Catalog Description:  A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Lecture hours = 0, Lab hours = 0

Prerequisites:  Current CPR (Healthcare Provider/Professional Rescuer) certification

Co-requisite:  EMSP 1501

Semester Credit Hours: 3
Lecture Hours per Week: 0
Lab Hours per Week: 0
Contact Hours per Semester: 144
State Approval Code: 51.0904

Instructional Goals and Purposes:

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The hours to complete this course are done outside of regular classroom hours. The clinical rotations are designed to provide the student interaction with patients and patient care. At the Basic EMT level, the student is required to have the following:

1) A minimum of 72 hours of clinical experience in an affiliated hospital emergency department, and
2) A minimum of 72 hours of field experience and a minimum of three (4) valid emergency calls with an affiliated EMS agency.

The student must be at least 18 years of age and have a high school diploma or GED to be eligible to be certified as an EMT by the TDSHS.
The student must take both EMSP 1501 and EMSP 1361 concurrently unless they have individual approval from the course coordinator and lead instructor.
These Policies and Procedures are intended to be supplemental to those as established by Panola College. The items stated in this guideline are considered to be unique to the E.M.S. Training Program.
MISSION STATEMENT
EMS Programs provides quality initial and continuing education in Emergency Medicine to the citizens and industries in our service delivery area, by evaluating quality of instruction through employer surveys, student feedback, student examinations, and advisory board input.

EDUCATIONAL STAFF
The Emergency Medical Services program is directed by the E.M.S. Program Director, who also serves as the coordinator for the program. There is also a clinical coordinator, who also serves as an instructor. This person reports directly to the EMS Program Director. All instructional personnel shall have current EMS or other appropriate medical credentials.

ACADEMIC PERFORMANCE
The instructor will describe the clinical grading system during the clinical orientation. The student's grade will come from clinical preceptor evaluations, rotation log sheets and EMS case reports/narratives.

GRADING SCALE
The following grading scale is used for the theory/lab and clinical courses:
A 90 – 100
B 80 – 89
C 70 – 79
D 60 – 69 (Not passing)
F Below 60(Not passing)

All clinical rotation hours must be completed and clinical written work submitted by the date of the final or the student will receive a failing grade for the clinical course. If the student has not completed the clinical rotation hours by the day of the final due to extenuating circumstances, the student may petition in writing to the instructor explaining the circumstance and requesting an incomplete. If a student receives an incomplete, they must complete the course requirements in order to receive course credit. The student may have to re-pay for liability insurance in certain instances.

DISHONESTY
Dishonest behavior will not be tolerated. It will be at the discretion of the instructor involved to remove the student from the course. Students being withdrawn from the course for disciplinary reasons are not eligible for re-enrollment to subsequent courses.

CLINICAL QUALIFICATION REQUIREMENTS
In order to qualify for participation in the clinical rotations, the student must meet the following requirements:
1) Have on file proof of all required immunizations as per Health Occupations Division policy.
2) Have on file a completed Health Occupations Division Physical Exam form.
3) Have on file proof of AHA BCLS certification that is valid through the end of clinical rotations.
4) Have clearance on the criminal history (background check).
5) Have clearance on the drug screen
6) Have uniform clearance
7) Have all appropriate release forms on file
8) Have an overall 70% grade average in the EMSP 1501 course at the time all other criteria are met.

CPR CERTIFICATION
The student must possess an American Heart Association Basic Cardiac Life Support for Healthcare Providers course completion card (AHA BCLS) (or accepted equivalent) prior to the start of clinical rotations. The instructor may provide a list of known AHA BCLS course providers and the dates of any known classes (extra fee). The instructor reserves the right to test students over CPR course materials to verify knowledge and skills.

CRIMINAL HISTORY POLICY
In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students. All students and faculty must have a negative criminal background check before starting clinical rotations.

1) After acceptance or enrollment in the clinical program, criminal background checks will be performed.
   a. Students will be required to obtain criminal background check, immunization records and physical through certified background.
      The charge for obtaining the criminal history shall be paid by the student directly to the approved vendor of the service.

2. The following convictions within the last seven years will disqualify an individual from consideration for the clinical rotation:
   a. Felony convictions
   b. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
   c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
   d. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
   e. Registered sex offenders

3. If the student is deemed ineligible for clinical rotations due to criminal history record or revoked status he/she will be dismissed from the program and dropped from the program courses.

3. The background check will be honored by all Panola College clinical affiliates for the duration of the student’s enrollment at the college if the student has not had a break in enrollment in a health occupations program. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more.

DRUG TESTING
In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements such as criminal
background checks and drug screens are extended to clinical students. All health occupations students and faculty must have a negative drug screen before starting clinical rotations.

