

Section A: Course Information and Policies

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Department of EMS Professions Program Overview

Welcome to the Temple College EMS Professions Department!

The Department was created in August 1998. Previously, EMT and Paramedic training was conducted through the Scott & White EMS Education program. This program was founded in 1989 under the direction of Dr. James F. Moshinski. In 1996, Jeffrey L. Jarvis took over the position of Program Director.

In mid-1998, it was recognized that nationally EMS education was moving into academic institutions and that paramedic program content was expanding. For these reasons, the idea of providing EMS education through Temple College was explored. The move from a hospital-based EMS training program to a college based EMS education program seemed a logical choice. Creation of the Temple College EMS Professions Department allowed students to:

1. Pursue an Associate of Applied Science (AAS) degree through additional coursework,
2. Obtain a broadened level of paramedic education consistent with national EMS education trends and the national standard curricula,
3. Attain Texas paramedic licensure upon successful completion of the AAS degree program and Texas Department of State Health Services licensure requirements, and
4. Pursue EMS certification and additional education at a lower cost.

The Temple College EMS Professions Program prepares students to take the National Registry's certification exam and to be competent entry level ECAs, EMTs, EMT-Intermediates, and EMT-Paramedics. Students who pass the National Registry Exam are eligible to apply to the Texas Department of State Health Service (DSHS) for Texas certification. **In order to work in Texas you must be certified by the Texas DSHS.** Students who successfully complete the EMT-Basic course are encouraged to consider continued education in the paramedic program.

The Temple College Paramedic program allows "new" EMS students to pursue *either* paramedic certification or an AAS degree in EMS. The student may choose to continue his/her studies in EMS after completing the paramedic certification process. Additionally, this program allows previously trained paramedics to continue their education in order to attain the AAS degree. This flexibility reemphasizes the value of community college based EMS education.

Temple College conducts EMT-Basic and Paramedic courses at both the Temple and Taylor campuses. Students who successfully complete the first and second semesters of paramedic coursework may take the EMT-Intermediate certification examination. Students are encouraged to continue the coursework leading to the paramedic certification process as well as the Associate in Applied Science degree. Labs are designed to promote the learning and application of clinical skills. Clinical rotations are also required as part of all courses. These rotations provide exceptional opportunities for students to learn and apply clinical skills in the hospital and pre-hospital environments.

The Temple College EMS Professions Department is located in the Health Science Center on the Main Campus. Full-time faculty maintain regular office hours, however, students are strongly encouraged to arrange an appointment. Part-time instructors are available by appointment only. Students are also encouraged to utilize the EMS Professions Department web site to obtain current information. The web site address is **<http://www.templejc.edu/dept/ems/Welcome.html>**

Faculty and Staff

Jeff Fritz, BS, LP, NREMT-P; Chair EMS Professions

Jeff Fritz has been involved in EMS since 1990. He began taking EMS classes while attending Texas A&M University and completed his paramedic training at Texas A&M. While at A&M, Jeff worked as a medic for the Department of Recreational Services and a local retirement community. He also began to volunteer for Cypress Creek EMS in north Houston. In 1993, he received a B.S. in economics with a minor in health. After graduation, Jeff went to work as a paramedic for Huntsville—Walker County EMS. He served as a field supervisor and field training officer. He also coordinated the CPR training program and instructed for the continuing education program. Jeff also has worked as an ER tech and a firefighter. In the summer of 2001 Jeff came to Temple College as a Faculty Instructor. In the January of 2004 Jeff became the Department Chair. He currently serves on the Education Committee of the Governor's EMS and Trauma Advisory Council (GETAC) and is the president of the EMS Educations Association of Texas. Jeff can be reached by e-mail at jefffritz@templejc.edu or by telephone at (254) 298-8563.

Neil Coker, BS, LP; Director of Clinical Simulation; Faculty EMS Professions

Neil Coker has been involved in EMS for 27 years. After graduating from Texas A&M University in 1975 with a bachelor's degree in zoology, he completed paramedic training at the University of Texas Health Sciences Center at Dallas (now UT Southwestern Medical Center). He served for seven years with the Dallas EMS System performing a variety of duties, including working as a field medic, instructing EMTs and paramedics at UTHSC-Dallas, coordinating health and medical components of the City's emergency preparedness planning, and managing the City's program for licensing private ambulance services. In 1984, he moved to Lubbock, where he worked for the Texas Department of Health (TDH) as an EMS Program Specialist in Public Health Region 2/12. Neil moved to Amarillo in 1985, where he spent two years directing Amarillo College's Paramedicine Technology Program. He returned to Lubbock in 1987 to become Education Coordinator for the EMS Program at Texas Tech University Health Sciences Center (TTUHSC). In 1989, he was promoted to Program Director. In this capacity, he also served as Training Coordinator for the 24-county South Plains Emergency Medical Services System (SPEMS). In 1995, he received the EMS Educator of the Year award from the Texas Department of Health. From 1996 through 1999, Neil held the position of State EMS Training Coordinator for Texas under an interagency agreement between TTUHSC and TDH. He joined the Temple College faculty in September 1999, and assumed the duties of EMS Professions Department Chair in June, 2000. In January 2004, Neil became the Director of Simulation. Neil is a state certified advanced course coordinator, ACLS instructor, PHTLS instructor/ coordinator, PALS instructor, and BLS instructor-trainer. He formally served on the Education Committee of the Governor's EMS and Trauma Advisory Council (GETAC) He is a past secretary and past president of the EMS Educator's Association of Texas and currently is serving a second term as EMSEAT's president. Neil can be reached by e-mail at neilcoker@templejc.edu or by telephone at (254) 298-8565

Louis Gonzales, BS, LP, NREMT-P; Adjunct Faculty

Louis Gonzales became interested in EMS while studying engineering at Texas A&M University. During this time, he began volunteering with Texas A&M EMS. In 1983, he commuted to Temple to complete his paramedic training. When he was not in College Station, Louis gained experience as a paramedic for two county third-service EMS organizations in south Texas. For several years, Louis' career was focused on occupational safety and health. While in Seattle, Washington working as a Corporate Safety Manager, Louis decided to return to what he enjoyed most - EMS. He was accepted to the University of Washington School of Medicine and Seattle Fire Department paramedic training program, which he completed in 1992. Louis then went to work as a paramedic with the internationally recognized King County Medic One program. Louis currently works for Williamson County EMS as the Education and Outreach Officer. He continued to conduct EMS training courses and became the Coordinator of the county's early defibrillation program. Louis is co-author of *EMT Manual, 3rd edition* published in June

1998. He has also been appointed as a member of the National American Heart Association's Emergency Cardiovascular Care (ECC) committee. Louis has also recently been invited to serve on the Data and Safety Review Board of the Multicenter Public Access Defibrillation Trial being conducted by the National Heart Lung & Blood Institute.

Robert Greenberg, M.D.; Medical Director

Dr. Robert Greenberg has been the EMS Professions Department's Medical Director since January, 2003. He also serves as Medical Director for Scott and White Hospital's Division of Prehospital Services, Temple Fire and Rescue Department, and Belton Fire Department. In addition, Dr. Greenberg is the Medical Director for the Physician Referral Network, Nurse on Call, and Telemedicine. Dr. Greenberg received his B.S. from Northeast Louisiana University in 1983. He received his M.D. for Louisiana State University in 1988 and completed specialty training in emergency medicine through the University of Cincinnati Hospital in 1992. He is board certified by the American Board of Emergency Medicine. You will see Dr. Greenberg frequently during your rotations through the emergency department.

Thomas Pechal, A.A.S., EMT-P; Adjunct Faculty

Thomas Pechal has served with Temple Fire & Rescue as a Fire Control/Rescue Officer and Paramedic for over 19 years. Currently he is TFR's Public Education Officer, responsible for operation of burn and injury prevention programs on 10 elementary school campuses and for fire and injury control programs delivered to the general public and business community. Thomas is certified as a master firefighter, EMS coordinator/examiner, BLS instructor-trainer, ACLS instructor, and PALS instructor. In 1998 he received the Texas EMS Public Information Award from the Texas Department of Health.

Chuck Pearson, EMT-P; Adjunct Faculty

Chuck has been a paramedic since 1992. He started his career as a paramedic for Falls County EMS. Chuck quickly moved into the role of Field Training Officer with FCEMS, where he held that role for 2 years. Chuck moved to Scott & White EMS in 1995 where he held multiple positions to include; Field Training Officer, Assistant Supervisor, District Supervisor, Shift Commander, Operations Commander and Operations Manager which he currently holds. At Scott & White EMS Chuck also held the position of Flight Paramedic with Medivac 1 and STAT Air. Chuck began teaching EMS with Scott & White EMS Education (Currently Temple College EMS Program) in 1996, where he was a EMS Examiner, Clinical Preceptor and currently an EMS Instructor.

