

Panola College
Emergency Medical Sciences Department



Student Handbook 2022

The policies and procedures contained in the Emergency Medical Sciences Student Handbook have been approved by the following officials of Panola College:

Miranda Hagans
Miranda Hagans,
Chair Emergency Medical Sciences

9/15/2022
Date

Kelly Reed-Hirsch
Kelly Reed-Hirsch
Dean of Health Sciences

9/25/2022
Date

Gregory Powell
Dr. Gregory Powell
President

9-30-22
Date

Jeffrey McWilliams
Jeffrey McWilliams, MD
Medical Director

10/11/22
Date

Revisions and Updates

January 12, 2018: Page 26 Classroom Conduct has been updated to reflect the new FSDAP electronic device use.

July 30, 2020: Student Handbook was entirely updated and revised

August 2021: Student Handbook updated and revised.

May 2022: Student Handbook updated.

September 2022: Student Handbook updated.

Panola College Emergency Medical Sciences Department - Student Handbook

The Panola College Emergency Medical Sciences Department reserves the right to make any revisions, deletions, or additions to the Student Handbook or the procedures found in the Student Handbook, Syllabi or Department website which, in the opinion of the faculty and/or Panola College, serve in the best interest of the program and its students.

The Emergency Medical Sciences Department student is subject to the regulations in this handbook as well as the regulations and policies in the Panola College Student Handbook.

All applicants must meet the basic requirements for admission to Panola College and the Emergency Medical Sciences Program of their choice.

Admission to any Emergency Medical Sciences Program does not guarantee eligibility for the National Registry of Emergency Medical Technicians (NREMT) examination or certification by the Texas Department of State Health Services.

Applicants seeking academic advisement prior to application are encouraged to visit with their EMS Department Advisors. To set an appointment contact Kelley Hammond at 903-694-4524 or Miranda Hagans at 903-694-4024 or mhagans@panola.edu. The Panola College EMS Department is located in the Health and Natural Sciences building, on the 2nd floor room 2100.

Full-time faculty instructors 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 Program web site to obtain current program information.

The Program Director/Chair and the Medical Director are the only entities that can clear a student for examination with the NREMT.

Department Goal:

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Program Overview	8
EMT Certificate	8
Paramedic Certificate.....	9
Paramedic AAS Degree	10
Mission Statement	12
Licensure, Regulations, Accreditation	12
Faculty and Staff	14
Department Chair EMS Department	14
Miranda Hagans, BS, LP, Department Chair EMS	14
Medical Director	14
Jeffrey McWilliams, MD, EMS Program Medical Director	14
Part Time Faculty/Adjunct	14
Darren Elrod, EMT-P, Instructor	14
Program Director/Coordinator Authority.....	15
Medical Director Authority.....	16
Clinical Coordinator Authority.....	16
Instructor Authority.....	16
Department Organization Chart	18
EMS Programs Disability Accommodation Policy.....	20
Course Schedules	22
Program Completion	22
Grading Criteria	23
Lab grading	23
Lecture grading	23
Lecture and Lab	23
Letter grades	23
Basis for determination of final grade	23
Remediation Process	23
Exams	23
Absences during Examination	24
Skills Proficiency Verification	24
EMT	24
Paramedic (including EMT/ AEMT)	24
Knowledge and Skills Objective.....	25
Course Procedures and Regulations	26
Student Rights and Responsibilities	26
Classroom Expectations.....	27

• Class Attendance and Participation	27
Internet Use Responsibilities	27
Code of Conduct	27
Academic and Clinical Dishonesty	30
Classroom Conduct	31
CE Students	31
Attendance	31
Tardiness	31
Absence	31
Clinical and Capstone Attendance	32
Clinical Reports	32
Capstone Reports	34
Tutoring Sessions	34
Communicating with Instructors	34
Disciplinary Action	34
The Student will be immediately dismissed from an EMS Program for	34
Program Readmission Process	35
Student Withdrawal: Failing Grade	35
Student Failing EMSP Courses	35
Student Responsibilities:	35
Program Chair Responsibilities	36
Student Responsibilities:	36
Student Withdrawal: Documented Medical Reason	36
Student Responsibilities if Approved	36
Incomplete Grade	37
Grievance Procedure	38
Student Conferences	38
Student Status	38
National Registry Certification Testing	39
Dress Code and Uniforms	39
Must be worn at all times	39
Program Required Uniform	39
Personal Hygiene	40
Confidentiality	41
Malpractice Liability Insurance	41
Parking	41
Clinical Affiliate Procedures	42

Guidelines and Practices for Use of Social Media	49
Health and Safety Procedures	50
Drugs and Alcohol Use	50
Physical and Mental Health	51
Change in Health Condition	51
Immunizations and Vaccinations	51
• Health Screening Evaluation.....	51
• Drug Screen.....	51
• Criminal History.....	52
• Paramedic Certification Prerequisites	53
Immunization Requirements.....	53
• Vaccines.....	53
• Titers.....	53
Infection Control	54
Clinical Site Procedures	54
Accident and Incident Reporting	54
Student Forms.....	56

ALL STUDENT FORMS AT THE BACK OF THIS HANDBOOK NEED TO BE FILLED OUT COMPLETELY AND TURNED IN AT COURSE ORIENTATION.

Program Overview

Welcome to the Panola College Emergency Medical Sciences Department. In the early 1990's, it was recognized that national trends in EMS education were moving towards higher-level education along with expanding the paramedic program content areas. This initiative created the foundation for providing EMS education through a branch from Panola College. The move from Adult Continuing Education Paramedic training programs to a college-based EMS education program allowed a larger region to be served while increasing the number of students trained in EMS. Panola College started offering EMS courses from their main campus and became one of the first EMS Certificate programs approved by the Texas Higher Education Coordinating Board to be offered by a College.

Each Emergency Medical Sciences program prepares students to apply for and successfully meet the requirements of the Texas Department of State Health Services EMS certification at that levels. EMT Basic, Paramedic certificate and Associate's Degree courses are offered at Panola College. Although some students choose to obtain only an EMT certificate, all students must meet the criteria for enrollment at each level.

EMT Certificate

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. The EMT student will also earn two micro credentials; AHA basic life support and Stop the Bleed during this program.

The EMT Certificate Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the EMT program, the student will be prepared and eligible to test for the EMT certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of NREMT exam, he/she will then be eligible to apply for a Texas EMT certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Semester I (Fall or Spring)

BIOL 2404 - Anatomy and Physiology Credit Hours: 4

EDUC 1100 - Learning Framework Credit Hours: 1

EMSP 1361 - Clinical Credit Hours: 3

EMSP 1501 - Emergency Medical Technician Credit Hours: 5

HITT 1305 - Medical Terminology I Credit Hours: 3

Semester Hours: 16

Total Hours: 16

Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester 1 of Paramedic.)

Entries into the EMT program must meet the following:

- 18 years of age by program completion/graduation date.
- Ability to pass background check and drug screen.

Paramedic Certificate

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The paramedic student will also earn multiple micro credentials such as Advanced Cardiac Life Support, Pediatric Emergencies for the Prehospital Provider, Pre-Hospital Trauma Life Support, and Advanced Medical Life Support during this program.

The Paramedic Certificate Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the Paramedic Certificate program, the student will be prepared and eligible to test for Paramedic certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of NREMT exam, he/she will then be eligible to apply for a Texas EMT-Paramedic certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Prerequisite Semester

BIOL 2404 - Anatomy and Physiology Credit Hours: 4

Semester Hours: 4

Semester I (Spring)

EMSP 1356 - Patient Assessment and Airway Management Credit Hours: 3

EMSP 1438 - Introduction to Advanced Practice Credit Hours: 4

EMSP 2260 - Clinical Credit Hours: 2

EMSP 2306 - Emergency Pharmacology Credit Hours: 3

EMSP 2544 - Cardiology Credit Hours: 5

Semester Hours: 17

Summer Semester

EMSP 2534 - Medical Emergencies Credit Hours: 5

Semester Hours: 5

Semester II (Fall)

EMSP 1355 - Trauma Management Credit Hours: 3

EMSP 2143 - Assessment Based Management Credit Hours: 1

EMSP 2261 - Clinical Credit Hours: 2

EMSP 2262 - Clinical Credit Hours: 2

EMSP 2305 - EMS Operations Credit Hours: 3

EMSP 2330 - Special Populations Credit Hours: 3

Semester Hours: 14

Total Hours: 40

Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester I of Paramedic.)

Entries into the Paramedic program must meet the following:

- Documentation of current EMT certification (DSHS).
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current American Heart Association's BLS Provider certification.
- Completion of BIOL 2404 with a C or Better or BIOL 2401; Lab included with a C or Better.

Paramedic AAS Degree

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The paramedic student will also earn multiple micro credentials such as Advanced Cardiac Life Support, Pediatric Emergencies for the Prehospital Provider, Pre-Hospital

Trauma Life Support, and Advanced Medical Life Support during this program.

The Paramedic AAS Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the Paramedic AAS Degree program, the student will be prepared and eligible to test for Paramedic certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of NREMT exam, he/she will then be eligible to apply for a Texas Licensed Paramedic certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Semester I (Fall)

BIOL 2401 - Anatomy and Physiology I Credit Hours: 4

ENGL 1301 - Composition I Credit Hours: 3

PSYC 2314 - Lifespan Growth & Development Credit Hours: 3

PSYC 2301 - General Psychology Credit Hours: 3

Language/Philosophy/Humanities Credit Hours: 3

Semester Hours: 16

Semester II (Spring)

EMSP 1438 - Introduction to Advanced Practice Credit Hours: 4

EMSP 1356 - Patient Assessment and Airway Management Credit Hours: 3

EMSP 2260 - Clinical Credit Hours: 2

EMSP 2306 - Emergency Pharmacology Credit Hours: 3

EMSP 2544 - Cardiology Credit Hours: 5

Semester Hours: 17

Semester III (Summer I)

BIOL 2402 - Anatomy and Physiology II Credit Hours: 4

EMSP 2534 - Medical Emergencies Credit Hours: 5

Semester Hours: 9

Semester IV (Fall)

BIOL 2420 - Microbiology for Non-Science Majors Credit Hours: 4

EMSP 1355 - Trauma Management Credit Hours: 3

EMSP 2143 - Assessment Based Management Credit Hours: 1

EMSP 2305 - EMS Operations Credit Hours: 3

EMSP 2261 - Clinical Credit Hours: 2

EMSP 2330 - Special Populations Credit Hours: 3

EMSP 2262 - Clinical Credit Hours: 2

Semester Hours: 18

Total Hours: 60

Entries into the Paramedic program must meet the following:

- Documentation of current EMT certification (DSHS).
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current American Heart Association's BLS Provider certification.
- BIOL 2401, Lab included with a C or Better.

All EMS labs and Clinical/Practicum are designed to promote the learning and application of clinical skills. These are also required as part of the EMT and Paramedic courses. They will provide exceptional opportunities for Students to learn and apply clinical skills in the hospital and prehospital environments.

Mission Statement

Panola College's EMS Programs provide quality initial 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.

Emergency Medical Technician

"To prepare competent entry-level Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Emergency Medical Responder levels."

