order and returned to its proper place at the end of the session.

EXAMINATIONS/HOMEWORK: Written and practical

Students must complete each course with a 75 grade point average or better in order to remain in the program. A student may retake one major exam and the two scores will be averaged. The retake exam must be completed and recorded within 1 week of the initial exam (and before the next major exam). Twenty-four hours must have elapsed before you are eligible for the retest.

There is no re-take option for the final exam.

Students will be assigned additional homework based upon the instructor's assessment of need. All assignments must be returned on the stated deadline, in readable form, or the student may earn a 0 after that date. Students are expected to utilize sources other than the classroom text to complete additional assignments. Ingenuity and creativeness are a plus in the EMS field. Don't hesitate to approach the subject in a variety of ways. Quizzes will be administered throughout the course. Refer to the course syllabus for retake and minimum grade requirements. Quiz grades will impact upon the student's course grade.

Grades will be computed according to the syllabus for that specific course. Students must maintain a cumulative average of 75% in each course to progress in the program.

Students who wish to appeal the given grade may follow the process as outlined in the College Catalogue.

Grading Scale for all EMS Courses

A = 90-100

B = 80-89

C = 75-79

F = Below 75

BEHAVIOR

Each student is expected to be courteous to all faculty, staff and fellow classmates, and demonstrate his or her ability to act in a professional manner. This behavior reflects upon the student's ability to function competently in the EMS field. Refer to the Professional Behavior and EMT Ethics chapter in the textbook.

Students must observe good personal hygiene, adhere to the stated dress code, behavioral objectives and facility rules at all times. ID badges must be worn at all times during their clinical and field shifts. If the student is given "scrubs" to wear in the hospital, they are to be returned at the end of the shift. It is the student's responsibility to be prepared (appropriate documentation, study materials, stethoscopes, watches, scissors, and pen).

If something occurs during the shift or during class that puts the student in conflict, and it cannot be calmly and professionally discussed with the preceptor or the staff on duty, the instructor or clinical coordinator should be contacted as soon as possible. If it is not possible to contact them, call the EMS Program Director. The student may be temporarily removed from the site until the conflict can be answered.

When in doubt, the rule of the day is that patient care comes first and there will be time later to deal with questions or differences. Remember- the student is there to learn. Often another person will have another technique to achieve the same objective. Do not reject what is being done or taught out of hand. Courtesy and respect is expected from both the student and the site personnel.

EMS courses produce various stresses on the participants. Stress is expressed in different ways. The instructor and a variety of other professionals are available to help you with the stresses and to find a strategy that will help you succeed. Should any problems occur, the student will be counseled by the instructor. Should a second incident occur, the student will receive a written memorandum of counseling. A third incident may be grounds for removal from the program. Refer to the Misconduct section in the catalogue

There are specific behaviors that are unacceptable to South Plains College and the EMS Program. Any breach of confidentiality, drug/alcohol use, violence or intentional provocation by the student while on the South Plains College campus, or at clinical or field sites, will result in immediate removal from the program.

Any action that may harm a patient or co-worker will be grounds from immediate removal from the clinical site until a review is completed, and may lead to removal from the program.

ATTENDANCE

More than three unexcused absences in any of the four sites (classroom, lab/clinical/ field) will be grounds for removal from the program. An unexcused absence will be defined as missing a class without notifying the instructor.

Absences or tardiness from class or clinical/vehicular shifts is a critical problem. Material presented in classroom or lab practice may not be in the assigned reading material and will be on the examinations. The student is responsible for all material covered and assigned. Individual remedial sessions will not be offered to students with unexcused absences.

Tardiness is disruptive and reflects an unprofessional attitude. A student arriving or leaving more than 15 minutes in the class/assigned shift will be considered tardy. Multiple tardiness (more than 3/course) will be counted as one unexcused absence. If the student is going to miss a class or be late, the instructor should be contacted before that class through the EMS office.

Problems and sickness do occur and every attempt will be made to assist the student with the material he or she missed if the absence is excused. If the student becomes ill or injured during class, lab, clinical or field, the instructor/preceptor must be advised at once. It is not in the best interest of the patient or the student to continue. **Students are not covered by personal health insurance through the program. It is strongly recommended that each student be fully covered by his or her own insurance program.**

Missing clinical or field assignments may result in failure for the course - even if they are excused. Scheduling is very limited and competitive. One unexcused absence from the clinical or

field schedule will place the student on probationary status. Any further unexcused absences may be grounds for removal from the program.

The student is responsible for arriving at their assigned clinical or vehicular site 10 minutes before the scheduled shift. The student must check in with the preceptor upon arrival. Leaving the assigned site without permission may be grounds for removal from the program.

In addition to the required attendance in the syllabus, students must also successfully complete the following courses in order to earn a certificate of completion:

Pre-Hospital Trauma Life Support -Basic and/or Advanced (dependent upon course level)

Field Extrication

Advanced Cardiac Life Support - Paramedic only

Pediatric Advanced Life Support - Paramedic only

CLINICAL/FIELD ROTATIONS:

Students must have a current National Registry card at the EMT-Basic level before beginning their EMT -Intermediate clinical and field shifts.