David Phillips, B.S., LP; Adjunct Faculty

David has been an EMT since 1982 and a paramedic since 1988. Starting out as a firefighter in Houston, David migrated to rescue and eventually EMS at a time when the field was truly coming of age. David has also worked extensively in the clinical setting, as a tech in dialysis, ED, ICU/CCU, medical laboratory and even clinical research. David most recently was the Director of Pre-Hospital Services at Scott & White Hospital, where he oversaw the operations of the EMS, non-emergency medical transportation, dispatch, critical care transport and air-medical helicopter programs. David now co-owns and operates a private ambulance company in Central Texas. David studied both health education and EMS while attending Texas A&M University. David now holds a degree in education, with specialties in health and biology. A life-long teacher, David has been teaching EMS-related classes since first obtaining his EMT certification over 20 years ago. In addition to his appointment here at Temple College as part-time faculty, David also teaches for the Texas A&M Medical School and Scott & White's post-graduate physician training programs.

Diane Quintanilla; Clinical Coordinator

Diane Quintanilla manages all facets of the clinical rotation elements of the paramedic and EMT program. Her primary function is to coordinate all student and preceptor scheduling for clinical rotations. Diane is the primary contact for students and preceptors regarding clinical rotation scheduling issues. Diane also assists the department with student record keeping, certification requirements, and office management. She is an EMT and a certified examiner. Should you need documents notarized, she is also a Notary Public. Diane had previously been with the Scott & White EMS Education program for nine years prior to joining the Temple College staff. Her office telephone number is (254) 298-8562 and her email address is dquinta@templejc.edu. Diane may also be reached by pager at 1-800-527-2431, PIN 2097.

Johnna Rister, A.A.S, LP; Faculty

Johnna became involved with EMS in 1999 with her local Fire Department. She started out as an ECA and then took classes at Temple College to get certified as an EMT and then as a Licensed Paramedic. In addition, she earned an Associates Degree in Emergency Medical Services Technology from Temple College. Johnna has been actively involved as a volunteer with the Bartlett Volunteer Fire Department since May of 1999. Today she is the coordinator for the First Responder group which is one of the few ALS first responder groups in the area. She is also a second captain in organization. In late 2001 she became employed by the Williamson County Sheriff's Office where she worked as a correctional medic. Duties at the Jail included organizing the American Heart Association CPR/First Aid training for the employees within the Jail and recently teaching the medical modules of the corrections academy. She has also worked closely with the Doctor during "sick calls" for the inmates for the past eighteen months. Johnna came to Temple College in the spring of 2004 as adjunct faculty and accepted a full time position for the fall of 2005.

LeRoy Vargas, EMT-P; Adjunct Faculty

LeRoy Vargas has been a Paramedic/Firefighter in the fire service for 22 years. He began his career in 1984 at Temple Fire & Rescue and currently serves as shift training officer for all newly hired paramedics. As Training Captain, LeRoy is responsible for developing, coordinating and training all new and current firefighters/paramedics for Temple Fire & Rescue. He had previously been involved as Program Coordinator with Scott & White Hospital for 14 years prior to joining the Temple College faculty. LeRoy is a state certified EMS coordinator and instructor for ACLS, PALS, CISM, National Faculty BTLS and Swift Water, High Angle, Trench Collapse, Heavy Building Collapse and Cave Search Rescue. He may be reached at (254) 298-8562 (office), (254) 721-6759 (cell) or leroyvargas@yahoo.com.

Program Information

ECA Program

The Temple College ECA Program is offered as an online course. This course also requires additional meeting days (typically Saturdays) for special topics such as BLS, and skills instruction and verification. This course does not have a clinical component. Students who successfully complete all course requirements are eligible to take the National Registry First Responder certification examination. After becoming nationally registered as a First Responder, students are eligible to apply to the Texas Department of State Health Service for certification as a Texas ECA.

EMT-Basic Program

The Temple College EMT-Basic courses are offered in the Fall, Spring, and Summer semesters in both Temple and Taylor. The primary course is EMSP 1501 that meets two evenings each week. This course also requires additional meeting days (typically Saturdays) for special topics such as BLS, semi-automatic defibrillation, pediatrics, and extrication/rescue. Students must also register for EMSP 1160. This is the clinical portion of the course. Students are required to complete specific emergency room and EMS agency rotations. Students who successfully complete all course requirements are eligible to take the National Registry EMT-Basic certification examination. After becoming nationally registered as an EMT-Basic, students are eligible to apply to the Texas Department of State Health Service for certification as a Texas EMT.

Paramedic Program

The Temple College Paramedic program *begins* in the Fall semester at the Taylor Center and the Spring semester on the Temple Campus. The program consists of four semesters of coursework beyond EMT-Basic. Completion of an EMT-Basic course is a prerequisite for admission to the paramedic program. In addition, students must complete an introductory course in Human Anatomy and Physiology as a prerequisite or corequisite for admission to the paramedic program. Successful completion of all parts of the Texas State Initiative is also required for admission. Students must be certified as an EMT-Basic prior to beginning clinicals. Classes meet two evenings each week and on alternate Saturdays.

The first semester of the program consists of EMSP 1438 (Introduction to Advanced Practice), EMSP 2348 (Emergency Pharmacology), EMSP 1356 (Patient Assessment and Airway Management), and EMSP 1162 (Clinical). These courses are designed to provide students with the foundation of knowledge needed to master the assessment and management of the specific disease processes presented in the second and third semesters of the program. The classroom phase of instruction includes a research project to introduce students to the medical literature and the research process used to expand medicine's knowledge base. The laboratory portion of these courses provides the student with skills in the areas of patient assessment, IV therapy, intraosseous infusion, medication administration, endotracheal intubation, surgical airways, needle thoracostomy, and nasogastric intubation. Clinical experiences in the emergency department, operating room, and respiratory care department provide students with opportunities to develop and demonstrate bag-valve mask ventilation and endotracheal intubation. Students also begin working on developing and demonstrating proficiency in IV therapy and patient assessment.

The paramedic student's second semester consists of EMSP 1355 (Trauma Management), EMSP 2544 (Cardiology), and EMSP 1263 (Clinical). The classroom portion of this semester includes instruction in acquisition and interpretation of monitoring lead and 12-lead electrocardiograms. Students also complete a research project that requires use of the medical literature to respond to a series of detailed questions about the pathophysiology and management of shock. The laboratory portion of this course focuses on

applying assessment and management skills to the care of trauma patients and patients with acute and chronic cardiac disease processes. Students also learn how to perform defibrillation, cardioversion, and external pacing. Clinical experiences during the second semester include the emergency department, the operating room, and the mobile intensive care unit (MICU). In the hospital, students demonstrate proficiency in IV therapy, nebulized drug administration, endotracheal intubation, and patient assessment.

The third semester of the program consists of EMSP 2434 (Medical Emergencies), EMSP 2430 (Special Populations), and EMSP 2260 (Clinical). These courses focus on the assessment and management of a variety of medical emergencies as well as OB-GYN, neonatal, pediatric, geriatric, and psychiatric patients and patients with chronic illnesses. The third semester research project requires students to research a specific medical intervention or therapy and make recommendations regarding its applicability to a hypothetical EMS system. The laboratory focuses on integrating the student's knowledge and skill through extensive use of clinical simulations. Third semester clinical experiences include the coronary, medical, and surgical intensive care units, the ECG department, electrophysiology/cardiac catheterization lab, poison center, dialysis, labor and delivery, immunization clinic, and mobile intensive care unit. In the hospital students demonstrate proficiency in intramuscular, subcutaneous, and IV drug administration as well as acquisition and interpretation of monitoring and 12-lead electrocardiograms. During the third semester, students are assigned paramedic preceptors who will supervise them during all remaining field experiences. Students begin the process of developing and demonstrating prehospital proficiency in IV therapy, IV drug administration, ECG acquisition and interpretation, radio reporting, and documentation. Third semester rotations on the MICU also begin the process of taking the student from an initial role as an observer through functioning as a team member to ultimately serving as team leader and directing the EMS crew in its response to a variety of calls.

The fourth and final semester of the program consists of instruction that prepares the student to perform the non-clinical aspects of the paramedic's job and to integrate clinical knowledge and skills in preparation for becoming an entry-level practitioner. Courses included in this semester are EMSP 2338 (EMS Operations), EMSP 2143 (Assessment Based Management), EMSP 2135 (Advanced Cardiac Life Support), EMSP 1147 (Pediatric Advanced Life Support), and EMSP 1149 (Prehospital Trauma Life Support). During the fourth semester, students develop and execute a class project that focuses on community education and injury/illness prevention. In laboratory clinical simulations, students practice managing a variety of ill and injured patients. Clinical experience includes geriatric and pediatric long-term care, pediatric clinic, pediatric intensive care, and mobile intensive care unit. Students also complete an emergency department rotation with the program's Medical Director that allows on-on-one instruction and evaluation in the clinical environment. On the MICU, students finish verifying prehospital proficiency in IV therapy, IV drug administration, ECG acquisition and interpretation, radio reporting, documentation, and patient assessment. They also must demonstrate over-all proficiency in call management ending with their preceptor certifying that they are competent to function as an entry-level paramedic. After completing the field internship and demonstrating entry-level competence, students will have the option (with the department chair's approval) of completing additional "enrichment" clinical rotations, including the opportunity to work on the Stat-Air helicopter and Scott & White Hospital's Critical Care Transport Unit.