Advanced Emergency Medical Technician

"To Prepare competent entry-level Advanced Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician, and/or Emergency Medical Responder levels.

Emergency Medical Technician-Paramedic

"To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder levels.

Licensure, Regulations, Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.

The Paramedic programs of Panola College are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services

Professions (CoAEMSP).

CAAHEP
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL. 33763
(727) 210-2350



CoAEMSP
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
(214)703-8445



Panola College's EMT Certificate Program is officially approved and regulated by the Texas Department of State Health Services EMS and Trauma Systems.



Program Chair, Instructors and Examiners are certified by the Texas Department of State Health Services EMS and Trauma Systems.

Faculty and Staff

Miranda Hagans, BS-EMS, LP, Advanced Coordinator / Department Chair

Miranda has been in EMS since 2001. She began her career at Fort Smith EMS in Arkansas working in dispatch and on the ambulance. Since then she has worked for multiple different agencies and has advised many others. She began teaching EMS courses in 2008 at University of Arkansas Fort Smith campus and Northwest Arkansas Community College. She has a Bachelor's Degree in Emergency Medical Sciences from University of Arkansas for Medical Sciences.

Miranda moved to Texas in 2017 and worked as the Clinical Education Director for Christus EMS before coming to Panola College in 2021.

Jeffrey McWilliams MD/ Medical Director

Dr. McWilliams completed his residency in Emergency Medicine at LSU Oschner in Shreveport LA in 2002 where he served as chief resident. Dr. McWilliams is the medical Director for Marshall EMS and Excel ER. He is affiliated with Christus, Nacogdoches Medical Center, and Quality Emergency Care

Jeremiah Barnard, EMT-P, Instructor

Jeremiah Barnard has worked 9-1-1 EMS for more than 16 years, almost 13 years of that as a paramedic. He was previously the EMS Education Coordinator for Nacogdoches County EMS, where he coordinated and instructed EMT-Basic classes, taught community CPR classes, and coordinated other advanced provider card classes for EMS providers in the area. He has experience in county-based EMS, Fire-based EMS, private EMS, as well as hospital district EMS. He is also currently a firefighter/ paramedic for Nacogdoches Fire & Rescue, as well as a Paramedic/ FTO for Allegiance Mobile Health in Shelby County.

Darren Elrod, EMT-P, Instructor

Darren has been involved in Fire and EMS since 2002 starting as a Volunteer Firefighter EMT-B at Floyd VFD/Rescue in Floyd New Mexico. He became a Professional Firefighter at Portales Fire Department in New Mexico and retired as a Lieutenant Firefighter/Paramedic. He has also worked at Wolfforth Fire Hazmat EMS and Covenant Grace Hospital in Lubbock Texas area as an EMT Paramedic and ER Paramedic Training Instructor. Darren has IFSAC Texas Commission Structure Firefighter as well as Fire Instructor and Fire Officer and a certification from Homeland Security for Hazmat Technician. He has been an EMS Instructor and AHA Instructor for over 10 years and was Adjunct Instructor with Eastern New Mexico University. Darren is currently a Captain with Waskom VFD/EMS where he has been serving since 2018.

Program Director/Coordinator Authority

The EMS Program Director is responsible for the following areas :

1. Course Content
2. Content Delivery
3. Content Accuracy
4. Clinical Competency
5. Skill Proficiency
6. Student Knowledge & Skill Proficiency
7. Student Evaluations
8. Instructor Credentials
9. Specialty Course Coordination & Delivery
 - a. BLS, ACLS, PEPP, PHTLS, AMLS
10. Guest Instructor Credentials
11. Evaluation Tools Design and Revision
12. General Program Coordination
13. Program Budget
14. Special Topics
 - a. Public Relation Events
 - b. Student Counseling
 - c. Course Records
 - d. DSHS Document Submission

The Program Director in conjunction with the Course Coordinator and the Medical Director will work together to ensure each student has a proper educational experience. The Program Director can supersede either the Course Coordinator, or Instructor if there exists sufficient evidence to warrant it. The Program Director will also be actively involved in course content delivery, design and revision. Like the Medical Director, the Program Director has the authority to prevent any student from participating in the clinical environment. If he has any reservations or concerns about any student he is allowed to hold that student's course completion documentation after consultation, with the Medical Director and Course Coordinator.

Medical Director Authority

The EMS Program Medical Director is responsible for the following areas of the EMS Programs:

1. Course Content
2. Content Delivery
3. Content Accuracy
4. Clinical Competency
5. Skill Proficiency
6. Student Knowledge & Skill Proficiency

Furthermore, as the Medical Director of this program he has the authority to prevent any student from going into the clinical setting. In addition, he is responsible for approving each student's final competency evaluation which allows each student to receive a course completion certificate. If he has any reservations or concerns about any student, he is allowed to prevent that student from receiving a CCC.

Clinical Coordinator Authority

The Clinical Coordinator is responsible for the following areas

1. Clinical Competency
2. Clinical Scheduling
3. Clinical Monitoring
4. QI/QA of Student Clinical Reports
5. Preceptor Interface
6. Clinical Skills
7. Public Relation Events
8. Course Content Delivery

The Clinical Coordinator in conjunction with the Program Director, Course Coordinator and the Medical Director will work together to ensure each student has a proper educational experience. The Clinical Coordinator may also be actively involved in course content delivery, design and revision. Like the Medical Director, Program Director, Course Coordinator, the Clinical Coordinator has the authority to prevent any student from participating in the clinical environment. If he has any reservations or concerns about any student he is allowed to suspend the student's clinical experience after consultation, with the Medical Director, Course Coordinator and Program Director.

Instructor Authority

The Course Instructor is responsible for the following areas

1. Course content
2. Content delivery
3. Content accuracy
4. Skill proficiency

5. Student knowledge assessment
6. Student evaluation
7. Evaluation tool design and revision

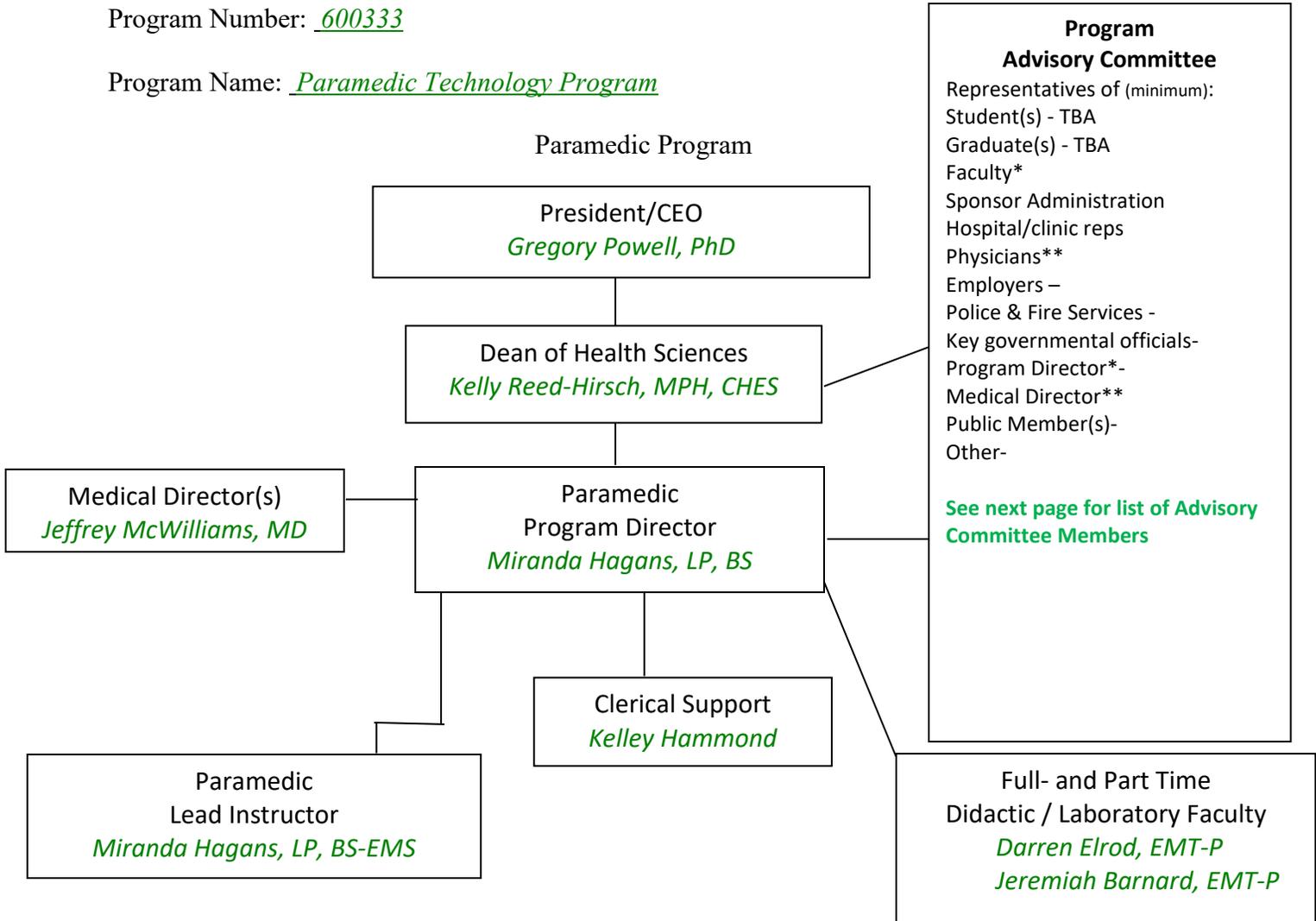
The Instructor in conjunction with the Program Director and the Medical Director will work together to ensure each student has a proper educational experience.

Panola College Programmatic Organization Chart

Program Number: 600333

Program Name: Paramedic Technology Program

Paramedic Program



Program

Advisory Committee

Representatives of (minimum):
 Student(s) - TBA
 Graduate(s) - TBA
 Faculty*
 Sponsor Administration
 Hospital/clinic reps
 Physicians**
 Employers –
 Police & Fire Services -
 Key governmental officials-
 Program Director*-
 Medical Director**-
 Public Member(s)-
 Other-

See next page for list of Advisory Committee Members

Full- and Part Time
Didactic / Laboratory Faculty
Darren Elrod, EMT-P
Jeremiah Barnard, EMT-P

Students should not confront their Field or Clinical Preceptor if they have a conflict with that individual. Those issues should be directed to the appropriate higher individual. Students should also follow the “Chain of Command” when experiencing program difficulty. Adhering to this will result in a swifter resolution of the problem. Refer to the Grievance procedure on page 34 for more detail.