Students must have completed the EMT -Intermediate Clinical and Field requirements before beginning the EMT -Paramedic Field Internship. Students must have an EMT -I course completion certificate prior to beginning the Paramedic program. In the event that an Intermediate student goes directly into a Paramedic course, they will be allowed to complete their field internship during the first semester of the paramedic course.

Students are evaluated on their ability to improve during their clinical and field internship. The objective of these shifts is to provide the students with an opportunity to apply the theoretical principles of their disciplines, patient care, and department procedures to practical experience. Their status is of a learner and they will not replace members of the affiliating clinical or vehicular facility's staff. While in the clinical or field facility, the student is required to observe regulations imposed by the affiliating facility on its employees to ensure patient welfare.

Clinical paperwork should be turned in according to the time line stated in your clinical syllabi. When you finish all clinical requirements; a meeting should be scheduled with your clinical coordinator to evaluate your clinical experience. Field rotation paperwork will follow the same procedure. Under no circumstances will a student be allowed to start field rotations until they have finished their clinical rotations and met with their instructor.

Clinical grades will be based upon the grading criteria of your syllabi.

Students are limited to practicing only the authorized treatment modalities as outlined by State Rules and Regulations and Scope of Practice, for the EMS level they are being trained in. Procedures requiring a physician order shall be performed safely, accurately, and expeditiously only upon physician's order.

All safety rules, including the use of seatbelts while on the ambulance, and infection protection standards will be observed.

ALL ROTATIONS, EITHER CLINICAL OR FIELD, MUST BE SCHEDULED ON THE ON-LINE SCHEDULING SYSTEM. JUST BECAUSE YOU HAVE BEEN ASSIGNED A PRECEPTOR DOES NOT MEAN YOU ARE SCHEDULED. YOU MUST STILL SCHEDULE YOUR ROTATIONS INDIVIDUALLY.

THE EMS PROGRAM RESERVES THE RIGHT TO REMOVE A STUDENT FROM A CLINICAL OR VEHICULAR ROTATION FOR ANY REASON. IF THE AGENCY PERSONNEL DEEMS IT NECESSARY TO REMOVE A STUDENT FROM A CLINICAL OR VEHICULAR SITE, IMMEDIATE NOTIFICATION WILL BE GIVEN TO THE PRIMARY INSTRUCTOR AND CLINICAL COORDINATOR.

RE-ADMISSION INTO THE PROGRAM

Readmission into the program is not automatic. If a student fails or drops out of the program, they must re-apply to the EMS program and prove that they have maintained minimum competencies (written and practical) of courses that are pre-requisites to the course they must repeat or re-enter. Students dropped due to documented unsafe clinical practices or violation of specific course policies will not be re-admitted.

The Medical Director has the right to refuse to carry any student, for any reason, at any time, under his or her license, which prevents the student from completing the clinical/field component of the program.

ACADEMIC INTEGRITY

If an instructor has reason to believe that a student has committed an act of lying, cheating, or plagiarism, which is documented by anecdotal records, the disciplinary process will be followed as outlined in the college catalogue.

FINANCIAL INFORMATION

Tuition and fees are based on a schedule established by the Board of Regents of South Plains College. Prospective students should contact the EMS program for specific information. All tuition and fees are subject to change.

STUDENT EMPLOYMENT

The decision to work while enrolled in the EMS Program rests with the individual student. If the student is working in the patient care field, they may not count skills and patient contact time during the time they are acting as an employee towards the skills and

hours required for successful course completion. Students must be on a scheduled rotation in order to be covered by the Program Malpractice Insurance and to be able to count the skills and hours toward course completion requirements.

STUDENT TRAVEL

Students will be required to travel to a variety of sites in Lubbock and throughout the region. Any expenses incurred as a result of travel necessary to satisfy course requirements, will be the student's responsibility.

The cost of manuals, textbooks, uniforms and other equipment are not included in course tuition. Costs for card certification courses offered in conjunction with the EMS Program (CPR, PHTLS, PALS, ACLS, and PEPP) are the responsibility of each student. Costs for maintaining immunizations are not covered by the program. Students are expected to be prepared for classes including appropriate writing materials, their text book, handbook, student manual and any other material required by the lead instructor.

USE OF DRUGS/ALCOHOL/TOBACCO

Any drugs used must be with physician guidance. Proof of misuse of drugs will be grounds for immediate dismissal from the EMS Program.

If, in the instructors or preceptor's judgment, a student under supervision is impaired by alcohol, drugs, or emotional illness, that interferes with his/her ability to safely and professionally function, the student will be immediately withdrawn from the classroom, lab, clinical or vehicular site. The instructor/preceptor shall document in writing the observations which led to the withdrawal of the student and submit the report to the Program Director. Further action will be taken as outlined in the College catalogue. In the event of suspicion of impairment or intoxication the student may be required to supply a specimen for analysis.

Smoking or dipping is unacceptable in the classrooms and labs, and at clinical/field sites.

COMMUNICABLE DISEASE POLICY and REPORTING

All students must report the nature of any illness and/or communicable disease to the appropriate clinical authorities and primary instructor. Students with documented communicable diseases (such as HIV, Hepatitis, AIDS) may be in patient contact only when cleared by their physicians, the Medical Director, and the relevant health care facility has been notified in writing and has accepted the student. Students may not work in patient areas if they may be able to transmit disease to clients, co-workers or other students. Any student who has had a possible communicable disease exposure must contact the EMS program instructor or Program Director immediately. Written documentation concerning the incident will be required.

DRESS CODE

Student's dress and grooming will reflect the policies of the clinical facilities, the technical requirements of the task, and the positive image of the EMS Program and profession. It is the first impression that the student will make on the patient and preceptor. Clean clothing, nails, hair, and skin are required. Strong body odors, perfume/cologne, strong breath, or smoke odors inhibit effective care of the patient and are not acceptable. While indoors, students must remove hats and/or caps. Hair and jewelry must be worn in a manner to ensure safety and sanitary conditions. Students may wear stud earrings only. Facial piercings are not permitted. All body art (tattoos) must be covered during class, and clinical and field rotations. Students must wear closed toe, closed heel shoes in class, and at clinical and field rotation sites. In the classroom setting, students must wear an EMS Program approved uniform. The classroom uniform consists of a t-shirt approved by the EMS Program, and full length belted pants. Shirts must be tucked in at all times. Dress pants or denim jeans are acceptable provided they do not have holes in them and are worn with a belt. Shorts, skirts, jogging/sweat pants, stretch pants and leggings are not permitted. The EMS Program shirt with black or blue belted pants must be worn by students in the clinical and field rotations setting. Caps and jackets may be worn during rotations provided they bear only the logo or insignia of South Plains College and/or the South Plains College EMS Program. Students may also wear caps and jackets that bear no insignia, logos or advertising at all. No other advertising, logos, or insignia are permitted.

Students must adhere to stated policies concerning dress codes for the classroom, and clinical and field rotations as outlined in this publication and the Handbook for Student Clinical Rotations. Student's appearance must reflect the standard of EMS professionals working in the clinical and field setting. For infection control purposes, uniform clothing should be washed separately from street clothing.

PERSONAL PHONE CALLS

Personal phone calls will not be made or received while at the clinical and field sites, except for emergencies. All personal pagers, radios and cell phones must be placed in the silent mode in the classrooms, labs, and clinical and field sites.

INSURANCE

Students must pay for the Liability Insurance as provided by South Plains College. Students must maintain this insurance for the length of their rotations. **Students are NOT covered with health insurance and are strongly encouraged to carry their own health and accident policy in case of personal injury or illness.**

CERTIFICATION EXAMINATION

Students who successfully complete courses offered by the EMS Program are eligible to apply to take the state and national exams at the appropriate level. For students who may

need accommodations for disability, the Bureau of Emergency Management of the Texas Department of State Health Services establishes eligibility for disability accommodations on a case by case basis.

The nature of the EMS profession requires that restrictions be placed by TDSHS on Certification of persons with criminal histories and some disabilities. The Bureau of Emergency Management reviews applicants on a case by case basis. Questions regarding certification of applicants with criminal histories or disabilities should be directed to the Bureau of Emergency Management.

Certification requirements, procedures and fees vary from state to state. It is the responsibility of a student who is coming from another state or wishes to practice in another state to contact the appropriate agency regarding certification or reciprocity procedures.

NATIONAL REGISTRY EXAM SITE FEES

When you complete the EMT-B, EMT-I, or EMT-Paramedic courses and receive a course completion certificate from the program, you are eligible to sit for the National Registry Exam. When you sit for the National Registry Exam, Intermediate and Paramedic level candidates must pay a site fee, as well as a certification fee to the National Registry and the Texas Department of State Health Services. This fee is the responsibility of the student. It is also the responsibility of the student to complete the paperwork required for certification.

CURRICULUM

The South Plains College Emergency Medical Services Programs meets or exceeds all State and National requirements. If you would like to review or print a copy of the National Standard Curriculum please go to one of the following websites.

<http://www.nhtsa.dot.gov/people/injury/ems/nsc.htm> and

<http://www.tdh.state.tx.us/hcqs/ems/emshome.htm>

Adherence to the EMS Program's rules and regulations is a **minimum requirement**. Any violation of rules that would compromise the safety of the patient or team may be grounds for immediate removal of the student from the classroom or field/clinical site and result in failure of the class.



To Whom It May Concern:

I understand that I am subject to all guidelines, rules, or requirements stated in the EMS Policy handbook.

Print Name

Signature

Date