At the end of the fourth semester, students complete a series of comprehensive multiple choice, short answer, and essay examinations. They also complete a final clinical simulation examination and an oral examination with the Medical Director.

After successful completion of the fourth semester coursework and the end-of-program comprehensive examinations, students are eligible to take the examinations to become certified as a paramedic by the National Registry of EMTs. After obtaining certification from the National Registry, the student can make application to the Texas Department of State Health Service for Texas certification or licensure.

Course Schedules

At the beginning of each semester, students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Since a tremendous amount of information is presented in all courses, students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform students of the changes as soon as possible. When applicable, special class meeting days are identified in the syllabus. **It is important for students to understand that classroom and laboratory sessions will include instruction in material that expands and enhances the information presented in the textbook. Class will NOT consist of the instructor simply “going over the textbook” and course exams will include content both from the textbook and from classroom/laboratory presentations.**

Program Completion

To successfully complete the program and establish eligibility for the certification examination, students must:

1. Successfully complete all applicable classroom, clinical, and field internship requirements.
2. Complete and document all applicable patient contact requirements.
3. Demonstrate and document skills competence as required in the laboratory, clinical, and field settings.
4. Demonstrate and document overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty, Clinical Coordinator, clinical and field internship preceptors, and Medical Director.
5. Discharge all financial obligations to the EMSP Department and to the College.
6. Not be under investigation or subject to disciplinary action for violation of EMSP Department or College rules, regulations, or policies.
7. Return any books, equipment, and other materials borrowed from the Department or the College.

Following completion of all requirements, the student will be eligible to write the appropriate National Registry examination. The student is responsible for making the necessary arrangements and taking the appropriate steps to take the certification examinations. After becoming nationally registered, the student may make application to the Texas Department of State Health Service to obtain the appropriate State certification or license.

To receive a Certificate of Completion or an Associate of Applied Science Degree from Temple College, students must make application to the Admissions and Records Department by the deadlines published in the College Catalog and the Temple College Student Handbook and Calendar.

Reciprocity with Other States

Requirements for EMS certification or licensure vary significantly from state to state. Students who anticipate wishing to practice in another state should contact the agency responsible for credentialing EMS personnel in that state as soon as possible to obtain information regarding requirements for reciprocity.

Drug Study Lists*

The following list includes the names of all drugs that will be discussed in the EMT-Basic and Paramedic Programs. Students are expected to obtain a working knowledge of each drug. Scheduled quizzes are provided to assess the student's knowledge of each drug. Occasionally, additional drugs will be added to this list based upon current medical practice and/or updated EMS applicability.

EMT-Basic Program

Drug

activated charcoal (InstaChar®, SuperChar®, Actidose®)
 albuterol (Proventil®)
 epinephrine (Epi-Pen®)
 oral glucose (Glucose®, Insta-Glucose®)
 Oxygen
 nitroglycerin (Nitrostat®, Nitro-Bid®)

Paramedic Program

Drug

activated charcoal (InstaChar®, Actidose®)
 adenosine (Adenocard®)
 albuterol (Proventil®, Ventolin®)
 amiodarone (Cordarone®)
 aspirin (Bayer®, St. Joseph®)
 atropine sulfate (Atropair®, Atropen®)
 calcium chloride
 dextrose, 50% and 25% in water
 diazepam (Valium®)
 diltiazem (Cardizem®)
 diphenhydramine (Benadryl®)
 dobutamine (Dobutrex®)
 dopamine (Intropin®)
 epinephrine, 1:1,000 (Adrenaline®)
 epinephrine, 1:10,000 (Adrenaline®)
 Eptifibatide (Integrilin®)
 Etomidate (Amidate®)
 fentanyl (Sublimaze®)
 furosemide (Lasix®)
 glucagon (GlucaGen Diagnostic Kit®)
 heparin (unfractionated)
 ipratropium (Atrovent®)
 labetalol (Trandate®, Normodyne®)

Drug

lidocaine (Xylocaine®)
 mannitol (Osmitol®)
 magnesium sulfate
 methylprednisolone (Solu-Medrol®)
 Metoprolol (Lopressor®)
 midazolam (Versed®)
 morphine sulfate (Astramorph®)
 naloxone (Narcan®)
 nitroglycerin (Nitrostat®, Nitro-Bid®)
 oral glucose (Glucose®, Insta-Glucose®)
 oxygen
 oxytocin (Pitocin®)
 promethazine (Phenergan®)
 racemic epinephrine (microNefrin®)
 reteplase (Retevase®)
 sodium bicarbonate
 succinylcholine (Anectine®)
 t-PA (Activase®)
 terbutaline (Brethine®, Bricanyl®)
 thiamine
 vasopressin (Pitressin®)
 vecuronium (Norcuron®)

**Refer to the Textbook or supplemental information provided by the instructor for study information*

Skills Proficiency Verification

Students will be expected to demonstrate proficiency in all listed skills before successfully completing each course. The student will learn the indications for each skill and have ample time to practice them. Students will be checked off on each of these skills during the laboratory portion of the course. Students experiencing difficulty with a skill and unable to demonstrate proficiency will be offered a remediation session and allowed up to two additional opportunities to demonstrate proficiency. Paramedic students will be responsible for basic skills as well as the advanced ones. **The laboratory check off of skills must be successfully completed prior to the student being allowed to perform the skill in the clinical setting.** Each student must then demonstrate proficiency in each required skill during clinical rotations. After proficiency is demonstrated in the clinical setting, students must demonstrate proficiency in the required skills in the field. Demonstrations of proficiency in required skills must be completed before a student is permitted to exit the program.

EMSP 1501, 1160 (EMT-Basic)

LABORATORY	HOSPITAL	FIELD
Mechanical Aids to Breathing	Vital Signs	Vital Signs
Vital Signs	Patient Assessment	
Patient Assessment		
Spinal Immobilization		
Small Volume Nebulizers (SVNs)		
Metered Dose Inhalers (MDIs)		
Bleeding Control/Shock Management		
Bandaging and Splinting		
Traction Splinting		
Epinephrine Auto-Injector		
Pneumatic Anti-Shock Garment		
Cardiopulmonary Resuscitation		

EMSP 1356, 1438, 2348, 1162 (Paramedic First Semester)

LABORATORY	HOSPITAL
All Skills from Previous Semester	BVM Ventilation
IV Therapy	Endotracheal Intubation
Intraosseous Infusion	Nebulized Drug Administration
Adult Endotracheal Intubation	
Infant Endotracheal Intubation	
Endotracheal Suctioning	
Dual-lumen airway device (Combitube ®)	
Surgical Airways	
Nasogastric (NG) Tubes	
Pleural Decompression	
Drug Administration	
<ul style="list-style-type: none"> • Intramuscular • Subcutaneous • Intravenous Push • Endotracheal • Intravenous Infusion (Piggyback) 	

EMSP 1355, 2544, 1263 (Paramedic Second Semester)

LABORATORY	HOSPITAL
Defibrillation Synchronized Cardioversion External Cardiac Pacing 3-Lead ECG Acquisition/Interpretation 12 Lead ECG Acquisition/ Interpretation Static Cardiology Dynamic Cardiology Megacode* Patient Assessment and Management*	IV Therapy IV Drug Administration Endotracheal Intubation Patient Assessment

*As part of Megacode and Patient Assessment testing, students will be expected to be able to perform all skills from this or previous semesters

EMSP 2434, 2430, 2260 (Paramedic Third Semester)

LABORATORY	HOSPITAL	FIELD **
Patient Assessment and Management *	IM Drug Administration SC Drug Administration IV Continuous Infusion Drug Administration 3-Lead ECG Acquisition/Interpretation 12-Lead ECG Acquisition/Interpretation	IV Therapy IV Drug Administration 3-Lead ECG Acquisition/Interpretation 12-Lead ECG Acquisition/Interpretation Radio Reporting Documentation

*As part of Patient Assessment and Management testing, students will be expected to be able to perform all skills from previous semesters

**If opportunity arises during third semester field rotations. Competency checks must be completed before end of fourth semester

EMSP 2143, 2338, 2135, 1147, 1149, 2460 (Paramedic Fourth Semester)

LABORATORY	HOSPITAL	FIELD
Patient Assessment and Management*	Medical Director Evaluation and Competency Check**	IV Therapy IV Drug Administration 3-Lead ECG Acquisition/Interpretation 12-Lead ECG Acquisition/Interpretation Radio Reporting Documentation Patient Assessment Call Management

*As part of Patient Assessment and Management testing, students will be expected to be able to perform all skills from previous semesters.

**As part of the clinical Medical Director Evaluation and Competency Check, students will be expected to perform any skills from previous semesters as requested by the Medical Director.