Advisory Committee Roster

March 1, 2022

COMMUNITIES OF INTEREST: The communities of interest that are served by the program must include, but are not limited to: students, graduates, faculty, sponsor administration, hospital/clinic representatives, employers, police and/or fire services with a role in EMS services, key governmental officials, physicians, and the public. [Standard II.A. Program Goals and Outcomes]

CoAEMSP PROGRAM NUMBER:	600333		
SPONSOR / INSTITUTION NAME:	Panola College		
CHAIR OF THE ADVISORY COMMITTEE:¹	Michael Williams		
Community of Interest	Name(s)ⁱⁱ	Agency/Organization	Contact Information
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Brandon Oyler	CHRISTUS Good Shepherd (LEMA group)	
Employer(s) of Graduates Representative	Michael Williams Jonathon Walker Carrie Elder David Head Reggie Cooper Randy Liedtke Brittany Hughes Sam Behr	Christus EMS Nacogdoches County EMS Allegiance EMS-Carthage Allegiance EMS-Center Marshall Fire Dept Carthage Fire Dept San Augustine EMS UT Health- EMS clinical director	Michael.williams@christusems.org walkerj@nacmem.org carrie.elder@allhm.com David.head@allmh.com rcooper@marshalltexas.net rliedtke@carthagetexas.com bhopson@sacems.org Samuel.behr@uthet.com
Key Governmental Official(s)	Billy Alexander	Panola County Commissioner	Billy.702@hotmail.com
Police and Fire Services	Bryan Murff	Panola County Constable	Bryan.murff@co.panola.tx.us
Public Member(s)	Wanda Hanszen	Local Business Owner	whanszen@kgasradio.com
Hospital / Clinical Representative(s)	Beth Neidlinger Shelbea Comer Karen Marquezk Laura Brumett	Christus Good Shepherd Med Ctr UT Health Carthage Nacogdoches Memorial Hospital Longview Regional Medical Center	Elizabeth.neidlinger@christushealth.org Shelbea.comer@uthet.com Marquezk@nacmem.org Laura.brumett@longviewregional.com

Hospital / Clinical Representative(s)	Beth Neidlinger Shelbea Comer Karen Marquezk Laura Brumett Laticia Malone	Christus Good Shepherd Med Ctr UT Health Carthage Nacogdoches Memorial Hospital Longview Regional Medical Center Excel Clinic	Elizabeth.neidlinger@christushealth.org Shelbea.comer@uthet.com Marquezk@nacmem.org Laura.brumett@longviewregional.com Laticia.malone@excelerlongview.com
Other: Perkins grant CLNA	Reanna Hart	Perkins Grant Comprehensive Local Needs Assessment	rhart@panola.edu
Faculty ⁱ	Jeremiah Barnard Darren Elrod	Paramedic Clinical instructor Instructor	jbarnard@panola.edu delrod@panola.edu
Sponsor Administration	Kelly Reed-Hirsch	Health Sciences Dean	Kreed-hirsch@panola.edu
Student <i>(current)</i>	Desiree O'Connor Casidi Moore	Paramedic Student EMT student	Dn49892@students.panola.edu moorecasidi@icloud.com
Graduate	Monica Olalde	EMT graduate	Olaldemonica1999@gmail.com
Program Director, <i>ex officio, non-voting member</i>	Miranda Hagans	Program Director	mhagans@panola.edu
Medical Director, <i>ex officio, non-voting member</i>	Dr. Jeffrey McWilliams	Medical Director	erdocjgm@gmail.com
ⁱⁱ DSHS official	Josh Brents	DSHS specialist	Josh.brents@dshs.texas.gov
Panola College	Dr. Billy Adams	VP of Instruction	badams@panola.edu
	Kelley Hammond	Secretary	khammond@panola.edu

ⁱ Faculty and administration are ex-officio members.

ⁱⁱ Add rows for multiple members of the same community of interest

If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

EMS Programs Disability Accommodation Policy

The EMS Program is dedicated to providing the least restrictive learning environment for all students. Therefore, support services for students with disabilities are provided on an individual basis, upon request. Any student who has a disability and request for accommodation should inform the course instructor who will direct the student to the Office of Disability Services (ODS). Students may also go to the www.panola.edu website and look under student services for students with disabilities.

The ODS serves students requiring special support services due to:

- Visual/Hearing Impairment
- Learning Disability
- ADD/ADHD
- Mental/Psychological Disorders
- Neurological Disorder
- Brain Injury
- HIV/AIDS
- Chronic Illness
- Physical and Orthopedic Impairments
- Other Disabilities

Contact the **Office of Disability Services (ODS)** at **(903) 693-1123** to schedule an intake interview.

Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.

- Students *cannot* be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be *no* accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis. In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the national written certification exam. Documentation confirming and describing the disability should be submitted according to policy for consideration.
- There are certain accommodations that should not be allowed in EMS training because they are not in compliance with the essential job functions of an EMS provider.

Four of these are as follows:

- Students should not be allowed additional time for skills with specific time frames. Obviously, patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
- Students should not be allowed unlimited time to complete a written exam. This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
- Students should not be allowed to have written exams be given with an oral reader. The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
- Students should not be provided a written exam with a reading level of less than grade eight because the profession requires a reading level of at least grade eight to work safely and efficiently.

Because of the critical nature of the tasks needed in emergency situations, accommodation requests need to be considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

Course Schedules

At the beginning of the program, Students are provided with a course syllabus for the term. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Since a tremendous amount of information is discussed 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. Special classes, meeting days, when applicable, are identified in the syllabus.

Methods of Instruction/Course Format/Delivery:

These courses are offered primarily face to face. Instruction for this course will be done with lecture and skills labs. Clinical courses are done at clinical/field locations on times outside of class.

***Information:** Alternate Operations should the need arise to go to remote training.

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Program Completion

EMS Program Students are informed of the course completion requirements at the beginning of each course. Students must meet all academic and clinical course requirements to successfully complete the course. Successful completion (e.g. all course requirements are met) of each course is required in order for the Student to proceed to the next EMS course and to complete the specific program. Specific grading procedures for EMT courses are discussed in the Course Procedures section of this handbook. To be eligible to take the National Registry certification exam (EMT or Paramedic), Students must pass the appropriate course and receive the approval of the course instructor and Department Chair, clinical coordinator, and the medical director. Clinical rotations must also be successfully completed including submission of the required documentation prior to established deadlines. Most importantly, the Student must have successfully demonstrated competency in all required clinical content areas. Oral and written examinations and other required assignments must also be successfully completed in order to continue in the EMT and Paramedic programs.

Grading Criteria

Lab grading

Students must have successfully demonstrated mastery of all competencies in all required skills and mega codes for the lab portion. Evaluations will be given a **Pass or Fail** as defined on skills sheets. Students that receive a **fail** after 3rd attempt for the laboratory portion of the class will not be eligible for course completion.

Lecture grading

Student's grades will be based upon exams, quizzes, class participation, and other assignments.

Lecture and Lab

A student may receive a passing letter grade for lecture but still fail the lab thus not passing the course.

Letter grades

92%-100%	A
86-91.99%	B
80-85.99%	C
70-79.99%	D
0-69.99%	F

* Please note that unlike traditional courses an **80** is a **C** in the EMT Program.

Basis for determination of final grade

Student must achieve a grade of 80.0 or better in all courses (lecture, lab, clinical and practicum.) Theory knowledge is evaluated by written examinations, quizzes, assignments, skills exams, mega code and other methods determined by program. Students **MUST** maintain an **OVERALL** grade of 80% in the course to be eligible to participate in clinical rotations. Students who do not achieve this will have their clinical **IMMEDIATELY** suspended and participate in **REMEDIATION** through tutoring sessions.

Remediation Process

A student that receives less than an 80% on any module exam and/or fails a skills exam (up to the 3rd skills test) will require remediation. The faculty will be responsible for remediation upon request by the student, if requested by email within five (5) business days and prior to the final exam.

All remediation assignment(s) must be completed and submitted to the instructor before the next exam date. Failure to comply will deem student ineligible to take the aforementioned exam and the student will receive a zero "0" for a grade.

Exams

Examination formats are performed through Platinum Testing.

Exam reviews are a privilege and can be ended at any time at the instructor's discretion.

Exam reviews are done within one week of the exam. The purpose of exam review is to provide the student with the correct rationale for questions that the student missed or does not understand. NO NOTE TAKING OR ELECTRONIC DEVICES including SMART WATCHES will not be allowed during an exam review. An exam review will last only 30 minutes. If you need further clarification, you must make an appointment with your instructor within one week of the exam. There will be no group review of the Final Exam.

Absences during Examination

If you are absent for a scheduled exam, **FIRST, the instructor MUST be notified of your absence AT LEAST ONE HOUR BEFORE the scheduled exam time or you will automatically receive a “zero” on the missed exam. Make-up exams are to be taken AT A TIME SCHEDULED BY THE INSTRUCTOR, BUT SHOULD BE TAKEN PRIOR TO THE NEXT CLASS DAY.** Make-up exams may or may not be in the same format as the original exam. NO ELECTRONIC DEVICES including any SMART WATCHES during testing.

Students must take examinations at their scheduled time and date. **NO MAKE UP** examination will be given if students do not notify the course instructor before the scheduled start time for the examination (Instructor discretions in case of emergency). Documentation must be submitted to the course instructor regarding and justifying the absence. Make up examinations must be completed before student may return to the classroom.

The type of examination may differ from the original exam, i.e. an essay exam instead of multiple choice as well as questions.

Skills Proficiency Verification

Students will be expected to demonstrate *competency* in all listed skills prior to 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 within the laboratory portion of the course in which the skill is introduced and initially taught. Students experiencing difficulty with a skill and are unable to demonstrate proficiency will be offered a remediation session and allowed to try again. Paramedic Students will be responsible for basic skills as well as the advanced skills. The laboratory skills sheet must be successfully completed prior to the Student being allowed to utilize the skill in the clinical setting. Each Student must then demonstrate mastery of each skill during the clinical rotations. If the student does not successfully complete all their competencies within the required time frames, the Student will be *dropped* from the program.

Students may be introduced to additional clinical skills and procedures not included in the lists below. Students will not be required to show skills proficiency verification of these additional skills. However, Students may be required to practice these skills in the laboratory, and may be allowed to perform these skills under supervision in the clinical rotations. Written and Oral exams may include questions regarding additional skills.

Clinical Hours

Regarding clinical hours, all clinicals **MUST** be done as an off duty third rider. All students must be in full Panola College EMS Program uniform, which consists of Panola College EMS clinical shirt, black tactical pants, black boots or black tennis shoes. You cannot perform clinical hours while on duty even if there is a third rider opportunity. In addition, no course skills can be performed when not on scheduled clinicals or in lab.

EMT (EMT)

- NREMT Cardiac Arrest Management/AED
- DSHS Epinephrine Auto Injector Administration
- NREMT Patient Assessment (Medical & Trauma)
- DSHS Bronchodilator Administration (MDI, Nebulizer)
- NREMT Spinal Immobilization (Seated/Supine)
- DSHS Traction Splinting
- DSHS Vital Signs (Pulse, Respirations, and Blood Pressure)
- NREMT BVM ventilation of an apneic adult patient
- NREMT Oxygen administration by non-rebreather mask
- NREMT Bleeding Control and Shock Management
- NREMT Joint Immobilization
- NREMT Long Bone Immobilization

Paramedic (including EMT/ AEMT)

- Surgical Airways
- Airway management (endotracheal and nasotracheal intubation)
- Chest Decompression
- All Cardiac Monitor Functions (pacing, defibrillation, cardioversion)
- ECG Recognition and Interpretation
- 12 Lead ECG Acquisition and Interpretation
- Mega-codes
- Patient Assessment (All Age Groups) Medical and Trauma
- CPAP
- Medication Administration (IN, PO, IV bolus and infusion, IM, SQ, SL)
- NREMT Dynamic Cardiology
- NREMT Static Cardiology
- NREMT Oral stations

Knowledge & Skills Objectives

Knowledge and Skills Objectives are set forth by the EMS Programs, its Advisory Board, and the National Standards Curriculum. A copy of the objectives is available to each student in the classroom. Students are strongly encouraged to familiarize themselves with these objectives. All testable information is addressed in the knowledge and skills objectives. Evaluation of these objectives will be accomplished through written examination, skills proficiency verification,

clinical preceptor (CP) evaluation, and national registry board's examination. Students are responsible for all knowledge and skill objectives upon completion of the related modules in the didactic setting. It is imperative that students attempt to maintain proficiency in all covered knowledge and skills objectives throughout the course to ensure a positive outcome in their final competency validation.

Course Procedures and Regulations

Each Student is required to sign a Student acknowledgment agreement of the handbook and class syllabus. The EMS Program Faculty and staff strongly believe that the Student will be most successful if he/she completely understands these procedures and regulations. Should a Student have any questions or concerns regarding a course procedure and regulations, he/she should discuss them with the course's faculty instructor and /or Program Director.

Student Rights and Responsibilities

As a premier learning-center of higher education, Panola College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. Panola College recognizes that student success is a shared responsibility between the student and the College.

Students attending Panola College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is paramount to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending Panola College are responsible for adhering to the standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Panola College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider manifestly unjust or improper.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Panola College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Panola College's

commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Classroom Expectation

Class Attendance and Participation

This course is approved by the Texas Department of State Health Services on total number of hours. Part of the basis for approval is that we follow established guidelines on the number of student contact hours and course content.

One of the factors that influence a student's success is regular attendance in all classes. An accurate record of each student's attendance is kept by each instructor. A student who has absences totaling **(14 hours of class time for Basic)** and **(24 hours per semester for Paramedic)** WILL NOT be granted a course completion. Extenuating circumstance for excessive tardiness and absences will be evaluated on a case-by-case basis. *Three tardies constitutes one absence.* Students, who leave class early for ANY reason, will also be counted as absent/tardy depending on time missed.

Assignments and Quizzes: All assignments and quizzes are listed in the “Required” section of your Jb learning account for each lesson.

Due Dates: All due dates are listed on the course schedule and JB learning. Late work is not accepted. If you must be absent, daily work is still due by the due dates listed (STC, Self-Assessment, etc.) All other work (In class quiz, Patho paper, projects, etc.) are due on the day you return to class.

Internet Use Responsibilities

Online exams will no longer be reset unless there is a documented problem with the website (Platinum Testing), and then only at instructor discretion. Students are responsible for using a stable computer and internet connection. Students wishing to borrow a laptop must request it through the instructor.

Code of Conduct

As Emergency Medical Services providers strive to improve professional status, it is important that all students and EMS personnel 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. 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 EMS or other clinical employers. 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 an EMS Program are expected to conduct themselves in a manner consistent with this code of conduct whenever they represent the EMS Department.

- 1) The primary purpose of Emergency Medical Services is to respond to persons in need of medical/trauma, psychological and, in some cases, social assistance in a compassionate, medically appropriate manner. EMS is primarily about providing a public service. EMS providers are often 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 providers 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, Paramedics and EMT's, have a responsibility to respect the physician license under which they are allowed to function. EMS providers render medical care when a physician is not immediately available. This truly is a privilege that must not be taken lightly by the EMS provider. It has been earned through years of professional work by many dedicated physicians, paramedics, EMT's, and EMS educators. The physician and patient entrust the paramedic and EMT to respect this privilege. Thus, the responsible performance of paramedics and EMT's contributes to continued professional growth and clinical advancement of EMS. EMS Students demonstrate their respect for the physician/EMS provider relationship by following established clinical training guidelines and performing only those procedures that have been authorized by a physician.
- 3) Respectful interaction with other members of the healthcare community is vital to quality care of the patient. The EMS provider 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 provider is often the first team member to care for the patient, his/her interaction with other healthcare providers is often crucial. Effective interaction requires the EMS provider to conduct himself/herself in a respectful, courteous, and knowledgeable manner. It requires that the EMS provider be attentive to and respectful of the ideas of other healthcare team members.
- 4) 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.
- 5) EMS providers must respect and recognize the value of teamwork and leadership. EMS providers rely on other team (crew) members to assist in accomplishing the task of providing care and service. The EMS provider or Student who fails to utilize effective team participation, listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with command. The effective EMS provider and Student will develop and practice skills that convince team members to follow the leader's plan of action.

- 6) The EMS provider must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, maintain a personal responsibility for his/her never- ending education. Both EMS providers and Students must constantly strive to learn from each and every educational and clinical experience. As the practice of medicine changes, so must the practices of the EMS provider. 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 provider.
- 7) As members of the healthcare community, EMS providers are rightfully held to an extremely high standard of moral and ethical conduct. Honesty, confidentiality, integrity, 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 and, more importantly, the patient and 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" depends entirely on the trust and respect earned by the EMS provider through his/her conduct.
- 8) Students who demonstrate conduct or performance that is contrary to this Code of Conduct may be subject to disciplinary action, which may affect their status within the course and with the College.
- 9) All students must follow the guidelines outlined in the most recent Panola College Student handbook or Pathfinder, which is found on www.Panolacollege.edu Homepage.

Academic and Clinical Dishonesty

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

- 1) Any use of external assistance during an exam.
 - a. Examples include:
 - b. Communicating in any way with another Student during the exam
 - c. Copying material from another Student's exam.
 - d. Allowing another Student to copy from your exam.
 - e. Using unauthorized notes, calculators, electronic devices and any other form of 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.
 - d. Signing or altering documentation signatures, dates, etc of a preceptor.
- 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.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of EMS courses. EMS instructors strive to establish a professional/scenario base classroom environment. Students must conduct themselves in a manner that continues to facilitate learning.

Students are expected to:

1. Come to class prepared for the scheduled subject or activities.
2. Behave in a manner that does not interrupt classroom or laboratory activities.
 - Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior or language.
3. Electronic devices i.e. cellular phones, tablets, laptops, smart watches, radios, and other electronic devices such as two-way pagers must be off during classroom and laboratory activities, except during supervised use for classroom activities as approved or directed by your instructor.
 - **1st Infraction**
 - Written Warning
 - **2nd Infraction**
 - Written documentation and counseling will be completed. If the infraction form is not signed and completed by next assigned class, it will count as an absence.
 - **3rd Infraction**
 - Written documentation and counseling will be completed and the student will be asked to leave the classroom and counted absent. This can lead to being dismissed from the program.

4. Electronic devices as previously mentioned are prohibited for use when engaging in patient care or during clinical settings, and/or during testing whether online or in the classroom. Instructors will designate an area in the classroom, where you may place your non-essential electronic devices in the off or silent mode. Panola College, the faculty, or staff are not responsible for any damages to the devices while in the designated area.

CE STUDENTS

Students who are receiving continuing education are required to stay for each lecture and participate in all skill labs and take a verification quiz. Failure to attend will result in the CEU Certificate being withheld.

You are obligated to:

1. Treat all students and instructors with dignity and respect.
2. Conduct yourself at all times in a manner, which is conducive to learning.
3. Abide by the program procedures as outlined to you by the course faculty and staff including all PANOLA COLLEGE procedures.
4. Actively participate in all class and skills laboratory functions.
5. Exhibit a professional manner in both attire and conduct.

Clinical and Practicum Attendance

The number of clinical and practicum (EMS rotations) available to Students are limited and strict enforcement of attendance will be imposed. Failure to comply with any of the course procedures will result in the Student being sent home. Your clinical instructor may impose any restrictions or limits he/she deems necessary to ensure fair and adequate availability of clinical and practicum (EMS rotations). Students may not leave their assigned areas without the clinical instructor's permission. **Any Student who is not in their assigned clinical/EMS site may be sent home or dropped from the course.** If you are unable to report to a scheduled clinical/EMS site, you must contact your clinical instructor at least 1 hour prior to your clinical rotation. Attendance procedure applies to all clinical rotations.

Patient Reports-are due in Platinum Planner within 24 hours of your assigned shift. Reports must be done using the format designated by the instructor to be considered correct. Late work may be accepted and will reflect negatively on your grade. Some additional EMS clinical hours may be necessary to complete all of the EMS reports necessary to pass the course.

Clinical or practicum rotations **MUST** be done as an off duty third rider. All students must be in full Panola College EMS Program uniform, which consists of Panola College EMS program shirt, black tactical pants, black boots or black tennis shoes. You cannot perform clinical hours while on duty even if there is a third rider opportunity. Students are prohibited from driving company owned vehicles.

To assure professional appearance of all students.

POLICY:

1. The student will be clean and present a professional appearance.
2. The student will sign up for all rotations thru Platinum Planner.
3. The student will cancel no more than ONE (1) scheduled rotation, each additional cancellation will result in an absence.
4. The student will abide to all rules of the agency in which he is serving the clinical time.
5. The student will not smoke/vape or use tobacco products while dressed in Panola College uniform.
6. The student will obey his/her clinical supervisor at all times.
7. The student will contact the clinical coordinator immediately should a serious problem arise.
8. The student will carry the required equipment to each rotation and be prepared to assist in any way directed.
9. The student at no time and under no one's direction will be allowed to perform a skill he/she has not been trained and checked off to do.
10. The student will not consume any alcoholic beverage or non-prescribed medication 24 hours prior to the assigned rotation.
11. The student will complete all necessary paperwork and turn in at the assigned times. Failure to do this will result in a failure of the course.
12. Each student must have a stethoscope and a Panola College student nametag.
13. Students may **NOT** be substituted for staff at any time during clinical/field internship.

Clinical Reports

EMS Students must complete all required competencies and document all contacts in Platinum Planner.

Practicum Reports

Students must complete all required competencies and submit completed Patient Care Reports (PCR) in Platinum Planner. All completed reports will be submitted within 24 hours using their Platinum Planner account. A completed report will include the preceptor information, all required signatures, complete documentation in DCHART format, and uploads of all documentation.

Any questions or problems regarding your clinical and/or practicum rotations should be addressed to your clinical or practicum instructor or refer to the Panola College **Emergency Medical Sciences Department Student Handbook**. As a reminder, patient records are always confidential and no names should be used. Watch for addresses or any patient information that can be used to identify a specific patient. Do not take any protected health information or

legible patient information away from a clinical or practicum site. Patients are always age/sex/complaint.

COMPETENCY REQUIREMENTS

Each EMS course will require set competencies. All competencies are given to students at the beginning of the program and explained. All skill competencies will be completed during class time.

CLINICAL TIME REQUIREMENTS

All clinical time, patient, and documentation requirements have been set and approved by Panola College EMS Department Advisory Committee, instructors, Medical Director, CoEMSP, and DSHS. The required hours are listed on the student's syllabus for each semester along with the required breakdown of patient contacts. A current copy can be obtained from your clinical instructor or the Program Director.

All clinical time must be complete prior to the end of the semester in order to receive course completion certificate.

Students not meeting the minimums will be required to do simulations in the Panola College Sim Lab until the Director and Medical Director are assured that the student is competent to perform, however, some skills and patient contacts are not able to be completed by simulation (see CoAEMSP rules).