1. After acceptance or enrollment in the clinical program, drug screens will be performed.

2. The college will make arrangements for a company that follows National Institute on Drug Abuse (NIDA) guidelines to come to the college campus for drug screening. At least one drug screening time will be scheduled for each class. Upon instruction, the student will provide a photo ID (TX driver's license is preferred) and an unobserved collection of urine. The collection techniques will adhere to strict guidelines following chain-of-custody protocol. The company will perform a Substance Abuse Panel 9 with integrity checks for creatinine and pH levels. SAP test results that fall outside any of the acceptable ranges will be considered presumptive-positive tests and will automatically be sent for a separate confirmatory test by a gas chromatography mass spectrometry (GCMS) method. If the results remain non-negative, the Director will be notified. The director will call the student to determine if there is a valid prescription for the drug in question. Please note that taking someone else's prescription medication is illegal and will result in a positive drug screen. If a valid prescription exists, the test result is deemed to be "negative" and acceptable. If a specimen is not testable for any reason, the student may be required to provide an observed collection of urine.

3. The student must complete drug screening at the scheduled time. If a student is absent when the drug screening is performed, he/she will be notified. The student must call the drug testing company to make arrangements to get tested at a designated location within 24 hours. This may result in an extra fee, depending on the location of the collection site. Failure to do so will be interpreted as a refusal for drug testing and the student will be dropped from all EMS courses.

4. The cost of the initial drug screen is included in the student's lab fee for the first clinical course of a health occupation's program. Students who transfer into a health occupations program after the first semester will be responsible for the cost of the drug screening at the time of testing (money order or cash).

5. All drug screen results will be placed in students file. The director will keep confidential all information obtained from the drug screens.

6. The drug screen will be honored by all PC clinical affiliates for the duration of the student's enrollment at the college if the student has not had a break in enrollment in a health occupations program. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more. Students returning to clinical courses after a break in enrollment must get re-tested. The student will be responsible for paying the cost at the time of re-testing (money order or cash).

7. A student with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of twelve months. There will be no re-testing. The student will be required to withdraw from the clinical course and all concurrent health occupations courses. Prior to returning to the health occupations program, the student will be re-tested at their expense, must have a negative drug screen, and must provide documentation of successful counseling and treatment.
8. Students may be subject to further drug screen testing if required by a clinical facility or if the student is suspected of substance abuse at any time during clinical or skills during their enrollment in a health occupations program. The PC Health Occupations Chemical Dependency Policy will be followed.

CLINICAL SCHEDULING AND ATTENDANCE POLICY
Upon clearance by the instructor, the student will be allowed to schedule clinical rotations. The student should carefully check their calendar before they sign up for shifts, as it may be very difficult to change the schedule once it is established due to the number of different EMS classes. These hospital or ambulance rotations are to be done outside of regular class hours. All clinical/internship rotations must be completed by the day of the final. The procedure for scheduling clinical rotations will be given during the class labeled CLINICAL ORIENTATION on the EMSP 1501 class schedule. Rescheduling must be kept to a minimum. If the student reschedules twice, they will be given a verbal warning. If the student reschedules a third time, a 5 point deduction will be given. If the student reschedules a fourth time, a 5 point deduction will be given. If the student reschedules a fifth time, the student will be given a grade of “F” in the clinical course, and will not be cleared to take the NR exam.

If a scheduled shift cannot be attended, immediate notification of the EMS instructor by telephone and/or email is required.

If the student does not call or show up for a shift, a warning will be given. If the student does not call or show up for a second shift, the student will be given a 5 point deduction, if the student does not call or show up for a third shift the student will be given an “F” in the clinical course and will not be cleared to take the NR exam.

*All clinical and field rotations will be scheduled on FISDAP.*

DRESS CODE
As students in the health care profession, students are expected to demonstrate a professional appearance. Appearance on the campus and in the clinical settings reflects on the quality of the program. Classroom attire should be of good taste, clean, and in good repair.

Clinical rotations (hospital and ambulance) uniform dress:
1) A Panola College EMS uniform shirt will be worn
2) Black pants (no jeans)
3) Black shoes or boots
4) Current PC ID / EMS name badge

Additional equipment required:
1) Stethoscope
2) Watch with ability to count seconds

It is not acceptable to wear:
1) Denim jeans/blue jeans
2) Tee shirts
3) Skirts/dresses
4) Sandals or other open-toe shoes
5) Any type of head covering while in clinical setting

The student must meet any additional dress code guidelines set by the hospital or ambulance company. Student personal hygiene and appearance reflect the quality and performance of a health care provider. The following guidelines relating to personal hygiene and appearance shall be adhered to during all internship and clinical rotations.