Course Policies and Procedures

PLEASE READ THIS SECTION VERY CAREFULLY. Each student is required to sign a student contract acknowledging that he/she has read, understood, and agreed to abide by all EMSP Department policies, procedures, and academic and behavioral guidelines. The EMS Professions faculty and staff strongly believe the student will be most successful if he/she completely understands this information. If a student has any questions or concerns regarding a course policy, he/she should discuss them with the course instructor. Requests for exemptions from or substantive changes in course policies should be presented to the Department Chair **in writing** through the course instructor. **These policies and procedures have been developed by the Temple College Department of Emergency Medical Services Professions under authority granted by the College's administration and the Board of Trustees of the Temple Junior College District. The Department reserves the right to amend or modify these policies and procedures at any time if the Department Chair determines that such amendment or modification is in the best interests of the Department, a group of students, or an individual student.**

Rights and Responsibilities

It is our hope that this course will be rewarding and enjoyable. As a student, you are investing a great deal of time and money into this course. Therefore, the EMS Professions faculty and staff will work with you in any way possible to see that your investment is worthwhile. However, much of what you will get from this course will depend on what you put into it. To ensure the best possible learning experience for you, each student is assured the following rights. Of course, with these rights come additional responsibilities.

You have the right to know:

1. That the Texas Department of State Health Services and the Texas Higher Education Coordinating Board approve the EMS Professions Department's instructional programs.
2. How grades for all courses in which you enroll will be determined.
3. The learning objectives for all courses in which you enroll.
4. The established policies, procedures and academic and behavioral guidelines on which you are expected to base your conduct.
5. That you have the right to file an academic appeal or a grievance under policies and procedures outlined in the Temple College *Student Handbook*.

Just as you have certain rights, so do you have certain responsibilities. You are obligated to:

1. Treat all patients, fellow students, Temple College faculty and staff, clinical facility staff, and the public in general with dignity and respect.
2. Be at least 18 years of age and hold either a high school diploma or a GED in order to obtain certification by the Texas Department of State Health Services.
3. Conduct yourself at all times in a manner that is conducive to learning.
4. Abide by all EMSP Department policies and all Temple College policies as outlined to you by the EMSP Department faculty and staff or presented in departmental or college publications.
5. Prepare for and actively participate in all class and skills laboratory functions.
6. Complete all required courses in a satisfactory manner as outlined in this Handbook.
7. Exhibit a professional manner in both attire and conduct.
8. Hold in confidence information relating to any and all patients or events encountered during classroom, clinical, or field internship instruction.
9. Accept responsibility for your actions and academic performance.

Professional Code of Conduct

As Emergency Medical Services providers strive to improve professional status, it is incumbent upon each of us to demonstrate the qualities of a “true professional”. EMS students are equally vital to this effort as they are frequently exposed to and evaluated by patients and other healthcare providers. The attitude, appearance, and performance of EMS students directly impact the impressions others have of the EMS profession as a whole. Students who develop habits, skills, knowledge and abilities consistent with a Professional Code of Conduct improve the likelihood of their future success as EMS professionals. Lifelong, professional EMS habits and skills developed now will most likely be recognized and appreciated by prospective employers. Professional Code of Conduct elements are explained below to assist students in understanding their purpose and value to the emergency medical services system and profession. Students of the EMS Professions Department are expected to conduct themselves in a manner consistent with this Professional Code of Conduct whenever they represent the EMS Professions Department.

1. ***The primary purpose of Emergency Medical Services is to respond to persons in need of medical, psychological and, in some cases, social assistance in a compassionate, medically appropriate manner.*** EMS is primarily about providing a *public service*. EMS professionals often are invited into the homes of strangers in anticipation of compassionate, appropriate care and safe transportation to appropriate healthcare facilities. Although at times it may seem difficult, EMS professionals must not forget the community’s expectations of ***respectful, dignified, compassionate care as well as timely, efficient, clinically appropriate service***. EMS students demonstrate this by their constant willingness, eagerness and desire to assist in all patient care tasks even if the tasks appear menial or inconsequential.
2. ***As extensions of the physician, EMS providers have a responsibility to respect the medical license under which they are allowed to function.*** EMS professionals render medical care when a physician is not immediately available. This truly is a privilege that has been earned through years of professional work by many dedicated physicians, paramedics, EMTs, First Responders and EMS educators. The physician and patient trust the emergency responders to respect this privilege. Thus, the responsible performance of paramedics, EMTs and first responders contributes to continued professional growth and clinical advancement of EMS. EMS students demonstrate their respect for the physician/EMS professional relationship by following established clinical training guidelines and performing only those procedures that have been authorized by a physician and that are within the limits of their knowledge and skill.
3. ***Respectful interaction with other members of the healthcare community is vital to quality care of the patient.*** The EMS professional represents one member of a much larger team of healthcare providers who each play a role in the care of the patient. Since the EMS professional is often the first team member to care for the patient, his/her interaction with other healthcare providers often is crucial. Effective interaction requires the EMS professional to conduct himself/herself in a respectful, courteous and knowledgeable manner. It requires that the EMS professional be attentive to and respectful of the ideas of other healthcare team members. Respectfully disagreeing in the appropriate setting is acceptable. However, the patient’s care must never be jeopardized. EMS students may demonstrate their gratitude for the opportunity to be a part of this team by actively assisting and participating during clinical rotations and classroom learning. The student should take advantage of this tremendous opportunity to learn from other members of the healthcare community.
4. ***EMS professionals must respect and recognize the value of teamwork and leadership.*** EMS professionals rely on other team (crew) members to assist in accomplishing the task of providing care and service. The EMS professional or student who fails to use effective listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with command.

The effective EMS professional and student will develop and practice skills that convince team members to follow the *leader's* plan of action.

5. ***The EMS professional must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, must maintain a personal responsibility for his/her never-ending education.*** Both EMS professionals and students must constantly strive to learn from each and every educational and clinical experience. As the practice of medicine changes, so must the practice of the EMS professional. Students must take advantage of the learning opportunities and resources provided to them. The better the student's educational and clinical experiences, the better prepared he/she will be to function as an EMS professional.
6. ***As members of the healthcare community, EMS professionals are rightfully held to an extremely high standard of moral and ethical conduct.*** Honesty, confidentiality, respect for others, respect for the healthcare profession, a willingness to serve, a willingness to learn, and clinical proficiency are expectations of the EMS employer, the patient, and the community. EMS students must conduct themselves in a manner that leaves **NO question** as to their high standards of moral and ethical conduct. The privilege to provide medical care under a physician's license and the consent to provide this care to "strangers" depend entirely on the trust and respect earned by the EMS professional through his/her conduct.

Students who demonstrate conduct or performance that is contrary to this Professional Code of Conduct may be subject to disciplinary action that may affect their status in the profession, course and with the College.

Academic and Clinical Dishonesty*

An academically dishonest act intentionally violates the community of trust upon which the pursuit of truth is based. For EMS professionals, academic dishonesty violates the standards of moral and ethical conduct established by our profession. More importantly, it violates the trust developed between us and our patients and other healthcare professionals. The following examples illustrate specific acts of academic dishonesty. They not intended to be all-inclusive.

1. Any use of external assistance during an exam unless permitted by the instructor. Examples include:
 - a. Communicating in any way with another student during the exam
 - b. Copying material from another student's exam.
 - c. Allowing another student to copy from your exam.
 - d. Using unauthorized notes, calculators, or other devices.
2. Any intentional falsification or invention of data or information in an academic or clinical exercise.
 - a. Inventing, altering, or falsifying data for a patient report
 - b. Submitting materials as your own when someone else completed or created the work.
 - c. Communicating false, altered, or incomplete information within the course of clinical care and/or clinical documentation.
3. "Plagiarism is the appropriation and subsequent passing off of another's ideas and words as one's own." If a student intends to use the words or ideas of another, he/she must provide an acknowledgement of the original source using a recognized referencing practice. Any inference that such words or ideas are those of the student is considered plagiarism.

EMS students are required to understand and abide by all policies and guidelines pertaining to scholastic integrity contained in course syllabi, the EMSP Department *Student Handbook*, and the Temple College

Student Handbook. Academic or clinical dishonesty may result in disciplinary action up to and including dismissal from the College.