Transferring AEMT students:

Panola College does not offer advanced placement. Prior learning assessment awards are assessed on a case by case basis.

Tutoring Sessions

The EMS Program 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 offered 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 Department chair **by scheduled appointment**. If this does not resolve the Student's concern, he/she may contact the Health Sciences Dean by respective appointment. Questions or concerns regarding clinical rotations MUST FIRST be addressed to the clinical instructor.

If you have an important message to give to the EMS Program faculty or staff, verbal communication may not be sufficient. Communicating with an instructor via email is preferred.

Disciplinary Action

Students who show evidence of poor attitude, inappropriate conduct, unwillingness to participate in class or patient care activities, or who demonstrate a lack of respect for clinical affiliate organizations may be subject to dismissal from an EMS Program. Students may be barred from hospital and/or ambulance clinical rotations. This, of course, would make it impossible for the Student to successfully complete the course.

The following actions will result in disciplinary action:

1. Excessive absences or tardiness.
2. Failure to adhere to the EMS program's uniform procedure.
3. Violation of any hospital, clinical affiliate or PANOLA COLLEGE procedure.
4. Attitude problem causing distraction to others or contrary to the Code of Conduct.
5. Unsatisfactory affective behavior evaluations.

The Student will be immediately dismissed from an EMS Program for:

1. Lying, cheating, or stealing.
2. Falsification of any records or clinical reports.
3. Drinking alcohol or being intoxicated while on "duty". (E.g. during a clinical rotation, class or lab)
4. Use of mind-altering drugs or substances while on "duty". (E.g. during a clinical

- rotation, class or lab)
5. Willful damage of hospital, clinical affiliate, PANOLA COLLEGE or EMS property.
 6. Conviction of a felony during the program.
 7. Divulging confidential information.
 8. Sexual harassment or assault, which may include obscene jokes/gestures or inappropriate touching.
 9. Constant disruption of class or lab instruction.

Program Readmission Process

A student, who has failed or withdrawn from a course in an EMS Program, must follow re- entry/readmission criteria determined by the Panola College Program. For more information on the readmission procedure, refer to the Panola College Program Student Handbook.

In the event the Program's Chair determines the student is no longer eligible for re-entry, the student may petition for readmission to the Dean of Health Sciences. The following is the EMS Department's readmission procedure:

1. Student Withdrawal from any EMSP course with a failing grade
2. Student Failing EMSP course
3. Incomplete Grades
4. Student Withdrawal from any EMSP course for documented medical reasons

Student Withdrawal: Failing Grade

A student who withdraws from any EMSP course with a failing grade. Must notify the course faculty prior to withdrawal for reason of withdrawal and must have the Schedule Change Form signed. Student must sit out one semester in the process of complying with the Readmission Process; however, student is encouraged to apply within one year to ensure continuity in their program of learning. Student is eligible to apply for readmission **once** throughout the EMS Program.

Student Failing EMSP Courses

A student that failed **one** EMSP course within the semester must meet all current Admission requirements set forth by the EMS program including but not limited to GPA of 3.0 or greater.

Note: A student will automatically be denied Readmission for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior. Failure of **two or more** EMSP courses throughout the EMS Program will result in ineligibility for readmission.

Student Responsibilities:

1. Student must make an appointment to meet with EMS Department Chair through the Department Secretary to discuss the readmission procedure.

2. Student will sign Student Counseling Form during the meeting with Department Chair.
3. Items to be submitted to the Department Chair:
 - Student's signed Letter of Intent to inform the Chair of the Department their intent to return to the program (letter must include reason(s) of withdrawal or failure and plan of action to be successful if readmitted)
4. Note: A student who does not comply with the above procedures are not eligible for readmission.

Program Chair Responsibilities:

Program Chair will meet with student, *at least two weeks after* the final grades are issued, to discuss and explain the readmission procedure. Items to be discussed are as follows:

1. Student Counseling Form (will be signed by the student)
2. Letter of Intent
3. Program Chair will provide a copy of the Student Counseling Form along with the deadline set by the Program Chair.
4. Students who are ineligible to apply will be given an Outcome Letter.

Student Responsibilities if Approved:

1. Student must pick up the Counseling Form from the department at the time of pick up, student must sign the Counseling Form
2. Student must contact and schedule a meeting with their assigned faculty advisor within one week of reentry (failure to comply can result in administrative dismissal).
3. Student must follow current course syllabus/program procedures.
4. Student must follow any recommendations given by the Instructor or Department Chair as stated on the Contractual Agreement.
5. Student must submit proof of current clinical requirements (immunizations, CPR, etc).
6. If student has been out of the program for more than 1 year, student must start entire program over and enter as a new student. Unsatisfactory results in either will result in denial of approved readmission.

Student Withdrawal: Documented Medical Reason

1. A student who is currently failing but withdraws from any EMS course for documented medical reasons, must consult with Disabilities Services.
2. A student may withdrawal from EMS courses at any time due to documented medical reasons.

Student Responsibilities:

1. Student must notify the course faculty of the intent to withdraw and the reason for withdrawal.
2. The Schedule Change Form must be signed by faculty.
3. Student must meet with the Department Chair to present documentation signed and dated by a health care provider who must be licensed in the USA.
4. Student must present medical clearance without restrictions before student can be readmitted to the EMS Program.

5. Student may petition to the EMS Department Chair for extension after the first year if extenuating circumstance(s) arise.
6. Student must comply and submit proof of current clinical requirements (immunizations, CPR, etc)
7. If student has been out of the program for more than 1 year, student will have to follow the guideline as a new student and restart the program. Unsatisfactory results in either will result in denial of approved readmission

Once student is medically cleared, the student may continue the following semester, if the course is offered and will follow the current course syllabus/program procedures.

Note: student withdrawals with a documented medical reason will not be counted against the student's record in the program.

Incomplete Grade

A student who receives a letter grade of "I" (Incomplete) from any EMSP course, must follow this procedure.

The grade of "I" (Incomplete) may be given by course faculty in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted. The student must complete all of the objectives as dictated by the course faculty within 6 weeks of the end of the semester. Failure to complete all requirements by the end of the term will result in a final grade of "F" for the course. For more information regarding the "I" (Incomplete) policies, visit the Panola College Course Catalog.

The following circumstances may constitute for an "I" (Incomplete) grade for the EMT Program:

- Pregnant or parenting students under Title IX who are passing in the current courses but have to take a medical leave as referred by the Title IX Coordinator. Please refer to the Panola College Student Handbook for more information.

Student who has a medical leave and/or extenuating circumstance(s) (must be passing the current course). Proper documentation must be provided to the Department Chair.

Students must re-enter an EMS program within one year to insure continuity of learning and mastery of required content. The EMS Department reserves the right to require a reentering student to initiate program sequence beginning with the first semester and/or repeat selected program courses previously completed successfully. The Department Chair will determine on a case-by-case basis the best course of study to facilitate student success.

Notification Letter: EMS Department Chair will submit recommendation to Dean and Dean will provide memo that includes next steps.

Grievance Procedure

Students having a grievance concerning an evaluation, instruction or dismissal from the program must first discuss the matter with the course's primary instructor. If you are not satisfied with the response of the instructor, you should contact the EMS Department Chair. Appeals should follow the Panola College student handbook, The Pathfinder.

Student Conferences

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

1. Instructor

- Provide an overall evaluation of the Student's classroom and clinical performance.
- Provide the Student with specific performance improvement recommendations.
- Address Student concerns.

2. Student

- Discuss the overall evaluation of classroom and clinical performance,
- Discuss methods of performance improvement and develop a plan for improvement (if necessary).
- 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 program staff welcomes the Student's sincere interest in his/her course performance and will gladly assist the Student with these issues.

Appeals must be filed within 5 business days of official grade posting per the current academic calendar. For our Division – Level One will always be the Chair. For instances where the complaint is against the Chair, then Level One will be the Dean. It is required that informal resolution be sought but does not extend the deadlines.

Student Status

EMS Program 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 Panola 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 Panola College

National Registry Certification Testing

This course deals with medical techniques, which cannot only be rapidly lifesaving, but if improperly applied, can be life threatening. It is imperative that individuals certified in 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 the classroom requirements. Furthermore, you should understand that this program exceeds the requirements of the Texas Department of State Health Services. You must meet the requirements of the program. If you fail to meet the Panola College EMS program's requirements, you will not be allowed to take the National Registry exam even if you have met the minimum requirements of the Texas Department of State Health Services.

Testing for National Registry certification will be allowed only after the Student has met all the requirements for course completion (i.e. attendance, passing scores on all exams, overall course average score, successful completion of clinicals, successful demonstration of skills proficiency, adequate course participation, passing all oral exams, proficient in final mega code, etc.). This course is not connected with the Texas Department of State Health Services although it is approved by the department. You are individually responsible for completing the required certification application paperwork and for paying all EMS testing/registration fees. You are personally responsible for reading the testing guidelines and being on time with the proper paperwork for EMS certification testing. Additionally, please note that completion of this course does not guarantee eligibility for National Registry examination and/or Texas Department of State Health certification. If you have been convicted of a crime, you may be excluded from the testing process. Denial of testing privilege is a National Registry issue and it is your responsibility to assure your eligibility for testing. If you have a criminal record and would like to be evaluated for eligibility, contact the Office of EMS & Trauma Systems Coordination at (512) 834•6740 for more information.

Dress Code and Uniforms

Must be worn at all times.

The proper uniform must be worn at all times while at clinical site, ambulance shift or any other activity with the Panola College EMS program. If not in compliance with the uniform dress code the student will be sent home and given an absence for the day.

Program Required Uniform

Students are required to wear a uniform for the program during clinical/practicums and class functions.

Uniforms must be kept neat, clean, and well maintained. Due to the possibility of uniforms becoming soiled. Students must have a change of uniform at all times.

At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant unless just passing through to a non-bar seating area or on duty and responding to a call). Under NO circumstances

will the uniform be worn while the wearer is consuming or with individuals who are consuming alcohol, including in a restaurant. NO smoking or tobacco use, including smokeless or electronic nicotine delivery devices in the building.

- Panola EMT program Shirt with Panola College EMT Logo on Left side front and must be properly tucked in at all times. No exceptions.
- Black, gray or white colored undershirt
- Pressed Black EMS pants (NO blousing of pants is allowed)
- Black footwear (no tennis shoes w/colored logos)
- Stethoscope
- Penlight, Trauma Shears (Optional)
- School I.D. Tag on right collar
- Eye Protection with side shields
- Black belt
- Watch with a second hand
- Reflective Vest (Optional)
- Jackets or coats may be worn in inclement weather, as long as they have been approved by class instructor
- Only Panola EMS training caps may be worn during class or clinical time.
- No dangling or long jewelry may be worn in clinical sites.
- No visible piercings unless clear other than stud type earrings can be worn to clinical sites.
- No excessive perfume or cologne
- Hands, including fingernails, must be clean and neat. Nails must be kept short.
- Hair must be clean, well groomed, above the collar, and kept away from the face to be in compliance with infection control standards. Male students must keep beards and mustaches clean and neatly trimmed, or be clean shaven. Males with long hair will wear hair above the collar. No unnatural hair colors will be allowed.

This uniform consists of black EMT pants and Panola EMT program polo shirt. The class T-shirt, if ordered, will have the Panola College Emergency Medical Sciences Program Logo on the left front and can be worn during class. Panola College photo ID nametags must also be worn during all clinical and ambulance rotations. Students must obtain their ID badge from the Student Services office before the end of the second week of the semester. **No T-shirts are allowed at clinical sites.**

The uniform should be clean and pressed at all times. Your appearance is not only a reflection of the EMS Program but also of Panola College and the entire EMS profession. You should take pride in your appearance.

Personal Hygiene

You are expected to bathe regularly, wear an effective deodorant and use strong aromatic scents sparingly. All clinical sites used by the EMS Program require appropriate haircuts. Clinical sites may turn you away if they feel your personal hygiene or general appearance is inappropriate. This procedure 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. Confidential information concerning the clinical institution is not to be discussed with any unauthorized individual. 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.

Malpractice Liability Insurance

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

Malpractice insurance purchased through PANOLA COLLEGE registration provides coverage for the Student ONLY while he/she is:

1. Performing as a PANOLA COLLEGE EMS Student.
2. Participating in an EMS scheduled clinical rotation.
3. Performing skills/procedures within the scope of the specific EMS course in which the Student is enrolled (e.g. EMT Students perform EMT course skills).
4. Performing skills/procedures that he/she has demonstrated satisfactory ability and received approval of the course instructor to perform the skill/procedure 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 some of the clinical sites, Students must park in areas defined by the hospital. The clinical instructor will discuss clinical parking procedures at the appropriate time. Students who fail to adhere to parking procedures may receive a ticket from the clinical site and will be responsible for paying any required fines.

Students who are enrolled at any of Panola College campuses are required to obtain a Student-parking permit. Students may be issued parking violations with subsequent fines for which the Student is responsible.

Clinical Affiliate Procedures

Students must adhere to the procedures of the clinical affiliate while performing clinical rotations. This includes adherence to the procedures of Panola College while at any of the campuses. No tobacco uses or e-cigarettes/vapes of any type is allowed in any EMS classroom or clinical site. All EMS Students are at all times to conduct themselves with proper decorum. You are required to observe the following:

1. Refrain from use of alcoholic beverages 24 hours prior to and during the shift.
2. Refrain from use of profane or abusive language.
3. Refrain from use of excessive conversation, which may interfere with radio communications, while riding in a unit or at the hospital.
4. Refrain from entering the sleeping quarters of the EMS personnel.
5. Refrain from using the phones at the Hospital or EMS stations. Students may use their personal phone during a break or on an emergency basis as approved by the instructor/preceptor.
6. No Students are permitted in any of the EMS Stations or Hospital Departments at any time unless you are on the schedule that day.
7. Students shall park their vehicles in designated areas at EMS. Do not park in the Doctor's parking or Outpatient parking at the hospital. Use the visitors parking.
8. No food, drinks, gum, etc. in units. Food/drinks may be transported in the driver's compartment of the EMS unit as long as it is sealed in its original container **IF** allowed by the EMS Agency.
9. Do not make remarks or voice opinions to patients or family members, bystanders, police officers, fire personnel, or first responders in any manner, which would tend to provoke or degrade anyone or escalate anxiety.
10. Do not make known to any person not authorized, any information concerning the emergency call, patient information or outcome.
11. You may not use information gained through the EMS program for personal gain.
12. Do not wear, on your clothing, any article, sign or symbols that advertise products, businesses or organizations.
13. Breaks will be assigned at the hospital if time allows. (A fifteen-minute break may be assigned for every three hours).
14. During the first thirty minutes of your rotation, you are required to assist the on duty personnel with their vehicle equipment check-off sheet. Eating, drinking beverages, TV, etc. should not interrupt this assignment.
15. The Student will remain outside with the crew to help complete any assigned duties, such as washing a unit, cleaning/disinfecting a unit, and/or restocking, etc.
16. Student evaluation sheets are to be completed and signed prior to departing your EMS rotation. Preceptor evaluation sheets can be completed after leaving the

internship sight.

17. Males may wear facial beards or goatees as long as they are maintained clean and neatly groomed at all times. Students may have one opportunity to grow a beard or goatee but may not alternate between both throughout the semester. ***It is ultimately the instructor's discretion.*** Some clinical sites may have a conflict with this procedure at which time the Student may have to be clean-shaven.
18. No earrings or visible body piercing for males or females that may interfere with patient care or safety. Earrings must be stud type and visible body piercings must be small and clear. No exception.
19. Men's hair should be no longer than collar length or worn up and neatly groomed.
20. Females' hair must be tied back and out of your face. No heavy make-up is allowed.
21. No heavy cologne or perfume.
22. No portable hand held- radios or similar equipment shall be brought to your Clinical site (either the EMS stations or the hospital) as they may interfere with communications. Cellular phones must be kept on silent mode throughout your clinical time.

No service or facility will be responsible for lost, broken, or stolen articles, etc. that you bring with you.

1. Cell phones and pagers must be placed in the silent or vibrate mode of operation.
2. If you cannot make your scheduled hours, call your instructor **NOT** the clinical site.
3. Students must be on time.
4. You may stay longer if:
 - a) the next scheduled slot is open and you clear it with your Clinical Instructor
 - b) no other student is waiting to ride-out and
 - c) allowed at the discretion of the EMS Crew/Service and must be cleared with your Clinical instructor.
 - d) Students cannot stay at an EMS station past 10:00pm unless on a call at that time and must leave as soon as they arrive back to the station.
5. All student riders must sign a liability release form prior to riding out with EMS.
6. Only authorized persons will be allowed to ride on an EMS vehicle.
7. Students must follow all requirements and rules of the service or facility prior to and during each "tour of duty".
8. No one under 17 years of age may ride with EMS regardless of affiliation without the expressed written consent from the Director of Operations.
9. If the Student does not meet the rules and regulations pertaining to the dress Code, s/he may not be permitted to complete rotations until s/he has complied with the rules.

10. ***No Student will be allowed to start rotations until clinical requirements are up to date.***
11. Ask if you can help. Don't just sit/stand there if there is work to do.
12. Adhere to all policies and procedures pertaining to EMS personnel while "on duty".
13. Provide your own transportation to and from the station(s).
14. Bring sufficient money to cover meal expenses as the crew may eat out.
15. You shall not bring any other person to the station during your ride out time.
16. You are required to complete your "shift". Exceptions are for emergencies only. Your request should be discussed with your clinical instructor.
17. Students must meet the minimum competencies requirements for the set given program level. Failure to meet these requirements will result in failure of the Clinical Class and thus will make you ineligible to present for **the National Registry Exam.**
18. Your role is to interact in the patient process by performing duties as delegated by the affiliate agreement with the EMS provider and the hospital. The amount of involvement is to be determined by the senior paramedic on the ambulance and the nurse or preceptor in the hospital.

Many of these procedures originate from the facilities/providers in which we are guests. These procedures are not optional.

OBJECTIVE:

To show what is expected of students.

POLICY:

EMT-Basic Internship Objectives

***Because of patient availability, it is possible that all objectives may not be met and that all skills may not be performed. Nonetheless, as many skills as possible should be observed and practiced by the student.

1. Tour and receive orientation to the assigned area.
2. Perform equipment/vehicle checks and any other preparatory tasks.
3. Utilize "Universal Precautions" of infection control.
4. Perform a patient assessment:
 - a. Primary survey
 - b. Secondary survey

- c. Vital signs, including lung sounds
 - d. History
5. Assist and observe the triage of patients.
6. Perform airway management:
 - a. Manual techniques
 - b. Oropharyngeal airways
 - c. Nasopharyngeal airways
 - d. Oropharyngeal suctioning
7. Perform respiratory support:
 - a. Oxygen administration
 - b. Bag-valve mask ventilation
8. Perform CPR:
 - a. Observe and assist in cardiac resuscitation
 - b. Observe and assist in trauma resuscitation
 - c. Observe and assist in the use of the Automatic External Defibrillator (AED)
9. Recognize and evaluate mechanisms of injury.
10. Assist in the treatment of trauma cases:
 - a. Perform bleeding control
 - b. Dress and bandage wounds
 - c. Perform musculoskeletal immobilization
 - d. Apply traction splint
 - e. Assist with spinal immobilization
 - f. Penetrating wounds of the chest and abdomen
 - g. Other trauma cases as available
11. Assist in the treatment of medical cases:
 - a. Chest pain
 - b. Assist in the administration of nitroglycerine
 - c. Congestive heart failure
 - d. Chronic obstructive pulmonary disease
 - e. Obstructed airway
 - f. Asthma attack

- g. Assist in the administration of the metered dose inhaler
 - h. Assist in the administration of nebulizer treatment
 - i. Diabetic emergencies
 - j. Assist in the use of the glucometer
 - k. Assist in the administration of an instant glucose product
 - l. Seizures
 - m. Coma
 - n. Overdose (alcohol or drug abuse)
 - o. Assist in the administration of Activated Charcoal
 - p. Other medical cases as available
 - q. Anaphylactic Shock
 - r. Assist in the administration of the epinephrine auto-injector
12. Assist or observe the care of behavioral emergencies:
- a. Suicidal behavior
 - b. Hostile/violent behavior
 - c. Acute grief or depression
 - d. Paranoia
 - e. Hysterical conversion
 - f. Acute anxiety/agitation
 - g. Schizophrenia
 - h. Anger
 - i. Confusion
 - j. Fear
 - k. Hyperactivity
 - l. Alcohol and drug abuse
 - m. Other behavioral cases which are safely available
13. Assist in the care of geriatric patients:
- a. Senility
 - b. Alzheimer's disease
 - c. Osteoporosis
 - d. Rheumatoid arthritis
 - e. Immobility
 - f. Other geriatric cases as available

14. Assist in the care of pediatric patients:
 - a. Signs and symptoms of pediatric illness
 - b. Febrile seizures
 - c. Restraint procedures
 - d. Psychological states of age progression
 - e. Note vital sign differences
 - f. Parental care
 - g. Poisonings
 - h. Other pediatric cases as available
15. Assist or observe the care of obstetric patients:
 - a. Identify the three stages of labor
 - b. Cephalic delivery
 - c. Clamping and cutting of the umbilical cord
 - d. Complications of delivery
 - e. Note medications given to the mother
 - f. Inspect the delivered placenta and umbilical cord
 - g. Postpartum hemorrhage control
 - h. Newborn care
 - i. APGAR scoring
 - j. Premature infant care
 - k. Other obstetric cases as available
16. Observe the management of cases with legal implications or which require evidence preservation:
 - a. Sexual assault/rape
 - b. Child/elderly abuse
 - c. Shootings/stabbing
 - d. Animal bites
 - e. Other cases as available
17. Observe sterile techniques and assist as directed.
18. Assist in lifting, moving and patient transfers.
19. Perform patient access, packaging and extrication.
20. Assist in any restocking, cleaning or other duties as assigned in the clinical/field facility.
21. Observe diagnostic procedures/tests and review lab results.

22. Review charts for clinical findings, diagnosis and treatment plans.
23. Monitor and record radio and oral communication of patient information.
24. Document, for student records, patient and/or incident information.
25. Assist or observe in any procedure authorized by the attending physician and/or preceptor that will increase the understanding of anatomy and physiology of illness or injury.

Paramedic Internship Objectives

*** Because of patient availability, it is possible that all objectives may not be met and that all skills may not be performed. Nonetheless, as many skills as possible should be observed and practiced by the student.

1. Assist in ACLS resuscitations.
2. Assist in BLS resuscitations.
3. Perform and assist in cardiac monitoring:
 - a. Apply monitor electrodes
 - b. Cardiac Monitor
 - c. Interpret monitor strip and 12 leads
4. Identify and diagnose EKG rhythms:
 - a. Normal Sinus rhythm
 - b. Sinus Bradycardia
 - c. Sinus Tachycardia
 - d. Sinus Rhythm with First Degree AV Block
 - e. Sinus Rhythm with Second Degree AV Block
 - i. (Mobitz Type I or Wenckebach)
 - ii. (Mobitz Type II)
 - f. Third Degree AV Block
 - g. Multifocal Atrial Tachycardia
 - h. Premature Atrial Contractions, Premature Junctional Contractions, Premature Ventricular Contractions (Bigeminy, Trigeminy)
 - i. Atrial Flutter
 - j. Atrial Fibrillation
 - k. Junctional Rhythm
 - l. Paroxysmal Supraventricular Tachycardia
 - m. Ventricular Tachycardia

- n. Artifact
 - o. Ventricular Fibrillation
 - p. Asystole
 - q. And others
5. Prepare and administer medications under the clinical instructor's supervision: (Only when the student has demonstrated knowledge of actions, indications, contraindications, and side effects of the medication)
 - a. Oral medications
 - b. Sublingual medications
 - c. Rectal medications
 - d. Subcutaneous injections
 - e. Intramuscular injections
 - f. Intravascular injections
 - g. Inhalation
 - h. Transdermal
 - i. Intraosseous
 6. Perform or observe defibrillation/cardioversion/pacing.
 7. Perform or observe placement of the leads for 12 lead ECG monitoring.
 8. Perform or observe placement of nasogastric tube.
 9. Document advanced procedure appropriately.
 - a. EKG Monitoring
 - b. Medication Administration
 10. Assist or observe in any procedure authorized by the attending physician and/or preceptor that will increase the understanding of anatomy and physiology of illness or injury.

All skills that have not been performed in a live setting will be required during a simulation class.

Guidelines and Practices for Use of Social Media

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical/practicum course activities. All violations will be reported to DSHS and could restrict your ability to become certified as an EMS Provider. You will also receive discipline, up to dismissal, from the EMS Program.

2. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the EMS department social media platform pages.
3. Social media interactions like but not limited to texting, e-mailing and social networking are not permitted during class and clinical hours. All digital devices must be in Silent mode during clinicals and class. In addition, the use of notebooks, iPads, etc... during class will only be permitted for note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.
4. Students will not use social media to communicate with faculty and staff. Students will use communication methods as specified in the syllabus (Panola email or Canvas).
5. The EMS Department will maintain the Facebook page including EMS program pages as determined by the Department Chair.
6. It is the student's responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access.
7. Consequences for inappropriate use of social and electronic media by an EMS student will be handled on a case by case basis. The consequences will depend, in part, on the particular nature of the incident. Violations of patient/client privacy via electronic device will be dealt according to disciplinary action included in the PC Student Handbook and reported to the appropriate entity.

Health and Safety Procedures

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

Drugs and Alcohol Use

The Panola College Student Handbook contains the procedure statement entitled "Annual Notice of Drug and Alcohol Abuse Prevention". In addition, the Handbook contains a specific procedure, which outlines the "Expectations of Student Performance" with respect to substance abuse (Panola College handbook page 24). EMS Program Students must abide by these procedures as required of all Nursing and Allied Health 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 drug and alcohol testing. If found to be under the influence of mind altering, non-prescription drugs the student will be dismissed from the program.

Physical and Mental Health

Students are expected to ensure good physical and mental health sufficient to perform the duties of an EMT Program 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 Program web site. Those without access to these documents may request them from the EMS Program 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 Program coursework will be required to obtain a physician’s release. The release must specify the conditions that the Student is able to return to the classroom and clinical activities without restriction. Examples of significant changes in health status include: pregnancy, infectious diseases, and significant physical injury or illness.

Immunizations and Vaccinations

The Texas Department of State Health Services has announced changes in immunization requirements for students enrolled in Health-Related Institutions of Higher Education effective April 1, 2018. All students enrolled in health-related courses, which involve direct patient contact in medical facilities must show proof of following immunizations prior to the start of direct patient care or show serologic confirmation of immunity to those listed in the Immunizations chart.

Healthy Screening Evaluation

For students participating in clinical rotations, all students must undergo a baseline physical examination. Students will be given these forms during the first day of class. A baseline physical exam evaluates a student’s current healthy status. This is crucial in the unlikely event of a Blood Borne Pathogen exposure for which the student will require follow-up screening and evaluation. The student MUST also provide proof of immunizations as outlined on page 43. All immunization records must be turned in by the end of the second week of class or receive a warning and will not be permitted to attend clinical rotations.

Drug Screen

All students will have a drug screening done prior to starting clinical as well as random screens at any time during clinical rotations. This is performed at a contracted outside source. Each student must fill out a medication form before going to your drug screen. If a student fails a drug screen and does not have a documented prescription causing the positive result, the student will receive a written warning, the student will not be eligible for clinicals, and must pay for an additional drug screen to be drawn the following week from the contracted outside source. Student will also agree to submit to random drug tests throughout the rest of the EMS program he/she is enrolled in. If failed a second time, the student will receive their 2nd written warning and will be required to pay for an additional drug screen to be done the following week from the contracted outside source. If

failed a third time, the student will receive their 3rd write up and will be dismissed from the program.

Criminal History

All students will have a background check done. This is included in your fees. Students who have a history of a Felony or a Class B Misdemeanor or higher should contact their instructor or course coordinator. In order to become certified the student's criminal history must be evaluated if they have a history of an aforementioned conviction. Failure to report this criminal history can result in either certification probation or decertification. Criminal histories will be evaluated by National Registry and then again by DSHS. Passing one does not necessarily mean you will pass the other.

Paramedic prerequisites

In addition to the above, a prospective student must have completed a basic EMT program and be certified as an EMT by the Texas DSHS 6 weeks after classes start.

Panola College Health Science Department Immunization Requirements

- Physical Exam – must be done and turned in prior to starting the clinicals using the approved form found at the back of the Policies and Procedures.

VACCINES (Required)

- MMR Vaccine (Measles, Mumps, Rubella - Two doses required. Students born prior to 1/1957 are exempt from MMR vaccine.) If you cannot produce records for two MMR vaccines, you may provide three positive titers (one each for Measles, Mumps, and Rubella).
- Tetanus /Diphtheria Booster (*Within last 10 years*)
- TB Skin test (*Annually, must remain current throughout EMS program. If ppd is positive, a clear chest exam is required on a form from your primary provider.*) *TB skin tests have to be read 48-72 hours after administration, otherwise, the test will have to be repeated.
- Hepatitis B Vaccine – series of three shots.
- Varicella vaccine-2 doses or a positive titer

NOTE:

- CoVid Vaccine- Covid vaccine is not required by Panola College, however, it is required by some clinical sites. In order to do clinicals at those sites you must follow their regulations. If the site offers exemptions, the student can file for an exemption, but it is up to the clinical site whether the student is approved/denied for the exemption. Clinical completion is a requirement for graduation and successful completion of the EMT and Paramedic Programs.

TITERS (Required)

- Hepatitis B – To be done one month after the series has been completed. If titer is negative the series must be repeated and a second titer done.

All immunization records must be turned in by the end of the second week of class or receive a written warning.

Illness or Injury

1. All students who are ill, have fever, or injured are requested to call the coordinator or instructor and should not report to class or clinical areas. It is the student's responsibility to work with the instructor to make up clinical time and class work.

2. All injuries sustained while in the clinical, education, or ambulance will be reported to the clinical instructor and Program Director and/or checked by the E.R. doctor on duty.
3. Students will adhere to all safety policies/procedures of hospital or ambulance entities.

Infection Control

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

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

Accidental needle sticks, mucosal splashes, contamination of open wounds, and other possible infection control accidents must be immediately reported to the preceptor, appropriate clinical site staff, and your clinical instructor. This should be done only AFTER taking appropriate necessary decontamination and medical care actions (e.g. washing the exposure, flushing the eyes, etc.). Additional procedures required by the clinical site must also be followed.

Clinical Site Procedures

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

Accident and Incident Reporting

Panola College holds no liability for accidents that occur to Students during scheduled school hours. In the event of an unusual incident involving a Student, employee of the clinical facility, and/or patient; the Student will provide written documentation of the incident to his/her instructor. The Student must also immediately notify his/her Panola 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.

Notice of changes to the Student Code of Conduct

Panola College EMT program reserves the right to make any changes to the content of this document at any time without advance notice.



Student Agreement

I, _____ *(Please Print)*, hereby
 acknowledge that the student handbook and course syllabi were reviewed at the EMS program
 orientation on _____ and I understand that the handbook and syllabi can be found
 on the EMS program website, canvas and other electronic mediums used by the program. I
 agree to abide by the contents and procedures outlined and described in the EMS Program
 Student Handbook and fully understand the implications and consequences of failure on my
 part.

Student Signature _____ Date _____ / _____ / _____

Instructor name _____

Instructor _____ Date _____ / _____ / _____

Signature of a faculty member constitutes the above acknowledgement of the student agreement for all course classes including lecture, lab, clinical and practicum throughout program semester.



Confidentiality Statement

I understand that information concerning a patient's condition may **NEVER** be discussed either inside or outside the clinical facility or field internship services and may never be released without proper authorization. I further understand that release of confidential information either about a patient or the hospital or ambulance service is a serious breach of ethics, and also may involve legal proceedings and loss of privileges, and is grounds for *immediate dismissal* from the course.

Name of Student (PRINTED)

DATE

Name of Student (SIGNATURE)

Signature of Program Chair

DATE

**PANOLA COLLEGE
MEDIA RELEASE FORM**

I hereby authorize Panola College to photograph me and any subject matter owned by me, in still pictures and motion picture form, and to record my voice, or to cause such photographs and pictures and recordings to be made. I hereby consent to the exhibition of such photographs and picture and the use of my name and voice by you, your successors, licensees, or assigns in television broadcasting and in motion picture and in still form throughout the world, whether such exhibition and use are sponsored or not. I also consent to the use of such photographs, pictures, and voices so that dialogue, narration, and music may be used in connection therewith. I further grant you the right to use my name, voice and photographs and pictures in advertising and publicity in connection with a subsequent exhibition, and in the exhibition itself.

I hereby release you and all other parties from any and all liability, claims or causes of action, arising out of, or created by, the use of my photograph or photographs, picture or pictures, and name and voice, as set forth above.

This authorization, consent and release shall apply to all photographs, pictures, and recordings of the above-signed, made with the knowledge and acquiescence of the about-signed, from the date hereof until the about-signed shall give you written notice that this authorization, consent and release is not longer effective. This agreement shall be binding on me, my heirs, administrators and executors, and shall inure to the benefit of you, your successors, assigns or licensees.

PRINT NAME

DATE

SIGN NAME



Consent for Background Check and Drug Screening

I, _____, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe clinical working environment for others and myself. When requested, I agree to provide a blood, urine and/or breath sample to the drug-testing laboratory designated by Panola College. I also permit the testing laboratory to release the results of the drug-screening test to designated Panola College authorities.

_____ I give permission for the prescription medications to be verified with the prescribing primary health care provider by the College authorities.

_____ In compliance with the clinical affiliates that require a student background check, I give Panola College permission to perform/order a background check and receive the results.

_____ I give Panola College Emergency Medical Sciences Program permission to give copies of the results to the Clinical Human Resources Department sites that I attend when requested.

Student Printed Name

Date

Student Signature



Immunization Requirements

Name: _____

Phone: _____

Address: _____

DOB: _____

*Proof Attached	Required Immunizations	Date	Result
<input type="checkbox"/>	1. Tuberculosis (TB)		
	<ul style="list-style-type: none"> • Skin Test (immediately before starting) • OR Chest X-ray (good for 3 years) 		
<input type="checkbox"/>	2. Flu Vaccine (current season)		
<input type="checkbox"/>	3. Varicella (chickenpox)		
	<ul style="list-style-type: none"> • Vaccines (1 dose if given before age 13) 	#1. _____ #2. _____	
	<ul style="list-style-type: none"> • OR Serologic confirmation of immunity • OR History – Varicella validated by health care professional 		
<input type="checkbox"/>	4. Measles, Mumps, Rubella (MMR)		
	<ul style="list-style-type: none"> • Vaccines 	#1. _____ #2. _____	
	<ul style="list-style-type: none"> • Or Serologic confirmation of immunity 		
<input type="checkbox"/>	5. Hepatitis B		
	<ul style="list-style-type: none"> • 3 dose series of Hepatitis B <ul style="list-style-type: none"> ○ dose #1 – 0 month ○ dose #2 - 1 month ○ dose #3 – approximately 5 months after #2 	#1. _____ #2. _____ #3. _____	
<input type="checkbox"/>	6. Hepatitis B Serologic proof of immunity (approximately 1 month after dose #3)		
	<ul style="list-style-type: none"> • Must be completed to check for immunity antibody greater than 10 		
<input type="checkbox"/>	7. Tetanus, Diphtheria and Pertussis (Tdap) – within the last 10 years		

*Acceptable evidence of vaccines:

- a. Vaccine administered after 01/01/21 shall include month, day and year each vaccine administered
- b. Documentation of vaccine that includes signature or stamp of physician/designee or public health personnel
- c. An official immunization record generated from a state or local health authority such as a registry
- d. A record received from school officials

 Signature of Student (require)

 Printed Student Name

 Date

Healthcare professions are subject to health and safety risks. Therefore, all health science students are required to be compliant with Texas Administration Code Rule 97.64. For additional information about these requirements, go to <https://texreg.sos.state.tx.us/public/readtac>



E.M.S. EDUCATION PHYSICAL EVALUTION FORM

STUDENT DEMOGRAPHIC INFORMATION	
NAME:	D.O.B.:
ADDRESS:	GENDER: M F
CONTACT INFORMATION:	
EMERGENCY CONTACT:	

CHECKLIST EVALUATION FOR EMS FUNCTIONAL JOB <i>(Reviewed by Instructor)</i>		
TASK / PHYSICAL DEMAND	YES	NO
Ability to lift, carry and balance up to 125 pounds (250 with assistance)		
Ability to be unaffected by loud noises and flashing lights		
Ability to bend, stoop and crawl on uneven terrain		
Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient		
Ability to communicate effectively via telephone and radio equipment		
Ability to withstand varied environmental conditions such as extreme heat, cold and moisture		
Ability to work in low light situations and confined spaces		
Ability to read English language manuals and road maps		
Ability to accurately discern street signs and addresses		
Possess good manual dexterity with ability to perform all tasks related to patient care		

NAME:		D.O.B.		
BLOOD PRESSURE:	PULSE:	RESPIRATIONS:	HEIGHT:	WEIGHT:
PHYSICAL ASSESSMENT				
ASSESSMENT	NORMAL	ABNORMAL	COMMENTS	
HEAD/EYES/EARS/NOSE/MOUTH/THROAT				
	Pupils—equal, reactive, to light			
	Eye lids			
	Extraocular movements			
	Tympanic membrane			
	Nasal septum/mucosa			
	Teeth/Gums/Tongue/ Pharynx			
NECK				
	Range of Motion			
	Muscle Strength			
	Thyroid			

	Carotids			
CHEST/CARDIOVASCULAR				
	Inspection			
	Auscultation			
	Breast (discharge/masses)			
	Apical Pulse/Heart Murmurs/Gallops/Size			
ABDOMEN				
	Inspection/Auscultation			
	Tenderness/Guarding			
	Masses/Hernias			
MUSCULAR/SKELETAL/SPINE				
	Extremities (edema/Varicosity)			
	Range of Motion			
	Pulses			
	Spinal Alignment/Scoliosis			
GENITALS/RECTAL (MALE)				
	Scrotum/Testes (Hernia)			
NERVOUS SYSTEM				
	Motor			
	Sensory			
	Reflexes			
ADDITIONAL ASSESSMENTS/COMMENTS				

MEDICAL HISTORY (IF BOX IS CHECKED, PROVIDE EXPLANATION (Reviewed by Physician))	
<input type="checkbox"/>	CARDIAC DISEASE
<input type="checkbox"/>	ENDOCRINE DISEASE
<input type="checkbox"/>	GU/GI DISEASE
<input type="checkbox"/>	HEMATOLOGIC DISEASE
<input type="checkbox"/>	MENTAL ILLNESS
<input type="checkbox"/>	NEUROLOGIC DISEASE
<input type="checkbox"/>	ORTHOPEDIC INJURIES
<input type="checkbox"/>	RENAL DISEASE
<input type="checkbox"/>	RESPIRATORY DISEASE
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	ALLERGIES
<input type="checkbox"/>	MEDICATIONS
<input type="checkbox"/>	PHYSICAL LIMITATIONS

NAME:			D.O.B.:
VACCINE	REQUIREMENT	DATE	PROVIDER
MMR	Inoculation 1		
	Inoculation 2		
	OR Titer		
VARICELLA	Inoculation 1		
	Inoculation 2		
	OR Titer		
TDaP	Booster (within 10yrs)		
HEPATITIS-B	Inoculation 1		
	Inoculation 2		
	Inoculation 3		
	OR Titer		
MENINGITIS	Inoculation or N/A		
TB TEST	Skin test (every year)		
	Chest X-Ray (every 5 years)		
FLU VACCINE			

I performed the above medical evaluation and found to the best of my knowledge, him/her to be free from physical or mental impairments, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other behavior-altering substances which might interfere with the performance of his/her duties or would pose a potential risk to patients or personnel.

- YES
- NO, if checked, please document those problems which might interfere with the performance of his/ her duties or may cause a potential risk to patients, personnel or self.

PHYSICIAN PRINTED NAME (or STAMP)

PHYSICIAN SIGNATURE

PRACTICE PHONE NUMBER

DATE OF EXAM

Local Health Departments & Clinics for Immunizations and Titters

Dr. Andrea Oliver, DNP, APRN, FNP-C

702 N. Davis, Suite 2

Carthage, TX

903-694-4824

Gregg County Health Department

(they do not do titers; they can only give immunizations to those who do not have insurance)

405 East Marshall Avenue, Suite 104

Longview, Texas 75601

903-237-2620

Texas Department of State Health Services

(they do not do titers; they can only give immunizations to those who do not have insurance)

1430 S Adams St.

Carthage, Texas

903-693-9322

CrossRoads Family Care

1115 Hwy. 259 South

Henderson, TX

903-392-8203

Cline Family Medicine

630 Hurst St.

Center, TX

936-657-1944

Hope Community Medicine

(be sure you bring your shot record with you)

157 Wall Street

Tenaha, TX

936-248-4673

Marshall/Harrison County Health District

(they do not do titers; they can only give immunizations to those who do not have insurance)

805 Lindsey Drive

Marshall, TX

903-938-8338

ETMC – First Physicians Walk in Clinic

409 Cottage Road

Carthage, TX

903-694-4710

Hope Clinic, Smith Building

820 W Panola St

Carthage TX, 75633

Online Titters

Order lab testing online, prices include all lab fees, doctor's orders and electronic reporting <https://www.schooltitters.com>



HOPE Community Medicine
820 West Panola St.
Carthage, TX 75633
903-690-8395



Monday - Thursday
7:00am - 5:00pm
Friday
7:00am - 3:00pm

Panola College students receive 2- \$10.00 office visits per semester regardless of insured status. If students have insurance, we will bill insurance but we will only collect the \$10.00 co-pay from the students for these two visits.

Students that have insurance will pay your co-pay

Students without insurance will pay for office visit plus any additional tests or shots required. (this is after the 2 \$10 visits)

Students must bring proof of income to qualify for Discount A-D

Immunization Description	Discount A	Discount B	Discount C	Discount D	Costs \$
Medical Office Visit	20.00	25.00	30.00	35.00	45.00
Physical- no office visit charge required	20.00	20.00	20.00	20.00	20.00
Flu	30.00	30.00	30.00	30.00	30.00
TB skin test	25.00	25.00	25.00	25.00	25.00
Tdap	25.00	25.00	25.00	25.00	25.00
Varicella shots/boosters	25.00	25.00	25.00	25.00	25.00
Varicella Titers	15.00	16.00	17.00	18.00	25.00
Mumps, Measles & Rubella	60.00	61.00	62.00	63.00	70.00
Mumps Titers	35.00	36.00	37.00	38.00	40.00
MMR Shot	25.00	25.00	25.00	25.00	25.00
HepB shots/boosters	25.00	25.00	25.00	25.00	25.00
Hep B Titers	15.00	16.00	17.00	18.00	25.00
COVID-19 test	0	0	0	0	No Charge



Paramedic Students Only

Acknowledgement of Texas Administrative Code Rule 157.32

The Texas Administrative Code Title 25 Part 1, Chapter 157, Rule § 157.32, Subchapter C, Paragraph (4) Emergency Medical Technician (EMT), Section (C) states that “(C) A student shall have a current EMT or AEMT certification from the department or current EMT, EMT-I or AEMT certification from the National Registry prior to beginning and throughout field and clinical rotations in an EMT-P course.”

As part of the admission requirements to the Panola College Emergency Medical Technology program, all students must meet the requirements of the Rule § 157.32 to maintain eligibility and participate in practicum (EMSP 2260) and clinical (EMSP 2261) rotations. Student practicums/rotations begin on the approval of the Chair of the Department. If a student is not eligible to participate in the practicum/rotations, the requirements for completion of the course will not be met.

I, _____ (print first and last name) have read, understood and will abide by the requirements of the Texas Administrative Code Rule § 157.32. Failure to become a certified EMT within the **initial 14 days** from the first day of class will result in being dropped from the EMT course.

Name of Student (PRINTED)

DATE

Name of Student (SIGNATURE)

Signature of Program Chair

DATE