1) Must appear neat and clean at all times. Uniforms are to be clean and in good repair.
2) Facial hair must be groomed and neatly trimmed.
3) Hair that extends below the shirt shoulder seam must be secured above that level at all times. Hair is to be clean and neatly groomed.
4) Jewelry is to be limited to one wristwatch, two smooth rings without stones or ornamentation; earrings are to be limited to one pair of ear studs that do not extend beyond the distal ear lobe.
5) Make-up is to be conservative and used in limited amounts. Nail polish is not to be worn.
6) **Perfumes, after-shave preparations, or colognes are not to be utilized.**
7) Fingernails are not to extend beyond the distal tip of the finger and are to be kept clean.

Failure to adhere to the dress code will result in the student being removed from the rotation. A student will receive verbal counseling for the first offense, and the contact/contract/dismissal policy will be followed for repeated violations.

**CLINICAL ROTATIONS POLICY**

Each student is required to be at the clinical site prior to the scheduled start time and will not leave until the end of the shift (unless prior approval is given). Upon arrival at the clinical site it is the student's responsibility to introduce themselves to the site preceptor and complete any sign-in sheet. The student is responsible for notifying the site preceptor anytime they leave the clinical site (i.e. lunch, restroom breaks, etc.)

The student is required to participate in patient care in as much as their training allows, and should observe all patient care that is rendered by the site nurse and/or physician. This time is a period of learning to not only enhance your personal knowledge but to learn about patient care in the hospital and field setting. Participation by the student in any activity shall be at the discretion of the ER staff or EMS crew. If the student has any problems related to their clinical experiences, the student should discuss the situation with the instructor. The student will be required to complete written assignments as outlined by the instructor.

During the EMS shifts, the student is expected to respond promptly after receiving an emergency call. Anyone who is not in the ambulance within a reasonable time (checking in route within one minute) will be left at the station and appropriate notification will be made to the instructor and/or clinical coordinator by the site preceptor as soon as possible.

For any clinical rotation, the student is expected to:

1) Be on time.
2) Be properly dressed and clean.
3) Have enough reporting forms for use during the shift.
4) Have a helpful attitude.
5) Be inquisitive, but not a pest or snoop.
6) Not participate in gossip (it does exist - don’t participate!).
7) Practice infectious disease control techniques.
8) Familiarize themselves with the layout of the ER and what functions are performed in each area and with the supplies and equipment used in the ambulance.
9) Take a copy of the clinical/internship objectives to the appropriate rotations.

PROGRAM WITHDRAWAL POLICY
Students who elect to withdraw from an E.M.S. course are encouraged to meet with an E.M.S. Training Course faculty member prior to withdrawing.

It is the student's responsibility to obtain an appointment with the Counseling Center before the deadline as specified in the College Calendar. A student who officially withdraws or drops from the course will receive a grade of "W" if such withdrawal is completed by the deadline as specified in the College Calendar. Failure to do so will result in the student receiving a grade of "F" for the course. It should be noted that a recorded grade of "F" would have a detrimental impact on the student's collegiate future.

Students, who voluntarily withdraw, for non-disciplinary reasons, are eligible for re-admission to subsequent courses. Students who are dropped from the EMS courses for excessive absences or academic failure are eligible for re-admission to subsequent courses.

Students who are dropped from the EMS courses for disciplinary reasons are not eligible for re-admission to subsequent courses. Those reasons shall include, but not be limited to:

1) Indication of student's use of abused substances immediately prior to or during class hours and internship/clinical periods.
2) Violation of student internship/clinical conduct guidelines.
3) Has demonstrated unacceptable patient care standards, dishonesty, or unethical behavior in the classroom, internship, or clinical settings.
4) Having a positive drug test (May re-admit after 12 months).

Following a student's withdrawal, either voluntary or required, from the program, the individual may not continue to attend class or complete ambulance internship or emergency room clinical.

The Higher Education and Coordinating Board Withdrawal Rule

A new THECB Rule has been established to address a new law enacted by the legislature regarding the number of withdrawals ("W's) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A 4.10). The law states that any student whose first semester is Fall 2007 or later may not have more than six unexcused withdrawals (W's) during their academic career. This applies to a student academic record from all higher education institutions attended. If a student has six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an "F"). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance service office or, in special circumstances, through the faculty member. It is the student’s responsibility to officially withdraw from a course and verify that the withdrawal has been posted on their transcript.
GRIEVANCE POLICY
The purpose of this policy is to secure an equitable resolution of student complaints. The policy as stated in the Panola College grievance procedure in the current catalog will prevail. Please refer to that publication for further details.

PROTOCOL STATEMENT
This course is taught based on general protocols and standards of care for the Basic EMT (Basic Life Support) as presented by the current national standards and TDSHS. These protocols are subject to revision by PC personnel and/or the course medical director. The protocols used by the clinical providers may differ from those taught in class, especially when advanced life support (ALS) procedures are used. Students should be aware that differences in protocols are common and do not necessarily mean one protocol is more correct than the other. When working with any provider, the student should follow the specific protocols of that provider. Specific questions regarding the protocols taught are directed to the course medical director by the instructor.