(* - Portions of this section were provided or adapted with the permission of the Temple College Department of Dental Hygiene, Program Manual 1999-2000)

Classroom Conduct

Didactic and laboratory classroom activities are an essential part of EMS Professions Department courses. Although EMSP instructors strive to establish an informal classroom environment, students must conduct themselves in a manner that continues to facilitate learning. Students may have fun in the classroom while also learning. However, students are expected to:

1. Come to class prepared for the scheduled subject or activities. Students should read the material that will be covered in a lecture before coming to class. Just as you should prepare for a lecture, students should prepare for laboratory sessions as well. Students should read the skills sheets, grading criteria, and study previous material for skills and scenario sessions.
2. Behave in a manner that does not interrupt or disrupt classroom or laboratory activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, sleeping in class, inappropriate or offensive behavior, defiance of or disrespect toward the instructor, ignoring the instructor's instructions, or attempting to redirect or disrupt the orderly flow of instruction. **Disruptive behavior may result in the removal of the student from the class roll.**
3. Interact with and address all EMSP Department and other Temple College administrators, faculty, and staff with appropriate respect for their position and authority. Unless otherwise indicated by a member of the administration, faculty, or staff, students will be expected to address College personnel by their title (Dr., Mr., Ms., Captain, etc.) and last name. Common courtesy during communication, **including use of "sir" or "ma'am."** will be expected.
4. Ensure that cellular telephones, radios, and pagers do not disrupt classroom or laboratory activities. Temple College prohibits use of cellular telephones, radios, and pagers in its classrooms. Students are asked to leave these devices in their vehicles during class meetings. Consistent with Temple College policy, medical, law enforcement, and emergency services personnel who are on-call may carry pagers set to vibrate mode if they request and obtain permission of the instructor at the beginning of the class period. Students who carry or use any telecommunications device in the classroom or who abuse the pager exception allowed for on-call medical or emergency services personnel will be subject to department or college-level discipline.

"Any student or non-student who creates an interruption of the normal function of the College, either in or out of the classroom, may be asked to leave the area and shall be subject to disciplinary action. Failure to comply with such a request may be reported to the Vice President of Educational Services. Failure to comply can result in an instructor's requesting that the Vice President of Educational Services remove that student from the class roll.

Further, any conduct jeopardizing the health, safety, State, Federal, or local criminal statutes or civil rights of others on campus shall be grounds for possible disciplinary action and or arrest by local law enforcement officers." (Temple College, *Student Handbook*)

Disability Services

Temple College will take the steps required for reasonable accommodation to ensure that no individual is excluded, denied service, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids and services. Support assistance may include note takers, interpreters for the

deaf, tutoring, counseling and advising, special arrangements for testing, tape recorders, etc. Persons requesting disability services should complete a request for services by contacting the Office of Special Support Services. In many cases, recent documentation of disability may be required.

The National Registry of Emergency Medical Technicians administers a separate process from the one used by Temple College for determining whether accommodations for disabilities will be granted during certification examinations. The National Registry establishes reasonable accommodations for disabilities on a case-by-case basis. Therefore, **a student who receives an accommodation during a Temple College EMSP Department course has no guarantee of receiving an accommodation for the National Registry's certification exam.**

Attendance

Your attendance and *active* participation in class are integral components of not only your educational experience but also that of your classmates. Because of this, it is critical that you attend all classes and labs. Since classroom demonstrations and lab skill practice cannot be made up, each absence and late arrival represents a missed opportunity to learn. These missed opportunities may impact your success as a student and, later, as an EMS professional. Exam and quiz makeup policies are defined in the course syllabus provided at the beginning of each semester.

If a student accumulates 16 clock hours of absences from lecture/laboratory during a semester, he/she will be counseled with regarding the reason(s) for the absences, and a plan will be developed to ensure future class attendance. Additional absences will result in a review of the student's enrollment status and may result in dismissal from the course. In accordance with Temple College policy, absences are **NOT** differentiated as excused and unexcused. Additionally, **some class sessions are designated as having mandatory attendance in the syllabus for a particular course. Failure to attend these sessions will result in a grade of "I" being assigned until the student makes up the session.** In some cases, this may involve having to wait until the following semester to complete the course. If a mandatory session is not made up by the end of the next semester, the student will receive a grade of "F".

Clinical Attendance

Clinical absences and tardiness reflect poorly upon the Temple College EMS Professions Department as well as your personal professionalism. Clearly, it is to your advantage to avoid absences and tardiness to improve your professional status within the EMS and healthcare communities.

Clinical rotation absences or tardiness, submission of late paperwork, and cancelled rotations may affect the student's clinical grade. The course syllabi provide specific information regarding clinical attendance and clinical grade determination.

Clinical Scheduling

Students are responsible for scheduling all clinical rotations through the Department's Clinical Coordinator. Required rotations are described in the Department's Student Handbook and in the course syllabi. **Unscheduled clinical rotations may NOT be counted toward satisfying course requirements. Repeated failure to follow EMSP Department policies regarding scheduling of clinical rotations may result in dismissal from the program.**

Student Employment

The decision to work while enrolled in EMS Professions Department courses rests with the individual student. To the greatest extent possible, the Department has designed its curricula to avoid precluding regular employment. The Department cannot guarantee that all required didactic or clinical experiences will be available at times outside of the hours of a student's regular employment. If a didactic or clinical

experience required for successful completion of a course in which a student is enrolled is available only during a period of time when a student is engaged in his/her regular employment, the student will be required to arrange time off from work to complete the experience.

Students may be employed in or volunteer in the clinical setting outside of regular instructional hours. However, they may count time, procedures, and patient contacts toward course completion requirements **only if they are functioning in the capacity of a student on a scheduled clinical rotation.**

Hospital employees may **NEVER** count on-duty activity toward clinical rotations. Students who work or volunteer for an EMS provider with whom the EMSP Department has a clinical affiliation agreement are required to complete mobile intensive care unit and field internship requirements with another provider. If this is not possible, and they must complete clinical requirements with their employer, **they must clearly be an additional member of the crew, functioning in the capacity of a student, and listed on the clinical rotation schedule.** As an example, if a service normally runs with a two-member crew, a student may not be the second member of that crew and count this as a clinical rotation.

A student who knowingly attempts to count on-duty time in the clinical setting toward completion of course requirements will, at a minimum, be required to repeat the clinical rotation. Depending on circumstances, the student may be dismissed from the program.

A student may **NEVER** substitute for clinical or EMS agency personnel. Any procedures beyond the scope of the student's current level of EMS certification must be performed under the direct supervision of a preceptor or personnel from the clinical unit to which the student is assigned.

Student Travel Policy

To achieve an effective and efficient educational experience, a significant portion of clinical rotations must take place at sites that provide access to larger numbers of patients presenting with common problems encountered in the delivery of prehospital care. Additionally, some didactic experiences may require use of facilities available only at the Temple campus or at Scott & White Memorial Hospital. Temple College and the EMS Professions Department assume no responsibility for expenses incurred as a result of travel or transportation that must be arranged by students to satisfy course requirements.

Name and Address Changes

Students will be expected to inform the EMS Professions Department of any changes in their name, residential address, mailing address, or telephone number. If a student does not receive notification or information from the EMSP Department due to failure to inform the Department of a change in name, residential address, mailing address, or telephone number, this will **NOT** excuse the student from the consequences of failing to receive the notification or information.

Program Progression and Course Grading

Progression from one EMSP course to the following course(s) requires successful completion of ALL ACADEMIC AND CLINICAL COURSE REQUIREMENTS. Students who fail to meet the established requirements for course completion will not be allowed to continue in the EMSP Department's instructional programs until these requirements are satisfied. Additionally, graduation from the paramedic program requires the approval of the student's primary instructor, the Department Chairman, the Clinical Coordinator, the primary field internship preceptor and the Medical Director. To graduate from the paramedic program, a student must have demonstrated that he/she possesses the knowledge, skills, and personal and professional attitudes and behaviors required for competent entry-level practice.

To successfully complete an EMSP course and to be eligible to take the certification exam, students must achieve a score of at least 80% on all major exams and the final exam. More importantly, the

student must have a **final overall class average of 79.5% ('C' average) or greater in order to continue on in the EMSP Department's instructional program or take the certification exam.** (*This applies to each course including clinicals.*)

At the ECA and EMT-Basic level, a student may fail **ONE** module examination on an initial attempt. A student who fails **ONE** module examination will receive one opportunity to retest and achieve a passing score. Specific time limitations for exam retests are defined in the course syllabus. **If a score of 80% is not achieved on the retest OR if an exam/retest is not taken within the time limitations established by the course syllabus, the student will not be approved to test for certification by the National Registry. A grade of "F" will be recorded for the course.** The student may continue to attend classroom lectures but may **NOT** take examinations and may **NOT** continue to participate in clinical activities. **If the student passes the retest, a score of 79 will be recorded. An EMT-Basic student who fails more than one module examination will receive a grade of "F" for the course.**

At the advanced level a student who fails a major exam (excluding quizzes and drug quizzes) will have one opportunity to retest and achieve a passing score. Specific time limitations for exam retests are defined in the course syllabus. **The student must achieve a passing score on each major exam. If a score of 80% is not achieved on the retest OR if an exam/retest is not taken within the time limitations established by the course syllabus, the student will not be allowed to progress to the next semester and will not be approved to test for certification by the National Registry. A grade of "F" will be recorded for the course.** The student may continue to attend classroom lectures but may **NOT** take examinations and may **NOT** continue to participate in clinical activities. **If the student passes the retest, a score of 79 will be recorded. Since an overall average of at least 79.5 is required to pass the course, students who retest several major examinations significantly decrease their probability of passing.**

Quizzes are distributed during class to those students present. Quizzes may be either in-class or take home exercises depending on the course and the instructor. While they usually will focus on material from the previous class period or from the reading for that night's class, any material presented to date is subject to being tested. Quizzes missed because of tardiness or absences may **NOT** be made up will be recorded as a grade of "0."

Students must also satisfactorily demonstrate skill proficiency prior to being allowed to perform the skill/procedure in clinical rotations. Skill proficiency must then be demonstrated within the clinical rotations in order to progress within the program. Students are also expected to participate as patients during skill/procedure practices (when applicable) in the classroom or laboratory before being authorized to perform the skill/procedure during clinical rotations. If a student's clinical performance and skill proficiency are determined to be unsatisfactory, the Clinical Coordinator and/or a clinical preceptor may require additional laboratory practice before the student is allowed to continue performing the procedure in clinical rotations. Before a student completes a clinical course or a program of instruction, the Department Chair, the Clinical Coordinator and/or the student's primary clinical preceptor may require the student to perform additional clinical rotations in order to demonstrate proficiency.

Examination Question Challenges

After reviewing an examination, a student may challenge a question. Challenges must be in writing and must include appropriate references from the class notes, textbook, or other relevant literature. The challenge must be presented to the course instructor within five days of the date the examination is returned. If a student is not satisfied with the instructor's response, he/she may present the challenge to the Department Chair and then to the Medical Director. These challenges must take place within two days of the previous response. The decision of the Medical Director regarding examination question challenges is final.

Assistance

The EMS Professions faculty and staff believe strongly in their responsibility to provide an environment in which students may succeed. Faculty and staff members will gladly provide additional instruction/tutoring upon request. **Please let your instructor know if you feel overwhelmed or if you are falling behind so that assistance may be provided to you.**

Communicating With Instructors

Students having course questions or concerns are requested to address them to the primary instructor for the course. If the student feels he/she has received an inadequate response, the student should then address the question or concern to the EMS Professions Department Chairman. If this does not resolve the student's concern, he/she should follow the procedures defined for academic grievances in the Temple College Student Handbook. Questions or concerns regarding clinical rotations **MUST FIRST** be addressed to the Clinical Coordinator.

If you have an important message to give to the EMS Professions faculty or staff, verbal communication may not be sufficient. Students may be advised by the faculty or staff to write a detailed and dated memo to the instructor. The student may wish to have 2 copies. If desired, the instructor or staff member will sign both copies so that the student may keep one for his/her records. Although this is infrequently required, it can prevent incidents of miscommunication.

Any concerns brought to the Department Chairman or Clinical Coordinator must be placed in writing and must be **truthful** statements of the circumstances that gave rise to the concerns. **Falsification, misstatement, or exaggeration of the facts will be cause for disciplinary action up to and including dismissal.**

Students are expected to bring any concerns or questions regarding any aspect of the EMSP Department including faculty, staff, courses, operational policies or procedures, facilities, or resources as well as the staff, resident or attending physicians, operational policies or procedures, facilities, or resources of affiliated clinical or field internship sites to the Department Chairman or Clinical Coordinator. **Failure to follow the proper chain of command regarding any concern or question related to the EMSP Department or its affiliated clinical or field internship sites will be cause for disciplinary action up to and including dismissal.**

Disciplinary Action

Students may be counseled at any time regarding their conduct if in the judgment of an EMSP Department faculty or staff member, the student's behavior indicates he or she is at risk of committing an act that could lead to disciplinary action.

The following actions may result in disciplinary action:

1. Excessive absences or tardiness.
2. Failure to adhere to the EMSP Department's Dress Code.
3. Conduct or attitudes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to the Professional Code of Conduct.
4. Violation of any other EMSP Department rule, regulation, or policy.
5. Violation of any hospital, clinical affiliate, or Temple College rule, regulation, or policy.
6. Violation of the laws of the State of Texas or its political subdivisions or rules pertaining to EMS personnel established by the State Board of Health while engaging in activities related to the EMSP Department's instructional program or under the guise of engaging in activities related to the Department's instructional program.
7. Unsatisfactory affective (personal or professional) behavior evaluations in the clinical setting.

8. Violating any rule or standard that would jeopardize the health or safety of a patient or that has a potential negative effect on the health or safety of a patient.
9. Failing to follow the standard of patient care.
10. Obtaining or attempting to obtain any benefit to which the student is not otherwise entitled by duress, coercion, fraud, or misrepresentation while engaging in activities related to an EMSP Department course or activity, or under the guise of engaging in activities related to and EMSP Department course or activity.
11. Failing to comply with all lawful instructions, orders, or directions given by College administrative personnel, faculty, or staff or clinical and field internship site personnel.
12. Failing to cooperate with or attempting to obstruct any investigation by EMSP Department faculty or staff or other College officials into any case of alleged misconduct or violation of departmental or College rules or policies.
13. Failing to cooperate with or attempting to obstruct any investigation by clinical or field internship site supervisory personnel or other officials into any case of alleged misconduct or violation of clinical or field internship site rules or policies.
14. Failing to act in a professional, reasonable, prudent, and courteous manner or otherwise engaging in activities that reflect poorly on the EMSP Department, Temple College, or the emergency medical services professions.

Disciplinary action may include one or more of the following:

1. Oral reprimand by a Preceptor, Instructor, Clinical Coordinator, or the Department Chair.
2. Written reprimand by an Instructor, the Clinical Coordinator, or the Department Chair.
3. A period of disciplinary probation that may include special stipulations in the event there are unique problems that need to be addressed.
4. A requirement that a student repeat a clinical rotation or other instructional activity.
5. Suspension from clinical activity either permanently for a specified period of time or until specific academic deficiencies, adjustment problems, or disciplinary issues are addressed.
6. Assignment of a failing course grade in cases of academic dishonesty or misconduct.
7. Assignment of a "XF" failing course grade in cases of academic dishonesty or misconduct.
8. Restitution for damages to or misappropriation of property.
9. Dismissal from the program.
10. Ineligibility for readmission to the program either permanently or for a specified period of time.
11. Referral to the Vice President of Educational Services for possible disciplinary action by the College.
12. Referral to the Office of Trauma and EMS for possible disciplinary action by the Texas Department of State Health Services.

A student may be immediately dismissed from the program and/or receive a grade of F for:

1. Lying.
2. Cheating or other acts of academic dishonesty.
3. Stealing, including (but not limited to) appropriating or possessing without authorization medications, supplies, equipment, or personal items from Temple College, the EMS Professions Department, any clinical or field internship site used by the EMS Professions Department, or any student, patient, or employee of Temple College, the EMS Professions Department or any clinical or field internship site used by the EMS Professions Department.
4. Discriminating on the basis on national origin, race, color, creed, religion, gender, age, disability, or economic status while engaging in activities related to the EMSP Department's instructional program or under the guise of engaging in activities related to the department's instructional program.
5. Abandonment of a patient.
6. Misstating or misrepresenting a material fact on the application for admission to the College or the department or any other documentation required for admission.

7. Materially altering any certificate or license issued by an EMS certifying or licensing organization or agency or any other certificate or license required as a condition for admission to or successful completion of any course offered by the EMSP Department.
8. Representing himself/herself to be qualified at any level other than his/her current level of EMS certification.
9. Falsification of any records or clinical reports.
10. Attempting to satisfy course requirements or otherwise obtain certification by fraud, forgery, deception, misrepresentation, or subterfuge.
11. Using, being under the influence of, possessing, or distributing alcohol or illegal drugs while participating in any phase of instruction (classroom, laboratory, clinical, or field).
12. Willfully damaging hospital, clinical affiliate, Temple College or EMS Professions Department property.
13. Conviction of a criminal offense while enrolled the program.
14. Failing to maintain confidentiality of information regarding patient care or any other events that occur at clinical or field internship sites.
15. Sexual misconduct, including sexual harassment, sexual assault, obscene jokes or gestures, or inappropriate touching.
16. Disruption of classroom, laboratory, clinical, or field instruction or interference with the orderly operation of the EMSP Department or the College.

Some violations o policy may be serious enough to effect the grade in multiple classes.

For academic or disciplinary matters covered by College policy, students must refer to the Temple College Student Handbook.

Due Process

It is the policy of the Health Sciences Division, in particular, and Temple College, in general, to effect policies and processes that reflect an appropriate level of due process to guide academic and disciplinary decisions specifically related to their programs of study. Further, while policies may vary from program to program, the application of sanction(s) shall be the result of the following process:

1. The student subject to sanction shall be advised of the specific behavior the basis of which is grounds for disciplinary action and/or academic sanction.
2. The student subject to sanction shall be made aware of how their behavior violated program and/or college policy.
3. The student subject to sanction will be advised as to the possible outcome(s) including, but not limited to, program specific sanctions.
4. The student subject to sanction will be provided the opportunity to be heard prior to the application of disciplinary action or academic sanction.
5. Once a decision has been made, the student subject to sanction must be informed of the decision(s), and shall be advised of their appeal rights.

Readmission and Reinstatement

Applications for readmission and reinstatement to the EMSP Department's instructional program will be subject to the following conditions:

1. A student who officially withdraws from a course for any reason may reenroll in the course one time. If the student fails to successfully complete the course on the second enrollment for any reason, he/she will be ineligible to enroll in any future course offerings by the EMSP Department.
2. A student who stops attending a course without officially withdrawing will be considered ineligible to enroll in future course offerings by the EMSP Department.

3. A student who fails to meet the academic requirements for successful completion of a course may reenroll in the course only after obtaining permission from the EMSP Department Chair. The Department Chair may specify satisfactory completion of specialized remedial work as a condition for permitting the student to reenroll. A student who fails to meet academic requirements for successful course completion on a second enrollment is ineligible to enroll in any future course offerings by the EMSP Department.
4. A student who is dismissed for disciplinary reasons shall be ineligible for enrollment in EMSP Department course offerings for a period to be established by the Department Chair. At the end of that period, the student may apply for readmission. The Department Chair may readmit the student on probationary status and impose other special stipulations as a condition for readmission.
5. To be readmitted to the EMSP Department's instructional program a student must be eligible for readmission or reinstatement to the College. However, eligibility for readmission or reinstatement to the College imposes no obligation on the EMSP Department to readmit or reinstate a student.

Grievance Procedure

Purpose and Scope: These procedures are established for two purposes:

1. To provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination on the basis of gender, disability, race, color, age, religion, national origin or veteran status.
2. To provide individual students the opportunity to be heard in grievances involving alleged errors in the interpretation or application (or lack of) of stated policy or violations of stated policy.

Students having a grievance concerning discrimination or violation of policy should first contact the person directly responsible. Grievances must be initiated within 20 days of the action that gave rise to the alleged grievance. If the student is not satisfied with the response of the person responsible for the action, he/she should contact the EMS Professions Department Chair. Additional appeals should follow the Temple College grievance procedures as described in the Temple College *Student Handbook*. (Refer also to "Communicating with Instructors".)

It must be noted that a grievance appeal is distinctly different from an appeal to a disciplinary action and should not be confused with that process. Students may not pursue a grievance on the same issue which has been the subject of a disciplinary appeal.

Student Conferences

Course instructors are encouraged to schedule a mid-term and/or final student conference with each student. The primary objectives of the conferences are:

1. To allow the **Instructor** to:
 - a. Provide an overall evaluation of the student's classroom and clinical performance,
 - b. Provide the student with specific performance improvement recommendations,
 - c. Address student concerns
2. To allow the **Student** to:
 - a. Discuss the overall evaluation of classroom and clinical performance,
 - b. Discuss methods of performance improvement and develop a plan for improvement (if necessary),
 - c. Communicate course performance concerns to the instructor.

Students are encouraged to request a meeting with the course instructor to discuss performance concerns and course questions regardless of the mid-term or final student conferences. The EMS Professions Department faculty and staff welcome the student's sincere interest in his/her course performance and will gladly assist the student with these issues.

Student Status

EMS Professions Department faculty and staff may at any time summarily relieve the student of any specific assignment or request the student to leave an assigned area for any reason deemed related to the quality of patient care **OR** to the safety of Temple College and/or clinical affiliate staff.

Students must **NOT** represent themselves as employees or representatives of the clinical affiliate.

Instead, students should always clearly identify themselves as an “EMT Student” or “Paramedic Student” of Temple College.

Students will **NOT** be considered employees of the clinical affiliate for purposes of compensation or benefits. Students must obtain prior written permission from the clinical affiliate before publishing any material relating to the clinical experience outside of that submitted to the EMSP Department in completion of course requirements or assignments.

Certification Testing

This course deals with medical techniques that can, if improperly applied, be life threatening. It is imperative that individuals certified to perform these techniques demonstrate sound, mature, stable judgment. Therefore, it is possible that a student may not be allowed to sit for the National Registry exam, even though he/she may have completed classroom requirements if the student has not demonstrated clinical proficiency and affective competence to the satisfaction of his/her preceptors, instructors, and the Medical Director. Furthermore, you should understand that this program exceeds the requirements of the State of Texas. **You must meet the requirements of the program. If you fail to meet the Temple College EMSP Department's requirements, you will not be allowed to take the certification examinations even if you have met the minimum requirements of the State of Texas.**

Testing or retesting for certification will be allowed only after the student has met all the requirements for course completion and **has demonstrated competence in the knowledge, skills, and personal and professional behaviors required for entry-level practice.**

This course is not connected with the Texas Department of State Health Service although the Department approves it. You are individually responsible for completing the required certification application paperwork and for paying all testing and certification fees. You are personally responsible for reading the testing and certification guidelines and being on time with the proper paperwork.

Completion of EMSP Department coursework does **NOT** guarantee eligibility for national registration or state certification or licensure. If you have been convicted of a crime, you may be excluded from the testing or certification process. Denial of testing or certification privileges is a National Registry and State of Texas issue and it is your responsibility to assure your eligibility. If you have a criminal record and would like to be evaluated for eligibility, contact the Texas Office of EMS and Trauma Systems at (512) 834-6700 and The National Registry of EMT's at (614) 888-4484.

Class Dress and Required Uniform

Students are encouraged to come to regular classroom and laboratory meetings dressed comfortably. However, due to the physical nature of some laboratory activities, students are requested to dress with safety and modesty in mind. Laboratory activities may require physical activity including lifting, bending, supine or prone positioning, and close contact with other students. Some activities may expose the student to sharp objects, rough surfaces, and blood. Students should evaluate their dress to ensure appropriateness for these types of activities.

Students are required to purchase a uniform for field and clinical rotations. Uniform requirements are provided in the Application Packet. Temple College photo ID nametags must also be worn during all clinical and ambulance rotations. **Students must obtain their ID badge from the Admissions and**

Records Department before the beginning of the clinical rotations. Temple College EMSP ID badges must be worn during clinical rotations. Covering the last name or otherwise altering or wearing the identification badge so the student cannot be identified by full name, status, and affiliation is prohibited.

The uniform should be clean and pressed at all times. Your appearance is not only a reflection of the EMSP Department but also of Temple College and the EMS profession. You should take pride in your appearance. More information may be found in Section B – “Dress Code Policy”. Clinical sites may turn you away if they feel your dress or general appearance is inappropriate. Dismissal from a clinical site for a dress code violation or for inappropriate dress or general appearance will constitute a clinical absence.

The uniform will be worn **ONLY** during clinical rotations and other EMSP Department activities and while traveling to and from these activities. Wearing the uniform in other settings will be considered a dress code violation and may result in disciplinary action.

Personal Hygiene

You are expected to bathe regularly, wear an effective deodorant and use strong aromatic scents sparingly. All clinical sites used by the EMSP Department require appropriate haircuts. Hair must be of a natural color and must be worn in a way that prevents it from interfering with patient care or becoming and irritant or a safety hazard to the student, other health care personnel, or patients. Clinical sites may turn you away if they feel your personal hygiene or general appearance is inappropriate. This policy also applies to classroom and laboratory meetings in order to prevent distraction of other students.

Confidentiality

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information outside of the classroom setting is **NOT** permissible. During these discussions, the patient may **NEVER** be identified by name or any other means that would reasonably disclose his/her identity. Information concerning the clinical or field internship site is **NOT** to be discussed with any unauthorized individual under **ANY** circumstances. If you see a friend, neighbor or relative in an informal setting (i.e., walking down the hall) during a clinical rotation, please do not ask him/her why they are there. This is confidential information and these types of questions cannot be asked.

The Health Insurance Portability and Accountability Act OF 1996 (HIPAA) establishes significant penalties for breach of confidentiality or unauthorized disclosure of confidential patient information, including substantial fines and the possibility of confinement in the federal penitentiary.

Malpractice Liability Insurance

Students must have malpractice liability insurance which is current and in effect before attending clinical rotations. This insurance is purchased during registration for any clinical course.

Malpractice insurance purchased through Temple College registration provides coverage for the student **ONLY** while he/she is:

1. Performing as a Temple College EMSP **student**.
2. Participating in an EMSP **scheduled** clinical rotation.
3. Performing skills/procedures within the **scope** of the specific EMSP course in which the student is enrolled (e.g. EMT students perform EMT course skills).
4. Performing skills/procedures in which he/she has **demonstrated laboratory proficiency** and received approval of the course instructor to perform in the clinical setting.

5. Functioning under the **supervision** of a clinical preceptor or equivalent clinical site representative.

Parking

Due to the limited parking available at the Scott & White campus, students must park in areas defined by the hospital. The Clinical Coordinator will discuss Scott & White parking procedures at the appropriate time. Students who fail to adhere to Scott & White parking procedures may receive a ticket and will be responsible for paying any required fines.

Students who visit the Temple College campus in Temple are required to obtain a student-parking permit. Students may be issued parking citations with subsequent fines for which the student is responsible. Parking permits are not required at the Taylor campus. During the day, students are required to park in students parking areas.

Clinical Affiliate Policies

Students must follow all policies of clinical affiliates during clinical rotations. Violation of clinical affiliate policies may subject the student to disciplinary action by the EMSP Department or the College.

In addition to the policies listed within this Handbook and the Temple College Student Handbook, students attending clinicals, rotations, seminars, classes or any other activity sponsored by outside organizations are subject to that organization's policies and decisions and violation or disregard of these policies or decisions could affect your continued enrollment in this program.

Campus Policies and Procedures

Although Temple College maintains a uniform set of general policies and procedures for all of its campuses, the directors of the Taylor and Cameron Centers have established additional policies and procedures to deal with special local needs and issues. Students on all campuses are expected to be aware of and abide by these policies and procedures.

Tobacco Use

Tobacco use of any kind is prohibited in Temple College facilities. During clinical rotations, students will observe the affiliate's tobacco use policy. Because of JCAHO accreditation requirements, students can anticipate that most clinical affiliates will be "smoke free" and will restrict smoking and other tobacco product use to limited areas of their campuses.

Sexual Harrassment

It is the policy of Temple College that sexual harassment of students or employees at Temple College is unacceptable and will not be tolerated. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, physical or suggestive conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, advancement or academic advancement/ achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment;

Examples of Sexual Harassment

Examples of sexual harassment include but are not limited to:

1. Suggestive or obscene letters, notes, invitations

2. Sexually demeaning comments, epithets, slurs or jokes
3. Impeding or blocking movements in a sexually suggestive manner
4. Threats or insinuations that lack of sexual favors will result in reprisals, withholding support for promotions or poor performance reviews

Reporting of Sexual Harassment

Any student who feels he/she is a victim of sexual harassment by any instructor, administrator, supervisor, other employee, student, or any other person in connection with activities at Temple College should initiate the complaint by bringing the matter to the immediate attention of the Department Chair. The complaint can be done verbally (informal) or written (formal). The Department Chair, in turn must immediately report the complaint to the Vice President of Educational Services. If a student who is uncomfortable, for any reason, in bringing such matter to the attention of the Department Chair or if the student is unsure as to where the complaint is to be initiated the student should immediately report the incident to the Vice President of Educational Services. If no other person is available or deemed suitable by the student for receiving the complaint, the student may submit a complaint in writing to the President of the College. However, no student alleging such harassment must present the matter to the person who is the subject of the complaint. The Vice President of Educational Services will begin an investigation after receipt of the student's complaint. All reasonable action will be taken to assure the complainant and those testifying on behalf of the complainant will not suffer any form of retaliation as a result of their activities.

Health and Safety Policies*

Temple College and the EMSP faculty and staff are concerned about the general health, safety, and welfare of all students, employees and visitors. For this reason, several specific policies have been developed to promote a safe learning environment for all.

General Safety

Because of the nature of the EMS profession, during their education students may be exposed to fatal or potentially fatal disease processes of a contagious nature, to high-risk toxic substances, or to other situations involving personal danger and the risk of serious injury or death. As a condition of enrollment in EMSP Department courses, students agree to abide by the terms of all College and Departmental policies pertaining to safety.

Faculty, staff, and preceptors are responsible for the health and safety of their students. They will ensure that students comply with prescribed protocols, safety regulations, and work practices. They will investigate all hazards of which they become aware and take appropriate corrective action. Students will abide by all instructions provided by faculty, staff, preceptors, and clinical/field internship site personnel. Students will report unsafe or unhealthy conditions to their instructors or preceptors.

Repeated or flagrant disregard of safety policies, rules, or precautions may result in dismissal from the program.

Drugs and Alcohol:

The Temple College *Student Handbook* contains the policy statement entitled "Substance Abuse Prevention Policy (Annual Notice)". In addition, the *Student Handbook* contains a specific policy that outlines the "Expectations of Student Performance" with respect to substance abuse. EMS Professions Department students must abide by these policies as required of all Nursing and Health Sciences students. Students will be required to certify in writing that the student is "not engaging in any substance abuse behavior." Students who are suspected of being under the influence of alcohol and/or drugs while at a

clinical site are subject to the policies and procedures of that specific site in addition to those of Temple College.

Physical and Mental Health:

Students are expected to ensure good physical and mental health sufficient to perform the duties of an EMS Professions student. Students, particularly those new to the field of emergency medical services, should review the “Nature of Work” and “Functional Job Description” sections of the EMS Professions Department website. Those without access to these documents may request them from the EMS Professions Department faculty and staff.

Change in Health Condition:

A student who has any significant change in his/her health that may affect or be affected by his/her EMS Professions Department coursework will be required to obtain a physician’s release. A physician release information packet may be obtained from the EMSP Department office. The release must specify the conditions that the student is able to return to the classroom and clinical activities. Examples of significant changes in health status include pregnancy, infectious diseases, and significant physical injury or illness.

Health Care Services:

Temple College and affiliated clinical sites have no responsibility for providing health care services in the event of illness or injury. Students are strongly encouraged to carry health insurance. In addition, students may be requested to acknowledge and sign additional liability release forms from clinical sites.

Immunizations and Vaccinations:

Hepatitis A Virus: Although this immunization is **NOT** required, the EMSP Department recommends that students obtain it

Hepatitis B Virus: Students entering EMS Professions Department courses must provide evidence of completing the Hep-B immunization series or antibody presence.

Mumps-Measles-Rubella: Students entering EMS Professions Department courses must provide evidence of MMR immunization or antibody presence.

Tetanus/Diphtheria: Students entering EMS Professions Department courses must provide evidence of tetanus/diphtheria immunization.

Tuberculosis: Students entering the EMS Professions Department courses must provide evidence of a recent (within the past year) PPD skin test or chest X-ray for TB. Students must provide this annually.

Varicella (Chickenpox): Students entering EMS Professions Department courses must provide evidence of Varicella immunization or history of the disease.

Students are responsible for the arrangements, costs and/or possible complications arising from vaccination/immunization procedures.

Infection Control:

Students are required to comply with the infection control policies of the clinical site. At a minimum, students should:

- Wash their hands before and after contact with patients and patient care equipment.
- Wear gloves when contact with blood, body fluid, tissue, or contaminated surfaces is anticipated.
- Wear gowns or aprons when spattering of blood or other potentially infectious material is likely.
- Wear masks and eye protection when aerosolization or splattering is likely to occur.
- Clean all blood spills promptly with an appropriate disinfectant or germicidal agent.
- Consider all specimens of blood or other body fluids as potentially infectious.
- Locate protective mouthpieces and/or bag valve masks at the beginning of the clinical rotation.

Blood and Body Fluid Exposure

A student or preceptor, who has a known or suspected exposure to an infectious disease during the performance of their academic responsibilities, will follow the employee exposure policy at the facility at which the exposure occurred. Examples of exposures include parental exposure (e.g., needle stick or cut); mucous membrane exposure (e.g. splash to the eye or mouth); cutaneous exposure involving large amounts of blood or prolonged contact with blood (especially when the exposed skin is chapped, abraded or afflicted with dermatitis).

In addition to following the employee exposure procedure at the facility, the following steps will be taken:

1. Immediately wash, irrigate, and or flush the exposed area as appropriate.
2. The student must notify the Preceptor and/or on-site supervisor immediately with the following information:
 - A. Patient's Name
 - B. Patient ID number
 - C. Date and time of exposure
 - D. Type of exposure
3. The Preceptor and or on-site supervisor will immediately notify the appropriate facility staff person. Prompt reporting is recommended in order to start post-exposure prophylaxis within *one to two* hours.
4. Notify EMSP Staff or Faculty within eight hours of exposure.
5. The Preceptor and/or Student will provide a written statement of the date and circumstances of the exposure of the EMS Professions Department.
6. EMSP Faculty or an appropriate counselor will counsel the Student/Preceptor regarding the risk of possible infection as soon as possible after exposure
7. EMSP Faculty will refer the Student/Preceptor to his or her private physician or the appropriate public health facility. The care and compensation of infected students is the financial responsibility of that person and his/her insurance.

Clinical Site Policies:

Students are required to follow all Health and Safety Policies and Procedures requested by the clinical site. This includes any verbal directive provided by the student's preceptor when requested to comply with the internal policies of the clinical site.

Accident and Incident Reporting:

Temple College holds no liability for accidents that occur to students during scheduled school hours or activities.

In the event of an unusual incident involving a student, employee of the clinical facility, and/or patient, the student should provide written documentation of the incident to his/her instructor. The student must also immediately notify his/her Temple College preceptor or instructor. An example of an unusual incident is a patient injury witnessed by the student during the clinical rotation.

In the event a student is injured during a clinical rotation, he/she must provide written documentation of the incident to his/her instructor at the earliest possible point in time. This written reporting must not delay the student from seeking medical attention, if required. Following such events of accidental injury, the student must verbally notify the preceptor and instructor.

(- Portions of this section were provided or adapted with the permission of the Temple College Department of Dental Hygiene, Program Manual 1999-2000 and the Temple College Associate Degree Nursing, Student Handbook 1999)*