

Panola College
Emergency Medical Technology Program



Student Handbook 2020

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



Ronold Morton,
Chair Emergency Medical Technologies

7/30/2020
Date



Jeffrey McWilliams, MD
Medical Director

7/30/2020
Date



Kelly Reed-Hirsch
Dean of Health Sciences

8/4/2020
Date



Dr. Billy Adams
Vice President of Instruction

8-10-2020
Date



Dr. Gregory Powell
President

8-11-20
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

Panola College Emergency Medical Technology Program - Student Handbook

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

The Emergency Medical Technology Program 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 Technology Program.

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

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

Full-time faculty instructors maintain regular office hours; however, Students are strongly encouraged to arrange an appointment. Part• time instructors are available by appointment only. Students are also encouraged to utilize the EMT Program web site to obtain current program information.

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

Department Goal:

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

Program Overview	8
EMT-Basic	8
Paramedic	9
Mission Statement	10
Licensure, Regulations, Accreditation	10
Faculty and Staff	11
Department Chair EMT Program	11
Ronold Morton, BS, LP, Department Chair EMT Program	11
Medical Director	11
Jeffrey McWilliams, MD, EMT Program Medical Director	11
Part Time Faculty/Adjunct	11
Tim Auvenshine, LP, Faculty	11
Lisa Sigler, LP, BS Faculty	11
Program Director/Coordinator Authority.....	12
Medical Director Authority.....	13
Clinical Coordinator Authority.....	13
Instructor Authority.....	14
Program Organization Chart.....	15
EMS Programs Disability Accommodation Policy.....	16
Course Schedules	18
Program Completion	18
Grading Criteria	19
Lab grading	19
Lecture grading	19
Lecture and Lab	19
Letter grades	19
Basis for determination of final grade	19
Remediation Process	19
Exams	20
Absences during Examination	20
Medication Study Lists	21
EMT Basic Program	21
Paramedic Program	21
Skills Proficiency Verification	22
EMT-B (EMT• Basic)	22
Paramedic (including EMT/ AEMT)	22
Knowledge and Skills Objective.....	23
Course Procedures and Regulations	24

Student Rights and Responsibilities	24
Classroom Expectations.....	25
• Class Attendance and Participation.....	25
Internet Use Responsibilities	25
Code of Conduct	25
Academic and Clinical Dishonesty	27
Classroom Conduct	27
CE Students.....	28
Attendance	29
Tardiness	29
Absence	29
Clinical and Practicum Attendance	29
Clinical Reports	29
Practicum Reports	29
Tutoring Sessions	30
Communicating with Instructors	30
Disciplinary Action	30
The Student will be immediately dismissed from the EMT Program for	30
Program Readmission Process	31
Student Withdrawal: Failing Grade	31
Student Failing EMSP Courses	31
Student Responsibilities:	31
Program Chair Responsibilities	32
Student Responsibilities:	32
Student Withdrawal: Documented Medical Reason	32
Student Responsibilities if Approved	32
Incomplete Grade	33
Grievance Procedure	33
Student Conferences	33
Student Status	34
National Registry Certification Testing	34
Dress Code and Uniforms	35
Must be worn at all times	35
Program Required Uniform	35
Personal Hygiene	36
Confidentiality	36
Malpractice Liability Insurance	36

Parking	37
Clinical Affiliate Procedures	37
Guidelines and Practices for Use of Social Media	39
Health and Safety Procedures	40
Drugs and Alcohol Use	40
Physical and Mental Health	40
Change in Health Condition	40
Health Care Services	40
Immunizations and Vaccinations	41
• Health Screening Evaluation.....	41
• Drug Screen.....	41
• Criminal History.....	41
• Paramedic Prerequisites.....	41
Immunization Requirements.....	42
• Vaccines.....	42
• Titers.....	42
Infection Control	43
Clinical Site Procedures	43
Accident and Incident Reporting	43
Student Forms.....	44
• Student Agreement	45
• Confidentiality Statement	46
• Acknowledgement of Texas Administration Code Rule 157.32	47

ALL STUDENT FORMS AT THE BACK OF THIS HANDBOOK NEEDS TO BE FILLED OUT COMPLETELY AND TURNED IN TO MRS. HAMMOND IN HNS#2100.

Program Overview

Welcome to the Panola College Emergency Medical Technology Program. 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 under the direction of Ronold Morton, serving as Program Chair. The EMT program at Panola College became one of the first EMS Certificate program approved by the Texas Higher Education Coordinating Board to be offered by the College.

The EMS program will allow Students to:

- experience college level courses designed for paramedic education based on national EMS education trends and a national curriculum.
- Attain Texas paramedic certification upon successful completion of the Emergency Medical Technology Associate of Applied Science degree and Texas Department of State Health Services licensure requirements.

The EMT program prepares students to apply for and successfully meet the requirements of the Texas Department of State Health Services EMT certification at all levels. EMT Basic and Paramedic courses at Panola College are conducted at the main campus. Although some students choose to obtain only a paramedic certificate. All students must meet the criteria for enrollment at each level.

EMT-Basic

The first semester consists of a curriculum designed for EMT-Basic students. Instruction at the basic level will serve as a foundation for the EMT and Paramedic levels, as well as concentrate on learning general anatomy and physiology along with general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications. Once all competencies have been successfully met, students will be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Basic exam. Successful completion of the NREMT exam will make a student eligible to apply for the Texas Department of State Health Services (DSHS) Basic Certification.

Entry into the EMT program must meet the following:

- 18 years of age by program completion/graduation date.

Paramedic

The Paramedic level is the highest level offered at Panola College for EMTs. At the Paramedic level, students will concentrate on successfully performing comprehensive patient assessments and learn advanced medical skills such as electrocardiogram interpretation and treatment. The paramedic student will also learn and administer the most current trends in pharmacology treatments, along with demonstrating the proper use of the Advance Cardiac Life Support protocols.

Students will be prepared for both the cognitive and psychomotor examinations by the NREMT by the completion of the paramedic program. These exams measure proficiency and competency in the standards set by the DSHS using the NREMT examination process. Once all competencies have been successfully met, paramedic students will be eligible to take the NREMT paramedic psychomotor and cognitive exams. Successful completion of the NREMT exams will make a student eligible to apply for the DSHS Certification

Entry into the Paramedic program must meet the following:

- Documentation of current EMT certification (DSHS).
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current successful completion of the American Heart Association's CPR for Health Care Providers.
- 18 years of age by program completion/graduation date.
- Completion of BIOL 2404 with a C or Better or BIOL 2401 and BIOL 2402, Labs included with a C or Better.
- Upon completion of the application requirements, prospective candidates will be scheduled for an interview process.

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

Mission Statement

EMS Programs provides quality initial and continuing education in Emergency Medicine to the citizens and industries in our service delivery area, by evaluating quality of instruction through employer surveys, student feedback, student examinations, and advisory board input.

Emergency Medical Technician

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

Emergency Medical Technician-Paramedic

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

Licensure, Regulations, Accreditation

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

This program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL. 33763, (727) 210-2350.



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



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

Faculty and Staff

Ronold Morton, BS, LP, EMT Instructor / Chair of the Department

Mr. Ronnie Morton, started teaching and coordinating the EMS Certificate program back in 2006. Then several years later began teaching the Paramedic Program. Panola College received their Accreditation for Paramedic Program in 2013.

Prior to coming to Panola College, he worked with the Marshall Fire Department / EMS - EMS Coordinator/Infectious Disease Control Officer. He then achieved his Master Firefighter in January 1991. He also worked in many other various positions throughout his career such as Red Cross First Aid Instructor / CPR Instructor; American Heart Association CPR Instructor / Trainer; Mt. Pleasant Annual Rescue School Instructor; EMS for Children - Pediatric Prehospital Provider Course Instructor; Texas Commission on Law Enforcement Officer Standards and Education Instructor; IAFF and United States Environmental Protection Agency Hazardous Materials Instructor Training; ACLS/ PHTLS Instructor; Basic/ Advanced Critical Incident Stress Management Training EMT-Paramedic; Child Safety Seat Instructor /Technician; Bowie County Confined Space Asst. Instructor; Northeast Texas Fire Training School – (Texas Eastman) Instructor Safety and Tri-County Epidemiology Response Team Technician

Jeffrey McWilliams, MD / Medical Director

Dr. Jeffrey G. McWilliams is an emergency medicine physician in Longview, Texas and is affiliated with multiple hospitals in the area. He has been in practice between 6-10 years.

Tim Auvenshine, Paramedic / Instructor

Tim has been with Panola College as the Clinical Coordinator / Adjunct instructor since 2008. Since February 2003, he has been a Fire Fighter/ Paramedic with Marshall Fire Department. He has also been with Harrison County Emergency Service District #4 since 11/2000 where I am the Assistant Fire Chief and Training Officer.

Lisa Sigler, LP, BS, Instructor

Lisa has been in the field of EMS for 20 years. She began her EMS career in Fritch, Texas during her senior year in high school, receiving her EMT Basic Certification. She continued to work in EMS in various fields of work in the area including in industrial worksite clinics, clinic offices, with most of her experience in 911 responses. She moved to East Texas in 2006 and has been serving Nacogdoches County EMS since October 2007. Lisa received her Paramedic certification in 2009 while also moving into EMS education with Nacogdoches County EMS. She also teaches BLS courses and is a Certified Ambulance Documentation Specialist.

Lisa began her role as adjunct faculty with Panola College in January 2019 and teaches the EMT Certification/Dual Credit program at Timpson High School as well as selected courses on the Panola Campus.

Lisa has a Bachelor Science degree in Public Administration from SFASU and is expected to complete her Master's in Public Administration in May 2020. Lisa is a member of the Emergency Medical Task Force-Region 6 with her most recent deployment to Hurricane Harvey at the NRG as an Ambulance Staging Manager.

Program Director/Coordinator Authority

The EMS Program Director is responsible for the following areas :

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

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

Medical Director Authority

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

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

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

Clinical Coordinator Authority

The Clinical Coordinator is responsible for the following areas

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

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

Instructor Authority

The Course Instructor is responsible for the following areas

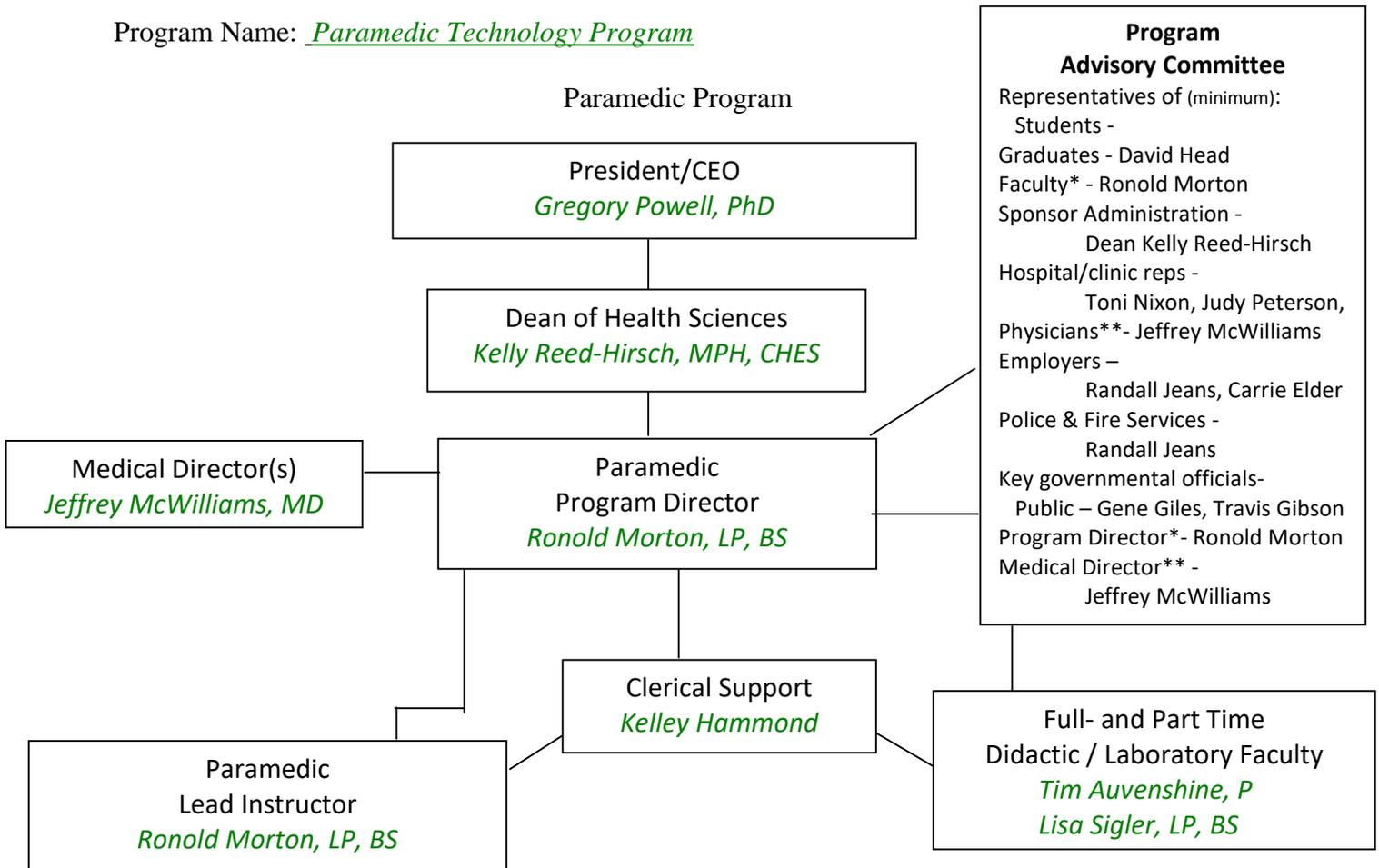
1. Course content
2. Content delivery
3. Content accuracy
4. Skill proficiency
5. Student knowledge assessment
6. Student evaluation
7. Evaluation tool design and revision

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

Panola College Programmatic Organization Chart

Program Number: 600333

Program Name: Paramedic Technology Program



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 this will result in a swifter resolution of the problem. Refer to the Grievance procedure on page 34 for more detail.

EMS Programs Disability Accommodation Policy

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

The ODS serves students requiring special support services due to:

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

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

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

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

Four of these are as follows:

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

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

Course Schedules

At the beginning of the program, Students are provided with a course syllabus for the term. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Since a tremendous amount of information is discussed in all courses, Students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the Student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform Students of the changes as soon as possible. Special classes, meeting days, when applicable, are identified in the syllabus.

Methods of Instruction/Course Format/Delivery:

This course is offered face to face. Instruction for this course will be done with lecture and skills labs.

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

In the case of a student being quarantined, Student will monitor classes via Zoom and all assignments and testing will be done via Canvas with Honorlock being required for testing, while the student is quarantined. Student will not be counted absent during this time provided proper documentation for quarantine is provided to instructor upon return.

In the event a need arises for remote training, which would include the closing of clinical facilities to students, clinicals would be delayed until such time as the clinical site reopening or the state allowing us to complete the needed skills and clinical time in a simulation setting.

If a student needs to visit with an instructor during normal office hours of the instructor, a student should send an email to the instructor requesting a meeting and the instructor will set up a zoom meeting with the student.

Program Completion

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

Lecture and Lab

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

Letter grades

92 – 100 = A

86 – 91 = B

80 – 85 = C*

70 – 79 = D

0 < 69 = F

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

Basis for determination of final grade

Student must achieve a grade of 80.0 or better in all courses (lecture, lab, clinical and practicum.) Theory knowledge is evaluated by written examinations, quizzes, assignments, skills exams, mega code and other methods determined by program. The numerical equivalent is rounded up starting at 0.5 to the nearest whole number. For example, 79.5 would be 80, and 79.4 remains a 79.

Remediation Process

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

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

After additional unsuccessful attempts (where the student receives less than an 80%), the previously-mentioned process will be repeated. In addition to the above process, the student will be required to complete a learning objective assignment deemed appropriate by the course instructor.

The above remediation process extends onto lab, clinical and practicum assignments issued by each respective course instructor.

Exams

Examination formats are performed through the Pearsons MyBradyLab

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 be allowed during an exam review. An exam review will last only 30 minutes. If you need further clarification, you must make an appointment with your instructor within one week of the exam. There will be no group review of the Final Exam.

Absences during Examination

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

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

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

Medication Study Lists

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

EMT Basic Program

Oxygen
Oral Glucose
Aspirin
Albuterol (Proventil) (metered dose inhaler and small volume nebulizer)
Assisted Epinephrine (Epi•Pen)
Ketamine
Nitroglycerin Assisted

Paramedic Program

(Includes EMT-B)

Aminophylline (Somophyllin)	Flumazenil (Romazicon)
Amiodarone	Lidocaine (Xylocaine)
Atropine Sulfate	Magnesium Sulfate
Bretylium Tosylate (Bretylol)	Methylprednisolone (Solu•Medrol)
Calcium Chloride	Midazolam (Versed)
Diazepam (Valium)	Morphine Sulfate
Diltiazem (Cardizem)	Nalbuphine (Nubain)
Dobutamine (Dobutrex)	Nifedipine (Procardia, Adalat)
Dopamine (Intropin)	Nitroglycerin (Nitrostat, Nitro•Bid)
Epinephrine, 1:1,000	Norepinephrine (Levophed)
Epinephrine, 1:10,000	Oxytocin (Pitocin)
Furosemide (Lasix)	Procainamide (Pronestyl)
Glucagon Reteplase (Retevase)	Promethazine (Phenergan)
Haloperidol (Haldol)	Racemic Epinephrine (microNefrin)
Heparin	Sodium Bicarbonate
Ipratropium (Atrovent)	Succinylcholine (Anectine)
Fentanyl	Verapamil (Calan)

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

Skills Proficiency Verification

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

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

EMT-B (EMT• Basic)

- Automated External Defibrillation
- Bandaging and Splinting
- Cardiopulmonary Resuscitation (CPR)
- Epi-Pen Administration
- Ventilator Management
- Physical Assessment of the Patient (Medical & Trauma)
- Small Volume Nebulizers (SVNs) and Metered Dose Inhalers (MDIs)
- Spinal Immobilization, Seated/Supine
- Traction Splinting
- Vital Signs (Pulse, Respirations, and Blood Pressure)

Paramedic (including EMT/ AEMT)

- Surgical Airways
- Chest Decompression
- Intravenous Infusion (Piggyback)
- Defibrillation and Synchronized Cardioversion
- External Cardiac Pacing
- 3•Lead ECG Recognition and Interpretation
- 12 Lead ECG Acquisition and Interpretation
- Mega-codes
- Pediatric Assessment (All Age Groups)
- Out of Hospital Scenario
- Exit Mega-code given by a panel of EMS faculty (may be audio and video recorded for evaluation and education purposes).
- CPAP
- Intranasal Medication Administration
- EMS Stretcher Operations

Knowledge & Skills Objectives

Knowledge and Skills Objectives are set forth by the EMS Programs, its Advisory Board, and the National Standards Curriculum. A copy of the objectives is made available in the classroom. Students are strongly encouraged to familiarize themselves with these objectives. All testable information is addressed in the knowledge and skills objectives. Evaluation of these objectives will be accomplished through written examination, skills proficiency verification, clinical preceptor (CP) evaluation, and national registry board's examination. Students are responsible for all knowledge and skill objectives upon completion of the related modules in the didactic setting. It is imperative that students attempt to maintain proficiency in all covered knowledge and skills objectives throughout the course to ensure a positive outcome in their final competency validation.

Student Selection

Students who are eligible to become an EMT-Intermediate or EMT-Paramedic must submit an application to the EMS Selection Committee. The Selection Committee consists of the Medical Director, Dean of Health Sciences, and EMS Coordinator.

1. Selection of students will be based on applicant's educational background, general health and physical ability.
 - A. Able to lift 100 lbs. and move this amount 10 feet.
 - B. Ability to use all senses.
 - C. Free of casual contact diseases.
 - D. Ability to walk up and down stairs.
 - E. Be 18 years of age and have a high school diploma or GED.
2. Applicants wishing to appeal the decision of the selection committee must do so in writing within 10 days of notification.

Course Procedures and Regulations

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

Student Rights and Responsibilities

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

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

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

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

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

Detailed information regarding Panola College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Panola College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Classroom Expectation

Class Attendance and Participation

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

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

It is the student's responsibility to find out what material was covered during the missed class time and to make up any work missed within 2 class days. Class lecture material can be obtained from other students or by contacting the instructor. Either way it is YOUR responsibility to find out the material missed.

If the student is aware that they are going to miss any class, the student WILL notify the course coordinator or instructor as soon as possible. The instructor may contact the student to advise the student of material covered or schedule changes.

Internet Use Responsibilities

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

Code of Conduct

As Emergency Medical Services providers strive to improve professional status, it is important that all students and EMS personnel demonstrate the qualities of a "true professional". EMT 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 EMT 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 the EMT Program are expected to conduct themselves in a manner consistent with this code of conduct whenever they represent the EMT Program.

- 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 to a certain extent, 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. EMT Students demonstrate their respect for the physician/paramedic (EMT) 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, 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" depend entirely on the trust and respect earned by the EMS provider through his/her conduct.

- 8) Students who demonstrate conduct or performance that is contrary to this Code of Conduct may be subject to disciplinary action, which may affect their status within the course and with the College.
- 9) All students must follow the guidelines outlined in the most recent Panola College Student handbook or Pathfinder, which is found on www.Panolacollege.edu Homepage.

Academic and Clinical Dishonesty

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

- 1) Any use of external assistance during an exam.
- 2) Examples include:
 - a. Communicating in any way with another Student during the exam
 - b. Copying material from another Student’s exam.
 - c. Allowing another Student to copy from your exam.
 - d. Using unauthorized notes, calculators, electronic devices and any other form of devices.
- 3) 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.
- 4) “Plagiarism is the appropriation and subsequent passing off of another’s ideas and words as one’s own.” If a Student intends to use the words or ideas of another, he/she must provide an acknowledgement of the original source using a recognized referencing practice. Any inference that such words or ideas are those of the Student is considered plagiarism.

Classroom Conduct

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

Students are expected to:

1. Come to class prepared for the scheduled subject or activities.
2. Behave in a manner that does not interrupt classroom or laboratory activities.
 - Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior or language.

3. Electronic devices i.e. cellular phones, tablets, laptops, smart watches, radios, and other electronic devices such as two-way pagers must be off during classroom and laboratory activities, except during supervised use for FISDAP data entry and as approved or directed by your instructor.

- **1st Infraction**
 - Written Warning
- **2nd Infraction**
 - Written documentation will be obtained. If the infraction form is not signed and completed by next assigned class, it will count as an absence.
- **3rd Infraction**
 - Five (5) points will be deducted from the overall final grade of the class the student was infractioned.

Every additional infraction will be considered an absence and an additional five (5) points will be deducted from the overall final grade of that class student was infractioned.

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

CE STUDENTS

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

You are obligated to:

1. Treat all patients with dignity and respect.
2. Be at least 18 years of age in order to obtain certification by the Texas Department of State Health Services.
3. Conduct yourself at all times in a manner, which is conducive to learning.
4. Abide by the program procedures as outlined to you by the course faculty and staff including all PANOLA COLLEGE procedures.
5. Actively participate in all class and skills laboratory functions.
6. Complete all courses in a satisfactory manner as outlined in this Handbook.
7. Exhibit a professional manner in both attire and conduct.
8. Hold in confidence information relating to any and all patients.
9. Accept responsibility for your actions and academic performance.
10. Have a Valid Driver's License
11. Have access to reliable internet connection for completing any assignments (e.g. quizzes, exams, homework) online.
12. Must be 18 to sit for the NREMT exam.

Tardiness

A student is deemed tardy if arrived after scheduled time. Tardiness of thirty minutes or more after the assigned time will be counted as an absence. Tardiness will cause student to be ineligible to receive credit on instructor assigned coursework given during the time student is deemed tardy.

Clinical and Practicum Attendance

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

Patient Reports-are due in Fisdap within 72 hours of your assigned shift. Reports must be done using the format designated by the instructor to be considered correct. Late work may be accepted and will reflect negatively on your grade. Some additional EMS clinical hours may be necessary to complete all of the EMS reports necessary to pass the course.

Clinical or practicum rotations should 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 Button down shirt, black tactile pants, black boots or black tennis shoes. You should not be performing clinical hours while on duty even if there is a third rider opportunity. If there is a need for clinicals hours to be done on duty, it will be done on a case by case basis and the student must meet with the Clinical Coordinator and EMS Director. Students are prohibited from driving company owned vehicles.

Clinical Reports

Students must complete all required competencies and are encouraged to submit a minimum of three (3) completed Patient Care Reports at the EMT Basic level, four (4) completed Patient Care Reports. F I S D A P will have all the completed reports, total hour sheet and competency forms with required signatures included upon submission.

Practicum Reports

Students must complete all required competencies and submit a minimum of three (3) completed Patient Care Reports (PCR) at the EMT Basic level, minimum of four (4) completed Patient Care Reports. All completed reports will be submitted to the course instructor and at the week prior to finals on the Fisdap program. A completed report will include the preceptor information that includes his/her employee number. The Fisdap program, will have all the completed reports, total hour sheet and competency forms with required signatures included upon submission.

Any questions or problems regarding your clinical and/or practicum rotations should be addressed to your clinical or practicum instructor or refer to the Panola College **Emergency Medical Technology Program Student Handbook**. As a reminder, patient records are always confidential and no names should be used. Watch for addresses or any patient information that can be used to identify a specific patient. Do not take any protected health information or legible patient information away from a clinical or practicum site. Patients are always John or Jane Doe or by number.

Tutoring Sessions

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

If you have an important message to give to the EMT Program faculty or staff verbal communication may not be sufficient. Students may write a detailed and dated memo to the instructor. Although this is infrequently required, it can prevent incidents of miscommunication. Communicating with an instructor via email is acceptable.

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 the EMT 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 EMT program's uniform procedure.
3. Violation of any hospital, clinical affiliate or PANOLA COLLEGE procedure.
4. Attitude problem causing distraction to others or contrary to the Code of Conduct.
5. Unsatisfactory affective behavior evaluations.

The Student will be immediately dismissed from the EMT Program for:

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

6. Conviction of a felony during the program.
7. Divulging confidential information.
8. Sexual harassment or assault, which may include obscene jokes/gestures or inappropriate touching.
9. Constant disruption of class or lab instruction.

Program Readmission Process

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

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

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

Student Withdrawal: Failing Grade

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

Student Failing EMSP Courses

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

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

Student Responsibilities:

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

Program Chair Responsibilities:

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

Student Responsibilities if Approved:

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

Student Withdrawal: Documented Medical Reason

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

Student Responsibilities:

1. Student must notify the course faculty of the intent to withdraw and the reason for withdrawal.
2. The Schedule Change Form must be signed by faculty.
3. Student must meet with the Program Chair to present documentation signed and dated by a health care provider who must be licensed in the USA.
4. Student must present medical clearance without restrictions before student can be readmitted to the EMT Program.
5. Student may petition to the EMT Program Chair for extension after the first year if extenuating circumstance(s) arise.
6. Student must comply and submit proof of current clinical requirements (immunizations, insurance, CPR, etc)
7. If student has been out of the program for more than 1 year, student will have to follow the guideline as a new student. Unsatisfactory results in either will result in denial of approved readmission

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

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

Incomplete Grade

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

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

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

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

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

Students must re-enter the EMT program within one year to insure continuity of learning and mastery of required content. The EMT progressions committee will determine readmission of students not returning within one year on a case-by-case basis due to extenuating circumstances. The EMT Program reserves the right to require a reentering student to initiate program sequence beginning with the first semester and/or repeat selected program courses previously completed successfully. The Department Chair will determine on a case-by-case basis the best course of study to facilitate student success.

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

Grievance Procedure

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

Student Conferences

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

1. Instructor
 - Provide an overall evaluation of the Student’s classroom and clinical performance.
 - Provide the Student with specific performance improvement recommendations.
 - Address Student concerns.
2. Student
 - Discuss the overall evaluation of classroom and clinical performance,
 - Discuss methods of performance improvement and develop a plan for improvement (if necessary).

- Communicate course performance concerns to the instructor.

Students are encouraged to request a meeting with the course instructor to discuss performance concerns and course questions regardless of the mid-term or final Student conferences. The EMT 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

EMT 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 EMT program's requirements, you will not be allowed to take the National Registry exam even if you have met the minimum requirements of the Texas Department of State Health Services.

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

Dress Code and Uniforms

Must be worn at all times.

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

Program Required Uniform

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

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

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

- Black button up Shirt with Panola College EMT Logo on Left side front and must be properly tucked in at all times. No exceptions.
- Black colored undershirt
- Pressed Black EMS pants (NO blousing of pants is allowed)
- Black footwear (no tennis shoes w/colored logos)
- Stethoscope, Penlight, Trauma Shears (Optional)
- School I.D. Tag on right collar
- Eye Protection with side shields
- Black belt
- Watch with a second hand
- Reflective Vest (Optional)
- Jackets or coats may be worn in inclement weather, as long as they have been approved by class instructor
- No caps, hats or headwear of any kind are allowed.
- No earrings or visible body piercing for males or females. No exception.
- No visible tattoos (**must be covered at all times**)
- No excessive perfume or cologne
- Hands, including fingernails, must be clean and neat. Nails must be kept short. NO artificial nails.
- Hair must be clean, well groomed, above the collar, and kept away from the face to be in compliance with infection control standards. Hair barrettes should be conservative and of color compatible to dress or hair color. Ribbons, headbands and scarves are not acceptable. Male students must keep beards and mustaches clean and neatly trimmed, or be clean shaven. Males with long hair will wear hair above the collar. No unnatural hair colors will be allowed.

This uniform consists of black EMT pants and a black button up-shirt. The class uniform T-shirt will have the Panola College Emergency Medical Technology Program Logo on the left front. Panola College photo ID nametags must also be worn during all clinical and ambulance rotations. Students must obtain their ID badge from the Student Services office before the end of the second week of the semester.

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

Personal Hygiene

You are expected to bathe regularly, wear an effective deodorant and use strong aromatic scents sparingly. All clinical sites used by the EMT Program require appropriate haircuts. Clinical sites may turn you away if they feel your personal hygiene or general appearance is inappropriate. This procedure also applies to classroom and laboratory meetings in order to prevent distraction of other Students.

Confidentiality

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information outside of the classroom setting is NOT permissible. Confidential information concerning the clinical institution is not to be discussed with any unauthorized individual. If you see a friend, neighbor or relative in an informal setting (i.e., walking down the hall) during a clinical rotation, please do not ask him/her why they are there. This is confidential information and these types of questions cannot be asked.

Malpractice Liability Insurance

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

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

1. Performing as a PANOLA COLLEGE EMT Student.
2. Participating in an EMT scheduled clinical rotation.
3. Performing skills/procedures within the scope of the specific EMT course in which the Student is enrolled (e.g. EMT Students perform EMT course skills).
4. Performing skills/procedures that he/she has demonstrated satisfactory ability and received approval of the course instructor to perform the skill/procedure in the clinical setting.
5. Functioning under the supervision of a clinical preceptor or equivalent clinical site representative.

Parking

Due to the limited parking available at the some of the clinical sites, Students must park in areas defined by the hospital. The clinical instructor will discuss clinical parking procedures at the appropriate time. Students who fail to adhere to parking procedures may receive a ticket from the clinical site and will be responsible for paying any required fines.

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

Clinical Affiliate Procedures

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

1. Refrain from use of alcoholic beverages 8 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 medics.
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.
6. No Students are permitted in any of the EMS Stations or Hospital Departments at any time unless you are on the schedule that day.
7. Students shall park their vehicles in designated areas at EMS. Do not park in the Doctor's parking or Outpatient parking at the hospital. Use the visitors parking.
8. Students may smoke in designated areas only. Not in or around units, and only after all duties are completed. No smoking under the canopy at the hospital (ER).
9. 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.
10. 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.
11. Do not make known to any person not authorized, any information concerning the emergency call, patient information or outcome.
12. You may not use information gained through the EMS program for personal gain.
13. Do not wear, on your clothing, any article, sign or symbols that advertise products, businesses or organizations.
14. Breaks will be assigned at the hospital if time allows. (A fifteen-minute break may be assigned for every three hours).

15. During the first thirty minutes of your rotation, you are required to assist the on duty medic(s) with their vehicle equipment check-off sheet. Smoking, drinking beverages, TV, etc. should not interrupt this assignment.
16. 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.
17. Student evaluation sheets are to be completed prior to departing your EMS rotation. Medic evaluation sheets should be completed after leaving the internship sight.
18. Males may wear facial beards or goatees as long as they are maintained clean and neatly groomed at all times. Students may have one opportunity to grow a beard or goatee but may not alternate between both throughout the semester. ***It is ultimately to 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.
19. No earrings or visible body piercing for males or females. No exception.
20. Men's hair should be no longer than collar length and neatly groomed.
21. Females' hair must be tied back and out of your face. No heavy make-up is allowed. No artificial nails.
22. No heavy cologne or perfume (both sexes)
23. No portable hand held- radios, cellular phones or similar equipment shall be brought to your Clinical site (either the EMS stations or the hospital) as they may interfere with communications.

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

1. Cell phones and pagers must be placed in the silent or vibrate mode of operation.
2. If you cannot make your scheduled hours, call your instructor NOT the clinical site.
3. Students must be on time.
4. They may stay longer if:
 - a) the next scheduled slot is open
 - b) no other student is waiting to ride-out and
 - c) allowed at the discretion of the EMS Crew/Service. (Should be cleared with the instructor)
5. All student riders must sign a liability release form prior to riding out with EMS.
6. Only authorized persons will be allowed to ride on an EMS vehicle.
7. Students must follow all requirements and rules of the service or facility prior to and during each "tour of duty".
8. No one under 17 years of age may ride with EMS regardless of affiliation without the expressed written consent from the Director of Operations.
9. If the Student does not meet the rules and regulations pertaining to the dress Code, s/he may not be permitted to complete rotations until s/he has complied with the rules.
10. ***No Student will be allowed to start rotations until clinical requirements are up to date.***
11. Ask if you can help. Don't just sit (stand) there if there is work to do.

12. Adhere to all procedures and procedures pertaining to EMS personnel while “on duty”.
13. Provide your own transportation to and from the station(s).
14. Bring sufficient money to cover meal expenses as the crew may eat out.
15. You shall not bring any other person to the station during your ride out time.
16. You are required to complete your “shift”. Exceptions are for emergencies only. Your request should be voiced to the shift supervisor.
17. Students must meet the minimum competencies requirements for the set given program level. Failure to meet these requirements will result in failure of the Clinical Class and thus will make you ineligible to present for **the National Registry Exam**.
18. Your role is to interact in the patient process by performing duties as delegated by the affiliate agreement with the EMS provider and the hospital. The amount of involvement is to be determined by the senior paramedic on the ambulance and the nurse or preceptor in the hospital.

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

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.
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 EMT 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. The use of PDA and/or PDA combined with cell phone in clinical are used only as authorized by faculty and the healthcare facility. The PDA combined with cell phone must be in vibration mode. 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 (jag-net mail, blackboard).
5. The EMT Department will maintain the Facebook page including EMT program pages as determined by each Program Chair.
6. It is the student’s responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access.

7. Consequences for inappropriate use of social and electronic media by a Nursing and Allied Health division 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.

Health and Safety Procedures

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

Drugs and Alcohol Use

The Panola College Student Handbook contains the procedure statement entitled “Annual Notice of Drug and Alcohol Abuse Prevention”. In addition, the Handbook contains a specific procedure, which outlines the “Expectations of Student Performance” with respect to substance abuse (Panola College handbook page 24). EMS Technology Program Students must abide by these procedures as required of all Nursing and Allied Health Students. Students will be required to certify in writing that the Student is “not engaging in any substance abuse behavior.” Students who are suspected of being under the influence of alcohol and/or drugs while at a clinical site are subject to the procedures and procedures of that specific site in addition to those of Panola College.

Physical and Mental Health

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

Change in Health Condition

A Student who has any significant change in his/her health that may affect or be affected by his/her EMT 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. Examples of significant changes in health status include: pregnancy, infectious diseases, and significant physical injury or illness.

Immunizations and Vaccinations

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

Healthy Screening Evaluation

For students participating in clinical rotations, all students must undergo a baseline physical examination. Students will be given these forms during the first day of class. A baseline physical exam evaluates a student's current healthy status. This is crucial in the unlikely event of a Blood Borne Pathogen exposure for which the student will require follow-up screening and evaluation. The student **MUST** also provide proof of immunizations as outlined on page 43. All immunization records must be turned in by the end of the second week of class or receive a warning, after your 2nd warning you will start to receive 5 points of your final grade.

Drug Screen

All students will have a drug screening done prior to starting clinical. This is performed at the college and is included in your student fees.

Criminal History

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

Paramedic prerequisites

In addition to the above, a prospective student must have completed a basic EMT program and be certified by the TDSHS prior to starting clinical in either class.

Panola College Health Science Department Immunization Requirements

- Physical Exam – must be done prior to starting the program 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). Even if you do produce records for two MMRs, you still must have a rubella titer – see below.
- Tetanus /Diphtheria Booster (*Within last 10 years*)
- TB Skin test (*Annually, must remain current throughout nursing 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. The first and second shots must be completed before clinicals begin and you must stay on schedule for shot three and the titer.

TITERS (Required)

- Varicella – IgG ; A positive varicella titer must be provided. If titer comes back negative you must receive the varicella vaccine again and then have titer repeated
- Hepatitis B – HBsAB (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.)
- Rubella – IgG - If titer is negative vaccine 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 warning, after your 2nd warning you will start to receive 5 points of your final grade.

Illness or Injury

1. All students are requested to call the coordinator or instructor and should not report to class or clinical areas. Students will be allowed to make up lost time.
2. All injuries sustained while in the clinical, education, or ambulance will be reported to the coordinator and/or checked by the E.R. doctor on duty. Students are responsible for all cost incurred.
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 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 and appropriate clinical site staff. 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 and Procedures requested by the clinical site. This includes any verbal directive provided by the Student's preceptor when requested to comply with the internal 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 should provide written documentation of the incident to his/her instructor. The Student must also immediately notify his/her Panola College preceptor or instructor. An example of an unusual incident is a patient injury witnessed by the Student during the clinical rotation. In the event a Student is injured during a clinical rotation, he/she must provide written documentation of the incident to his/her instructor at the earliest possible point in time. This written reporting must not delay the Student from seeking medical attention, if required. Following such events of accidental injury, the Student must verbally notify the preceptor and instructor.

Notice of changes to the Student Code of Conduct

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



Student Agreement

I, _____ A# _____, hereby
 acknowledge that the student handbook and course syllabi were reviewed at the EMT program
 orientation on _____ and I understand that the handbook and syllabi can be
 found on the EMT program website, canvas and other electronic mediums used by the program.
 I agree to abide by the contents and procedures outlined and described in the EMT Program Student
 Handbook and the Student Handbook with regard to Panola College EMT Program and fully
 understand the implications and consequences of failure on my part.

Student Signature _____ Date ____/____/____

Instructor name _____

Instructor _____ Date ____/____/____

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



Confidentiality Statement

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

Name of Student (PRINTED)

DATE

Name of Student (SIGNATURE)

Signature of Program Chair

DATE



Acknowledgement of Texas Administrative Code Rule 157.32

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

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

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

Name of Student (PRINTED)

DATE

Name of Student (SIGNATURE)

Signature of Program Chair

DATE