INFECTIOUS DISEASE STATEMENT
While in training or as a certified EMT, you may be subjected to exposure to many infectious and/or contagious diseases, especially hepatitis, HIV and tuberculosis. Students are expected to follow standard infection control procedures at all times. Primary among these procedures are the use of gloves, masks and other types of personal protective equipment (PPE) or clothing, and the washing of hands after every patient contact. Also, see the current Health Occupations Division Policy for Blood/body Fluid Exposure, and the Health Occupations Division Communicable Disease Policy.

PATIENT CONFIDENTIALITY
While in training or as a certified EMT, strict patient confidentiality WILL be maintained. You WILL NOT discuss the patient’s condition with family, bystanders, media or other non-medical personnel. In addition, you WILL NOT discuss at a future time the patient’s condition or prognosis, or actions of any medical personnel who dealt with the patient. Violation of this principle may result in dismissal from the course and/or possible revocation of certification. Patient case histories may be discussed only as a part of a medical learning situation, but confidentiality will be maintained. Patient names are not to be recorded on documents turned in for course credit.

Learning Objectives:
The student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environment, and legal systems associated with the workplace; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communications in the workplace.

OTHER:
- For current texts and materials, use the following link to access bookstore listings: http://www.panolacollegestore.com
- For testing services, use the following link: http://www.panola.edu/elearning/testing.html
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support
Services located in the Administration Building or go to http://www.panola.edu/student-success/disability-support-services/ for more information.

- Withdrawing from a course is the student’s responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.

**Specific Course Objectives (Included SCANS information):**

- Complete an orientation of expected behavior before, during and after a response with the ambulance crew. (scans: 1A i, iv, v, Ci, ii, iii, iv, v; 2Di, Ei, ii, iii)

- Locate, inspect, and prepare each piece of equipment for use on the ambulance. (scans: 1Ai, iv, v, Ci, ii, iii, iv, v; 2Di, Ei, ii, iii)

- Practice loading and unloading the ambulance stretcher with and without a patient. (scans: Ei, ii, iii)

- Discuss and demonstrate application of didactic knowledge during hospital clinical and EMS internships. (scans: 1A iv, v; Bi, iii; Ci, ii, iii, iv, v; 2Ai, iii, iv; Bi, iii, iv, vi; Ci, ii, iii; Ei, ii, iii)

- Discuss and demonstrate knowledge of clinical facilities, roles and responsibilities of an EMT Basic candidate. (scans: 2Ai, iv; Bi, iii, vi; Di, Ei, ii, iii)

- Function as a team member in both the hospital and the EMS internship setting focusing on treatment of both traumatic and medical emergencies in which the appropriate medical care is applied. (scans: 2i, iii, iv, vi)

- Identify and apply basic skills needed including the performance of patient assessment skills during the treatment of all patients encountered in the hospital and EMS setting. (scans: 2Bv, Ci, ii, iii)

**SCANS CRITERIA**

1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

   a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:

   i) **Reading:** locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.

   ii) **Writing:** communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.

   iii) **Arithmetic and Mathematical Operations:** perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.

   iv) **Listening:** receive, attend to, interpret, and respond to verbal messages and other cues.

   v) **Speaking:** Organize ideas and communicate orally.
b) **Thinking Skills**: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
   i) Creative Thinking: generate new ideas.
   ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
   iii) Problem Solving: recognize problems and devise and implement plan of action.
   iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
   v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
   vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

c) **Personal Qualities**: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
   i) Responsibility: exert a high level of effort and persevere toward goal attainment.
   ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
   iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
   iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
   v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**
   a) **Resources**: A worker must identify, organize, plan, and allocate resources effectively.
      i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
      ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
      iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.

b) **Interpersonal Skills**: A worker must work with others effectively.
   i) Participate as a Member of a Team: contribute to group effort.
   ii) Teach Others New Skills.
   iii) Serve Clients/Customers: work to satisfy customer's expectations.
   iv) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
   v) Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
   vi) Work with Diversity: work well with men and women from diverse backgrounds. Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or
team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information**: A worker must be able to acquire and use information.
   i) Acquire and Evaluate Information.
   ii) Organize and Maintain Information.
   iii) Interpret and Communicate Information.
   iv) Use Computers to Process Information.
   Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems**: A worker must understand complex interrelationships.
   i) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
   ii) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
   iii) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.
   Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology**: A worker must be able to work with a variety of technologies.
   i) Select Technology: choose procedures, tools or equipment including computers and related technologies.
   ii) Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.
   iii) Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies.
   Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment