

**Panola College
Emergency Medical Sciences Department**



Student Handbook 2024

The policies and procedures contained in the Panola College EMS Training Program Clinical Student Handbook have been approved by the following officials of Panola College.

Miranda Hagans

Miranda Hagans
Chair of Emergency Medical Sciences

7/22/2024

Date

Natalie Oswalt

Natalie Oswalt
Dean of Career and Technical Programs

7/23/24

Date

Jessica Pace

Dr. Jessica Pace
President

7/23/24

Date

Jeffrey McWilliams

Jeffrey McWilliams, MD
Medical Director

7/22/2024

Date

Revisions and Updates

January 12, 2018: Page 26 Classroom Conduct has been updated to reflect the new Fisdap 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.

May 2023: Pg. 9 Age limit for EMT course removed, P14. Current Instructors updated, Last page class orientation documents replaced with Jotform links to same material.

June 2024: Addition of CoAEMSP requirements and updated information included.

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 EMS Student Handbook or the procedures found in the EMS 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 the EMS Department Advisor, Miranda Hagans. To set an appointment contact Miranda Hagans at 903-694-4024 or mhagans@panola.edu. The Panola College EMS Program Director office is located in the Health and Natural Sciences building, on the 1st floor office 1102.

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:

EMT

To prepare EMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Paramedic

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Table of Contents

Program Overview	7
EMT Certificate.....	7
Paramedic Certificate	8
Paramedic AAS Degree	9
Mission Statement	11
Licensure, Regulations, Accreditation	12
Faculty and Staff	13
Program Director/Coordinator Authority.....	13
Medical Director Authority	14
Clinical Coordinator Authority.....	14
Instructor Authority	15
Programmatic Organization Chart	16
EMS Programs Disability Accommodation Policy	18
EMT Functional Job Analysis	21
EMT-Basic Characteristics.....	21
Physical Demands.....	21
Comments	21
Paramedic Functional Job Analysis / Technical Standards	21
Paramedic Characteristics	21
Physical Demands.....	22
Comments	23
Occupational Risks	23
Course Schedules	23
Methods of Instruction/Course Format/Delivery:	24
Alternate Operations	24
Program Admission Policy	24
Advanced Placement	25
Transfer of Credits	25
Credits for Experiential Learning	25
Program Completion	25
Grading Criteria	25
Lab grading.....	25
Lecture grading.....	25
Exam grading	26
EMT:.....	26
Paramedic:.....	26
Lecture and Lab	26
Letter grades	26

Basis for determination of final grade	26
Remediation Process	27
Exam Process	27
Absences during Examination.....	27
Skills Proficiency Verification	27
EMT	28
Paramedic (including EMT).....	28
Clinical Hours.....	29
Knowledge & Skills Objectives.....	29
Course Procedures and Regulations.....	29
Student Rights and Responsibilities.....	29
Classroom and Clinical Expectation.....	30
Class Attendance and Participation	30
EMS Code of Conduct	30
Classroom Conduct	32
Clinical and Capstone Attendance.....	32
Clinical Reports.....	33
Clinical Time Requirements.....	33
Dress Code and Uniforms	33
Classroom Dress Code:	33
Clinical Dress Code:.....	34
Personal Hygiene	35
Confidentiality	35
Academic and Clinical Dishonesty.....	35
Tutoring Sessions	36
Communicating with Instructors.....	36
Disciplinary Action	36
The following actions will result in disciplinary action:	36
The Student will be immediately dismissed from an EMS Program for:	36
Program Readmission Process.....	37
Student Withdrawal: Failing Grade.....	37
Student Failing EMSP Courses (Paramedic only)	37
Student Responsibilities for readmittance:.....	37
Program Chair Responsibilities:	38
Student Responsibilities if Approved:.....	38
Student Withdrawal: Documented Medical Reason	38
Student Responsibilities for readmittance:.....	38
Incomplete Grade	39
Grievance Procedure.....	39
Student Conferences	39
Student Status	40

National Registry Certification Testing	40
Malpractice Liability Insurance	40
In case of injury during rotations:.....	41
Clinical Parking.....	41
Clinical Affiliate Procedures	41
Guidelines and Practices for Use of Social Media	43
Health and Safety Procedures.....	43
Physical and Mental Health	44
Change in Health Condition.....	44
Immunizations and Vaccinations	44
Infection Control	45
Clinical Site Procedures.....	46
Accident and Incident Reporting	46
CE STUDENTS.....	46
Immunization Requirements	47
E.M.S. EDUCATION PHYSICAL EVALUTION FORM	49
HOPE Community Medicine 820 West Panola St.	52
EMS Course Orientation Links.....	53

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 take the National Registry (NREMT) exam and on passing, apply for their Texas Department of State Health Services EMS certification at that level. EMT, Paramedic certificate, and Paramedic Associate's Degree courses are offered at Panola College.

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 earn multiple micro credentials during this program including National Incident Management Systems 100, 200, 700, 800, Texas Jurisprudence, AHA BLS provider, and Stop the Bleed provider/instructor.

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 the 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 BIOL 2402 with semester 1 of Paramedic.)

Entries into the EMT program must meet the following:

- 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

Students entering the Paramedic Certificate Program MUST have a current AHA BLS provider card and a current NREMT and/or Texas DSHS EMT certification.

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 or NREMT).
- 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

Students entering the Paramedic Certificate Program MUST have a current AHA BLS provider card and a current NREMT and/or Texas DSHS EMT certification.

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 or NREMT).
- 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.

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.

EMT

To prepare EMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Paramedic

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Licensure, Regulations, Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)697-4500, or by using information available on [SACSCOS's website](#).

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

Faculty and Staff

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

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. She is the Program Director for all EMS Programs at Panola College, the Advanced Coordinator for all EMS Programs at Panola College, and the Infection Control Officer for the EMS Department at Panola College.

Jeffrey McWilliams, MD/ Medical Director

Dr. McWilliams completed residency in Emergency Medicine at LSU Ochsner in Shreveport, LA in 2002 where he served as chief resident. He is licensed to practice in Texas and Louisiana. Dr. McWilliams is Board Certified in Emergency Medicine. He is currently the Medical Director for Marshall Fire EMS, Judson Fire, Community Healthcare Addiction Medicine Clinic, and the CMO of Community Healthcare Crisis Diversion and Primary Care. Dr. McWilliams is the Medical Director for Panola College EMS Department's EMT and Paramedic programs.

Steven Heim, EMT-P/ EMT Instructor

Steve has been a certified EMS provider for 24 years. He worked for Christus EMS as an EMT-Intermediate for 17 years before becoming a paramedic in 2017. He is the Lead Instructor for NETFFMA Area Fire School, a paramedic and field supervisor for Christus EMS, and the Certification coordinator and first responder coordinator for Ore City Volunteer Fire Department. He is a certified EMS instructor with Texas DSHS and is the EMT Instructor at Panola College.

Kimberly Fountain, LP/ Clinical Coordinator

Kimberly has an AAS Degree in Emergency Medical Services from Trinity Valley Community College. She has worked in EMS since 2015 for local ambulance services. She is currently a Paramedic with Allegiance Mobile Health System. Kimberly has been an EMS Instructor and teaching at Panola College since 2023. She is the current Clinical Coordinator for both the EMT and Paramedic programs at Panola College.

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
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 and Disciplinary action
 - c. Course Records
 - d. DSHS Document Submission

The Program Director in conjunction with the Medical Director will work together to ensure each student has a proper educational experience. The Program Director can supersede the 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 she has any reservations or concerns about any student she is allowed to hold that student's course completion documentation after consultation with the Medical Director.

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 course completion certificate.

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

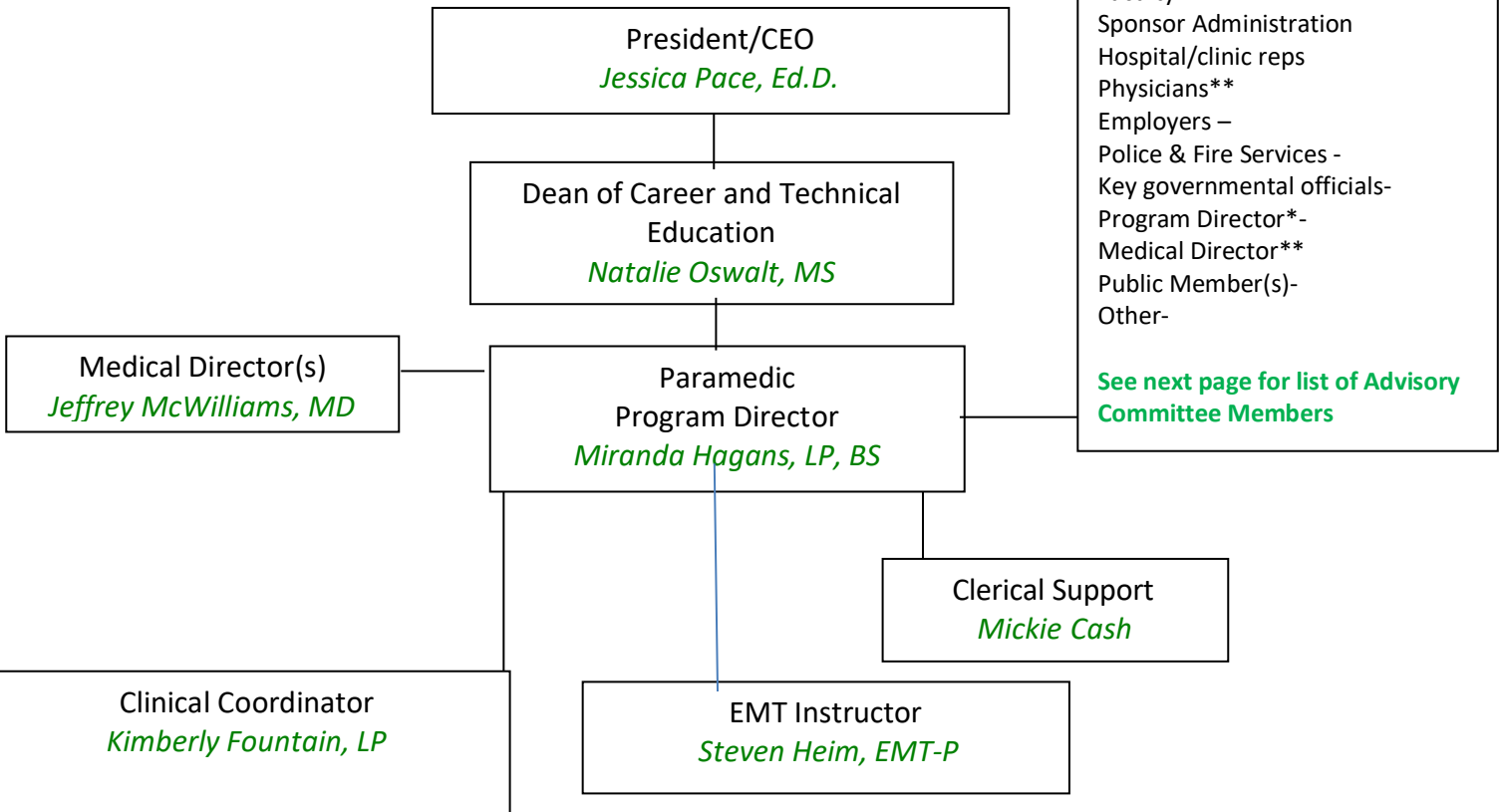
The Instructor in conjunction with the Program Director and the Medical Director will work together to ensure each student has a proper educational experience.

Panola College Programmatic Organization Chart

Program Number: 600333

Program Name: Paramedic Technology Program

Paramedic Program



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
July 22, 2024

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)²	Agency/Organization	Contact Information
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Brandon Oyler	CHRISTUS Good Shepherd (LEMA group)	Brandon.oyler@christusems.org
Employer(s) of Graduates Representative	Michael Williams Jonathon Walker Carrie Elder David Head Reggie Cooper Randy Liedtke Brittany Hughes Sam Behr Brent Crawford	Christus EMS Nacogdoches County EMS Allegiance EMS Allegiance EMS Marshall Fire Dept Carthage Fire Dept San Augustine EMS UT Health- EMS clinical director Desoto EMS	Michael.williams@christusems.org jwalker@nachd.org carrie.elder@allmh.com David.head@allmh.com rcooper@marshalltexas.net rliedtke@carthagetexas.com bhopson@sacems.org Samuel.behr@uthet.com DesotoEMS.training@gmail.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	KGAS radio station owner	whanszen@kgasradio.com

¹ The best practice is for the Chair to be one of the communities of interest and not the Program Director. The Advisory Committee is advising the program.

² List all members. Multiple members may be listed in the same category.

Hospital / Clinical Representative(s)	Kandi Horn Ivan Cuellar Josh Ponder Laura Brumett Mark Burgess Heather Moses Longview Regional Emergency Center Christus Good Shepherd - Marshall Christus Good Shepherd- Kilgore/Northpark Nacogdoches Medical Center-Center	Christus Good Shepherd Med Ctr UT Health Carthage/Henderson Nacogdoches Memorial Hospital Longview Regional Medical Ctr Nacogdoches Medical Hospital UT Heath- Tyler Stephanie Crossland Shana McCann Sarah McSwain Tammy Hanson	Kandi.horn@christushealth.org Ivan.cuellar@uthealth.com ponderj@nacmem.org Laura.brumett@longviewregional.com MARK.BURGESS@tenethealth.com Heather.moses@uthet.com Stephanie.crossland@longviewregional.com shana.mccann2@christushealth.org sarah.mcswain@christushealth.org Tammy.Hanson@tenethealth.com
Other: Perkins grant CLNA	Reanna Hart Tryphena Walker	Perkins Grant Comprehensive Local Needs Assessment Pathways	rhart@panola.edu twalker@panola.edu
Faculty ¹	Kimberly Fountain Steven Heim	Clinical Coordinator EMT Instructor	kfountain@panola.edu sheim@panola.edu
Sponsor Administration	Natalie Oswalt	Career and Technical Education Dean	noswalt@panola.edu
Student (<i>current</i>)	TBD	Paramedic student	
Graduate	TBD	Paramedic Graduate	
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
² DSHS official	Josh Brents	DSHS specialist	Josh.brents@dshs.texas.gov
Panola College	Dr. Billy Adams	VP of Instruction	badams@panola.edu
		Secretary	

¹ Faculty and administration are ex-officio members.

² 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 Student Accommodations and Disability Support

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 or request for accommodation should contact [Student Accommodations and Disability Support](#).

The Accommodations and Disability Support specialist 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 **Student Accommodations and Disability Support office** 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 in order to complete the course and be eligible to take the NREMT exam for certification.

- 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 by the National Registry of EMTs (NREMT). 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.
- To apply to ADA accommodations for NREMT, please contact Miranda Hagans, EMS Program Director for paperwork and guidance through the process. Note: this is a long process so please contact the Program Director early in the semester to get the process started so testing is not delayed when the program is completed.
- 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. To be eligible for certification testing, a student must complete all clinical modules included in the program. Students unable to complete clinical courses are not eligible for completion of the program.

Four of these are as follows:

- Students cannot 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 cannot 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 cannot 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.
- Students cannot be allowed accommodations that prevent them from providing medical care to patients during an emergency such as not performing skills or altering skills stations that would be reasonably required during regular duty as an EMS provider.

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?

EMT Functional Job Analysis

EMT-Basic Characteristics

EMT-Basics work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good judgement, tolerance for high stress, and a pleasant personality are also essential characteristics of the successful EMT-Basic at any level. EMT-Basics also must be able to deal with adverse social situations, which include responding to calls in districts known to have high crime rates.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance). EMT-Basics must be able to work twenty-four-hour continuous shifts. Motor coordination is necessary for the well-being of the patient, the EMT-B, and co-worker over uneven terrain.

Comments

Driving the ambulance in a safe manner, accurately discerning street names through map reading, and the ability to correctly distinguish house numbers or business locations are essential to task completion in the most expedient manner possible. Use of the telephone for transmitting and responding to physician's advice is also essential. The ability to concisely and accurately describe orally to physicians and other concerned staff one's impression of the patient's condition is critical as EMT-Basics work in emergency conditions in which there may be no time for deliberation. EMT-Basics must also be able to accurately summarize all data in the form of a written report. Verbal and reasoning skills are used more extensively than math. Math does play a part, however, in determining medication ratios per patient's body weight.

Paramedic Functional Job Analysis / Technical Standards

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesic, anesthetic, anti-anxiety drugs, sedatives and hypnotics, anti-convulsant, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergic, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that

includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta. The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs. The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations. The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Source: USDOT 1998 National Standard Paramedic Curriculum

Occupational Risks

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following:

1. Violence/assaults
2. Verbal threats/aggression
3. Motor vehicle crashes
4. Infectious disease
5. Lifting injuries
6. Sprains and strains
7. Psychological trauma
8. Hazardous chemical exposure
9. Hyper/hypothermia

Course Schedules

Students are provided with a course schedule and syllabus at the beginning of each course. The schedule includes a list of class dates, exams, and lessons due each day. 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 schedule and will allow the Student to come to class prepared thereby enhancing learning. All courses are provided in a flipped classroom style which promotes student centered learning. Students are expected to complete all pre-class assignments and come to class prepared to put learned material to use. The classroom is designed to promote team-based learning and all students must participate in daily classroom activities. Flipped classroom is a teaching strategy in which the instructor provides traditional lecture materials for students to review in advance and class time is used

for students to discuss the materials, practice applying key concepts, ask for additional clarification, and engage in group activities. **All students are expected to come to class prepared. If a student comes to class unprepared for the daily activities, it will affect their grade and they can be asked to leave the classroom causing an absence.** Should changes to the schedule be necessary, instructors will inform Students of the changes as soon as possible. Special classes, meeting days, when applicable, are identified in the schedule.

Methods of Instruction/Course Format/Delivery:

The classroom courses are offered in a flipped classroom format with instruction in the classroom and skills lab to compliment student reading assignments, videos, activities, discussions, independent study, group assignments, and other activities assigned in each JB Learning lesson assignment. Flipped classroom is a teaching strategy in which the instructor provides traditional lecture materials for students to review in advance and class time is used for students to discuss the materials, practice applying key concepts, ask for additional clarification, and engage in group activities. **All students are expected to come to class prepared. If a student comes to class unprepared for the daily activities, it will affect their grade and they can be asked to leave the classroom causing an absence.** Clinical courses are done at clinical/field locations on times outside of class to be scheduled in Platinum Planner through the Clinical Coordinator. See the student clinical course handbook for more information.

Alternate Operations

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 Admission Policy

Panola College EMS programs are open programs, however, there are some requirements for entry into the paramedic program. Prior to being admitted into any EMS program, you must meet with Miranda Hagens, EMS Program Director for program specific advising. Upon entry into the Paramedic Program, students must have a current AHA BLS certification and a current NREMT or Texas EMT certification. These certifications must not lapse during the Paramedic program or the student will be removed from clinical/field rotations. Students must have passed the Anatomy and Physiology course (BIOL 2404 or BIOL 2401) with at least a grade of C or better prior to beginning the program or during the first semester of the program. If the student not pass with a C by the end of the first semester, they will not be able to continue in the program. Students that have taken BIOL 2401, must then enroll in BIOL 2402 prior to or concurrent with the second semester of Paramedic. Students entering the paramedic program must have an overall GPA of at least 2.5. If these requirements are not met, the student will not be able to complete the Paramedic program. Students failing an EMSP course during paramedic, will not be permitted to continue in the program. Should a student want to return to the program in the following year, they should follow the readmission process found later in this handbook.

Advanced Placement

Due to the schedule of the courses in the Paramedic Program, Panola College does not allow advanced placement into the programs, including transferring from another program, advanced transfer using current credentials, etc. If there are extenuating circumstances, advanced placement will be handled on a case by case basis by the Program Director and Medical Director.

Transfer of Credits

Students can transfer college credits from other institutions, however, some credits do not transfer from one school to the other. These transfers will be handled on a case by case basis by Panola College Admissions, the Program Director, and the Medical Director.

Credits for Experiential Learning

The Panola College EMS Department does not have a formal policy on credits for experiential learning. These requests will be handled on a case by case basis by Admissions, the Program Director, and the Medical Director.

Program Completion

EMS Program Students are informed of the course completion requirements at the beginning of each course in the course syllabus on the course Canvas page. Students must meet all academic and clinical course requirements to successfully complete an EMS program. 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 EMS 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 for clinical courses, and the Medical Director. Clinical rotations must be successfully completed including submission of the required documentation prior to established deadlines. The Student must have successfully demonstrated competency in all required clinical content areas. Oral and written examinations and other required assignments must be successfully completed in order to continue in the EMT and Paramedic programs. To be eligible for testing NREMT the student must pass the cognitive (knowledge), psychomotor (skills and clinical rotations), and affective (behavior) portions of the program.

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. Weighted grade analysis is included in each course syllabus.

Exam grading

EMT:

EMT students must pass all module exams with at least a 70%. If a student scores less than 70% on a module exam, they must complete remediation and retest prior to the next module exam. If the student still does not score at least a 70%, they will not be eligible for completion of the program. Note: Certification courses in the program such as BLS have different score requirements for certification, students must make the minimum required by the course for certification. Remediation and retests for these exams are done on the same day as the original exam.

EMT students must pass their final comprehensive exam with at least an 80%. If the student scores less than 80% on the final, they must complete remediation and retest prior to grades being due. If the student is still unsuccessful, they will not be eligible for completion of the program.

Paramedic:

Paramedic students must pass each module final with at least an 80%. If a student scores less than 80%, they must complete remediation and retest prior to the next module final exam. If the student still does not score at least an 80%, they will not be eligible for completion and cannot continue in the program. NOTE: certification exam such as BLS, ACLS, PEPP, PHTLS, and AMLS have different requirements for certification, students must make the minimum required by the course for certification. Remediation and retests for these exams are done on the same day as the original exam.

Paramedic students must pass their final comprehensive exam with at least an 80%. If the student scores less than 80% on the final, they must complete remediation and retest prior to grades being due. If the student is still unsuccessful, they will not be eligible for completion of the program.

Lecture and Lab

A student may receive a passing grade for lecture but still fail the lab thus not passing the course. Most courses have a final lab evaluation/scenario as part of the final exam which is listed on the course syllabus.

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 and grades are not rounded up.

Basis for determination of final grade

Students must maintain a grade of 80.0 or better in all courses (lecture, lab, clinical and capstone clinical). 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 whose grade falls below 80.0 will have their clinicals **IMMEDIATELY** suspended and participate in **REMEDICATION** through tutoring sessions. Clinical rotations must be completed by the deadline to allow time for grading by the Clinical Coordinator. Each course receives a letter grade. The skills are graded on a pass/fail grading system and are not included in the course

grade, however, if all skills testing is not passed then the student will not be eligible to take the NREMT exam for certification.

Remediation Process

A student that receives fails an exam as listed above in the Exam Grading section and/or fails a skills exam (up to the 3rd skills test) will require remediation and retest to successfully continue in the program. 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 next exam. Once remediation is completed, the student will have one retest attempt with different questions covering the same material. All remediation must be completed before the retest can be attempted. The retest must be taken before the next exam date. NOTE: certification exam such as BLS, ACLS, PEPP, PHTLS, and AMLS have different requirements for certification, students must make the minimum required by the course for certification. Remediation and retests for these exams are done on the same day as the original exam.

Exam Process

Examination formats are performed through Platinum Testing, paper exams for card courses, and skills/scenario exams.

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 PRIOR TO THE NEXT CLASS DAY, if possible.** Make-up exams will not be the same exam given on exam day. 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 (Program Director can allow discretions in case of emergency). Documentation must be submitted to the Program Director regarding and justifying the emergency for exceptions to be made. Make up examinations must be completed before student may return to the classroom. If an absence is scheduled before the exam with the instructor for an exam day, the student will schedule a time and take the exam prior to the test date. This exam will not be the same exam given on the original test day.

Skills Proficiency Verification

Students will be expected to demonstrate *competency* in all 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 and others listed in Platinum Planner 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, up

to 3 attempts. Paramedic Students will be responsible for basic skills as well as the advanced skills. The laboratory skills 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 not be eligible for NREMT testing at the end of the program.

Students may be introduced to additional clinical skills and procedures that are required to complete the comprehensive skills below and must check off proficiency in individual skills prior to completing the comprehensive checks below (i.e. OPA/NPA placement, cervical collar application, Foreign body airway obstruction, humidified oxygen administration, and childbirth procedures), this is not an extensive list. The complete list can be found on Platinum Planner under each certification level. Written and Oral exams will include questions regarding skills.

EMT

- NREMT Cardiac Arrest Management/AED
- Epinephrine Auto Injector Administration (PP)
- NREMT Patient Assessment (Medical & Trauma)
- Bronchodilator Administration (MDI, Nebulizer) (PP)
- NREMT Spinal Immobilization (Seated/Supine)
- Traction Splinting (PP)
- Vital Signs (Pulse, Respirations, and Blood Pressure) (PP)
- 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)

- IV/IO placement
- ETCO₂ monitoring
- Surgical Airways
- Airway management (endotracheal and nasotracheal intubation, supraglottic airway insertion)
- 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/IO bolus and infusion, IM, SQ, SL)
- NREMT Dynamic Cardiology
- NREMT Static Cardiology
- NREMT Oral stations

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 non-canvas tennis shoes, a watch with a second hand, a black duty belt, and Panola College EMS student name badge. Students must also take clinical equipment to all clinicals with them including EMS shears, penlight, eye protection, and stethoscope. 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 and approved** clinicals listed in Platinum Planner or in lab.

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 for each course is listed on the course syllabi. 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, scenario testing, and clinical preceptor (CP) evaluation. 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 and comprehensive examination as well as their NREMT exam.

Course Procedures and Regulations

Each Student is required to sign a Student acknowledgment agreement of this handbook, the clinical course 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 required 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. The policy for grade appeals can be found in the Panola College student handbook on the Panola College website.
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. The Student Code of Conduct can be found in the Panola College Student Handbook on the Panola College website.

Classroom and Clinical 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 EMT)** and **(24 hours per long semester for Paramedic and 12 hours per Summer semester)** 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. All tests are taken during class time.

EMS 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, which is found at <https://www.panola.edu/student-services>.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of EMS courses. EMS instructors strive to establish a professional/scenario-based 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, and texting or other social media during class.
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.
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.

Clinical and Capstone Attendance

The number of clinical/field and capstone (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 and a report/call being made to the instructor. If you are sent home from clinical rotations, you must notify your clinical instructor immediately. Your clinical instructor may impose any restrictions or limits he/she deems necessary to ensure fair and adequate availability of clinical/field and capstone rotations. Students may not leave their assigned areas without the clinical instructor's permission. 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.

The procedure for scheduling and documenting absences for clinical rotations is located in the Clinical

Course student handbook.

Patient Reports-are due in Platinum Planner within 24 hours of your assigned shift. Reports must be done using the DCHART format for all EMS rotations and the format designated by the instructor for other locations to be considered correct. Late work may be accepted but will reflect negatively on your grade. Some additional EMS clinical hours may be necessary to complete all of the EMS reports and competency requirements necessary to pass the course. There **MUST** be a report completed for **EVERY** patient contact that is made with a student.

Clinical/field and capstone 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 non-canvas tennis shoes, a black duty belt, a watch with a second hand, and your Panola College EMS Student ID. You must also have your personal clinical equipment including penlight, stethoscope, EMS shears, and eye protection. You cannot perform clinical hours while on duty even if there is a third rider opportunity. Students are prohibited from driving company owned vehicles.

Clinical Reports

EMS Students must complete all required competencies and document all contacts in Platinum Planner. 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 for EMS rotations, and uploads of all documentation.

Any questions or problems regarding your clinical and/or practicum rotations should be addressed to your clinical coordinator, Program Director, or refer to the Panola College **Emergency Medical Sciences Department Clinical 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.

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. The required breakdown of patient contacts is located in the EMS Student clinical handbook and also on the Course Canvas. A copy can also be obtained from your clinical instructor or the Program Director.

All clinical time must be complete prior to the end of the course in order to receive a course completion certificate and be eligible to certification testing (NREMT). Students not meeting the minimums will be required to do simulations in the Panola College Sim Lab until the Program 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 per accreditation requirements.

Dress Code and Uniforms

Classroom Dress Code:

In the classroom, the student may wear street clothes with the following exceptions:

- Students must be able to perform skills and be a patient for skills without revealing intimate parts of their bodies.
- No skirts or dresses should be worn to class.

- No low-cut or revealing tops should be worn to class.
- No short or revealing shorts/pants should be worn to class.
- Students should come to class prepared to go outside, in the grass, around campus, in the floor, and do skills. If a student is dressed inappropriately to perform skills or be a patient, they will not be able to participate in the activities and will receive a 0 for their class grade for the day as well as receive a write up, be sent home, and receive an absence.
- Students are required to wear a uniform for the program during clinical/practicums and class functions.

Clinical Dress Code:

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.

Uniforms must be kept neat, clean, and well maintained. Due to the possibility of uniforms becoming soiled. Students are recommended to have a change of uniform at all times. Students may not continue a clinical in a soiled uniform and cannot attend or continue a clinical out of uniform.

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 (Optional)
- Black EMS pants (NO blousing of pants is allowed)
- Black footwear (boots/shoes, not canvas)
- Stethoscope
- Penlight, Trauma Shears
- School I.D. Tag on right collar
- Eye Protection with side shields
- Black belt
- Watch with a second hand
- Reflective Vest
- Jackets or coats may be worn in inclement weather, as long as they have been approved by the clinical instructor
- Only Panola EMS training caps may be worn during 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 follow 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.

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. **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. 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.

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.

- a. Any use of external assistance during an exam.
 - 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.
 - f. Attempting to access information from another webpage during a test.
 - g. Attempting to copy any information off of a test
- 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.

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 Program Director **by scheduled appointment**. If this does not resolve the Student's concern, he/she may contact the Career and Technical Education Dean by respective appointment. 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 Panola College 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 policy.
 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.
- **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. The student will also be placed on a "Performance Improvement Plan"
 - **3rd Infraction**
 - Written documentation and counseling will be completed. This can lead to being dismissed from the program.

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 or being under the influence 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 outlined below. In the event the Program Chair determines the student is no longer eligible for re-entry, the student may petition for readmission to the Career and Technical Education Dean.

Student Withdrawal: Failing Grade

A student who withdraws from any EMSP course in the Paramedic program with a failing grade must meet with the Program Director to discuss re-entry prior to withdrawal. The readmission procedure for withdrawal is the same as the procedure for students who have failed a course of the program as listed below. EMT students who withdraw from EMSP 1501 must also drop EMSP 1361. Students should meet with the Program Director prior to dropping a course.

Student Failing EMSP Courses (Paramedic only)

A student that fails an EMSP course may not continue in the program. Each course builds on the previous course and is required to be taught in succession. If a student fails a course, they are eligible to return the following cohort if they were in good standing upon leaving.

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.

Student Responsibilities for readmittance:

1. Student must make an appointment to meet with EMS Program Director for an exit meeting and to make a plan for readmittance into the program.
2. Student will sign Student Counseling Form and Performance Improvement Plan (PIP) during exit meeting.
3. Items to be submitted to the EMS Program Director:
 - Student's signed Letter of Intent to inform the EMS Program Director 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. A student that has successfully completed EMSP courses prior to the course that was failed can request to test out of the completed EMSP courses and not repeat during the next cohort.
 - The test must be taken prior to the semester starting and must be scheduled with the EMS Program Director.
 - The test must be passed with at least an 80%.
 - The student must test for each course that they wish to not repeat. The tests must be taken in the same order as the courses are offered. Once the student is unsuccessful (score less than 80%) on an exam, the student must repeat that course and each course after.
 - A student can ONLY test out of courses in the following cohort from which they failed. If the student waits until after the following cohort, the student must take the entire program over.
 - NOTE: if the curriculum, book, etc of the program have changed between the cohorts, the student is not eligible for testing for readmittance and must complete the entire program again.
5. If a student has already been re-admitted to an EMS program once and was unsuccessful, the student may NOT test out of any courses and must repeat the entire program.

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) and PIP
2. Letter of Intent
3. Program Chair will provide a copy of the Student Counseling Form and PIP 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 contact and schedule a meeting with the EMS Program Director and program instructor within one week of reentry (failure to comply can result in administrative dismissal).
2. Student must follow current course syllabus/program procedures.
3. Student must follow any recommendations given by the Instructor or Program Director as agreed to in the Performance Improvement Plan.
4. Student must submit proof of current clinical requirements (immunizations, CPR, etc).
5. 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

A student who is currently failing but withdraws from any EMS course for documented medical reasons. A student may withdraw from EMS courses at any time due to documented medical reasons.

Student Responsibilities for readmittance:

1. Student must make an appointment to meet with EMS Program Director for an exit meeting and to make a plan for readmittance into the program.
2. Student will sign Student Counseling Form and Performance Improvement Plan (PIP) during exit meeting.
3. Student will be required to meet with Disability Services for support options.
4. Student must turn in updated physical form with no limitations for clinical/field/capstone rotations.
5. Items to be submitted to the EMS Program Director:
 - Student's signed Letter of Intent to inform the EMS Program Director 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)
6. A student that has successfully completed EMSP courses prior to the course that was failed can request to test out of the completed EMSP courses and not repeat during the next cohort.
 - The test must be taken prior to the semester starting and must be scheduled with the EMS Program Director.
 - The test must be passed with at least an 80%.
 - The student must test for each course that they wish to not repeat. The tests must be taken in the same order as the courses are offered. Once the student is unsuccessful (score less than 80%) on an exam, the student must repeat that course and each course after.
 - A student can ONLY test out of courses in the following cohort from which they failed. If the student waits until after the following cohort, the student must take the entire program over.
 - NOTE: if the curriculum, book, etc of the program have changed between the cohorts, the student is not eligible to testing for readmittance and must complete the entire program again.

7. If a student has already been re-admitted to an EMS program once and was unsuccessful, the student may NOT test out of any courses and must repeat the entire program.

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

Incomplete Grade

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 required for the course. To request an "I", see the EMS Program Director. The determinations for incomplete is made on a case by case basis. The student must complete all of the objectives as dictated by the course faculty within half of the time of the initial semester. Failure to complete all requirements by the end of the extension 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.

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 Program Director. Appeals should follow the process located in the Panola College student handbook.

Student Conferences

Course Instructors and EMS Program Director are required to schedule a mid-term and final Student conference with each Student. The primary objectives of the conference are to:

Instructor

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

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.

Program Director

- Discuss the overall course evaluation
- Discuss the Instructor evaluation
- Discuss the program evaluation
- Answer any student concerns

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 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 registration fees. Your first NREMT exam is covered in student fees and will be paid for at the end of your program, prior to graduation. 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 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 or see the EMS Program Director to obtain directions on how to be pre-evaluated for eligibility by DSHS.

The process for NREMT testing and DSHS certification can be found on your course Canvas under “Certification.”

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.

In case of injury during rotations:

If you are injured during a clinical rotation, immediately contact Miranda Hagans for instruction. You are covered under insurance for accidents that happen during clinical rotations such as needle sticks, ambulance wrecks, injuries obtained during patient care, etc.

Clinical 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. All parking areas/procedures are listed on the clinical course Canvas page under the specific location.

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 clinical sites. Do not park in the Doctor's parking or Outpatient parking at the hospital. Use the designated parking or visitor parking areas.
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/clinical rotation.
17. Males may wear facial beards or goatees as long as they are maintained clean and neatly groomed at all times and they can properly seal their N-95 mask. 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.
23. No service or facility will be responsible for lost, broken, or stolen articles, etc. that you bring with you.
24. Students must be on time.
25. If you cannot make your scheduled hours, call your instructor **NOT** the clinical site.
26. 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.
27. Ask if you can help. Don't just sit/stand there if there is work to do.
28. Adhere to all policies and procedures pertaining to the clinical/field site.
29. Provide your own transportation to and from the station(s).
30. Bring sufficient money to cover meal expenses as the crew may eat out or bring your lunch. Specifics for each location are on their tab in Canvas.
31. You are required to complete your "shift". Exceptions are for emergencies only. Your request should be discussed with your clinical instructor. Leaving early and coming in late will be counted as a tardy/absence depending on the time missed.
32. 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.

33. 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.
34. Many of these procedures originate from the facilities/providers in which we are guests. These procedures are not optional.

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. Public posts, even on a private account, that violate HIPAA will be turned in the DSHS and the student will be dropped from the program. Public posts that are derogatory to a clinical affiliate site, unprofessional towards the program, vulgar and have anything that connects the student to our program will receive disciplinary action up to and/or including being dropped from the program.
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.

Physical and Mental Health

Students are expected to ensure good physical and mental health sufficient to perform the duties of an EMS Program Student. Students, particularly those new to the field of emergency medical services, should review the “Functional Job Description” and “Physical Demands” and “Occupational Risks” sections of this handbook.

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 below. 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. Include ALL medications that are being taken and are prescribed or over the counter.

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 and will not be eligible for clinicals.

Process for failed drug screens

The student must go take a drug screen the following week and each week after at the contracted site with the results sent directly from the contracted source to the Program Director. The student is responsible for payment of the test. Once 2 clear drug screens in succession have been received, the student will be cleared for this requirement for clinical rotations. Student will also agree to submit to random drug tests throughout the rest of

the EMS program he/she is enrolled in at their expense. If a random screen is required and then failed, the student will be dropped from the program.

Background Checks

All students will have a background check done. This is included in your fees. If a student has something that shows up on their criminal history, the Program Director will meet with the student to discuss options for clinical rotations. The EMS Department is required to disclose anything on a student's background report to the clinical affiliate for their approval of the student to attend clinical rotations at their site. The student will be consulted before any results are released to clinical sites for approval from the site.

Students who have a history of a Felony or a Class B Misdemeanor or higher should contact the Program Director. Texas DSHS requires a background check and fingerprints prior to certification. The background check from the Panola College EMS program will not be accepted by DSHS and the determination of the student's ability to complete the program and test NREMT has no bearing on whether or not DSHS will allow the student a certification to practice. If you have any questions or concerns about whether you are eligible for certification or not, please contact your Program Director for directions on how to do a pre-screening with DSHS.

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.

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 the Infection Control Officer/Program Director. 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 Clinical Coordinator or Program Director. The Student must also immediately notify his/her Panola College preceptor and Program Director. 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.

CE STUDENTS

Students that wish to attend a class for continuing credit hours must schedule their attendance with the Program Director. Students who are receiving continuing education are required to stay for the entire 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.

Students attending a card course, must register through Miranda Hagans and make payment prior to the day of the course. Students must attend the entire card course for CE and certification.

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.



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:

- Vaccine administered after 01/01/21 shall include month, day and year each vaccine administered
- Documentation of vaccine that includes signature or stamp of physician/designee or public health personnel
- An official immunization record generated from a state or local health authority such as a registry
- 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 FUNTIONAL 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))	
CARDIAC DISEASE	
ENDOCRINE DISEASE	
GU/GI DISEASE	
HEMATOLOGIC DISEASE	
MENTAL ILLNESS	
NEUROLOGIC DISEASE	
ORTHOPEDIC INJURIES	
RENAL DISEASE	
RESPIRATORY DISEASE	
OTHER	
ALLERGIES	
MEDICATIONS	
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



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 Titters	15.00	16.00	17.00	18.00	25.00
Mumps, Measles & Rubella	60.00	61.00	62.00	63.00	70.00
Mumps Titters	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 Titters	15.00	16.00	17.00	18.00	25.00
COVID-19 test	0	0	0	0	No Charge

EMS Course Orientation Links

[Student Information Sheet](#)

[EMS Student Agreement](#)

[Confidentiality Statement](#)

[Consent for Background Check and Drug Screening](#)

[Media Release](#)

[Medication List](#)

[Paramedic Rule 157.32 Acknowledgement](#)