



**Emergency Medical Services Professions Program
Handbook**

Course Rubric: **EMSP**

Course Number: **ALL**

Authors: **EMSP Faculty**

2009

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Austin Community College
Emergency Medical Services Professions



EMSP Program Handbook

Student Name:_____

EMS Professions Student Handbook



Emergency Medical Services Professions Student Contract

I have read this handbook and I understand the policies and procedures stated within. Additionally, I have read and understand the Physical Risk Statement and agree to its terms. It is my understanding that if I feel I cannot support and comply with these policies and statements for any reason, I will withdraw myself or decline my position as a student within the ACC EMS program. Further, I understand that non-compliance with any of the policies or procedures may be grounds for my withdrawal from the EMS Program or courses.

I also acknowledge that occasionally policies and procedures may change. Updates will be posted at the EMS Program website at: <http://www.austincc.edu/health/emsp> or will be provided in written form.

The program will attempt to provide notice of updates, but it is my responsibility to check the web pages and be informed of any updates. I will agree to changes made in program policies and or procedures or I will withdraw from the program.

Student's Name: (Printed) _____

Student's Signature: _____

Faculty Signature: _____



Open Lab Policy Contract

I, _____, have read and understand
(Student name—PRINTED)

the EMSP Open Lab Policy and Rules. I agree to abide by them as stated.

(Student signature) (Date)

(Instructional Lab Coordinator) (Date)



Austin Community College

Health Sciences

Consent Form for Invasive Procedure

As a student in an Austin Community College Health Sciences Program, I understand that both instruction in and laboratory practice of invasive techniques are necessary components of a health sciences curriculum. Therefore, I hereby consent to participate in the planned laboratory experience which provides that I perform a

Venipuncture

Fingerstick

IV Insertion

(circle all that apply)

on another member of the class (and he/she in turn, on me), under the direct supervision of a member of the health sciences faculty.

Student's Name (printed)

Student's Signature _____ Date _____

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EMS Code of Ethics¹

Professional status as an Emergency Medical Technician and Emergency Medical Technician-Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician-Paramedic, I solemnly pledge myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well being.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician

The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.

The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

¹ Written by: Charles Gillespie M.D. Adopted by: The National Association of Emergency Medical Technicians, 1978

I. Introduction \ Welcome

The *Austin Community College EMS Professions Student Handbook* has been compiled by the faculty to provide information pertinent to all students enrolled in the EMS Professions program.

The policies and procedures set forth in this handbook are designed to support the success of the student. The handbook is constructed to be used as a supplement to the *Austin Community College Student Handbook* and serves to bridge the overriding policies of the College with the policies specific to the Health Sciences Division and this program. A copy of the Austin Community College Student Handbook is available at each campus's administrative offices or may be downloaded from the ACC website at: <http://www.austincc.edu/health/emsp/resources.php>

The EMS Professions is just one of the programs within the Division of Health Sciences. This division is comprised of the following programs:

- Allied Health Sciences
- Associate Degree Nursing
- Dental Hygiene
- Diagnostic Medical Imaging (DMI – Radiology)
- Emergency Medical Services Professions
- Health & Kinesiology
- Licensed Vocational Nursing
- Medical Coding
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Personal Fitness Trainer
- Phlebotomy Technician
- Physical Therapist Assistant
- Surgical Technology
- Pharmacy Technician
- Sonography.

The Division of Health Sciences is committed to providing quality educational programs for developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Welcome to the EMS Professions. The faculty and staff wish you success in the pursuit of your educational goals.

Program Philosophy

The ACC EMS Professions program prepares students to care for people in the out-of-hospital setting. The primary focus of the educational process is on developing students' skills to make clinical assessments upon which to base treatment plans. While a large part of the curriculum focuses on preparing students with the skills to care for patients in a medical crisis, the program feels that it is equally important to recognize that the majority of what EMS does on a day-to-day basis is help people who are not in life-threatening situations. The ACC EMS Professions Program expects students to embrace this aspect of the profession by showing respect and compassion for every person they encounter during, and following, their education.

II. ACC College Policies

Office of Students with Disabilities

Information about ACC's Office for Students with Disabilities can be found at <http://www2.austincc.edu/osd/index.html>. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Students with Disabilities Eastview Campus office at (512) 223-5159 (EVC Room 2113) as soon as possible to better ensure that such accommodations are implemented in a timely fashion. Students with disabilities are responsible for disclosing their disability to OSD if accommodations are required in the educational process.

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this at least three weeks before the start of the semester.

Discrimination Prohibited

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 504 or the ADA to: EEO/ADA Affirmative Action Coordinator, 5930 Middle Fiskville Road, Austin, TX 78752-4390; phone 223.7572 (voice) or 800.735.2989 Relay Texas Service (TDD).

ACC will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled should follow the appeals procedure outlined in the ACC Student Handbook.

Accreditation (SACS) Statement

Austin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 1866 Southern Lane, Decatur, Ga. 30033-4097; phone (404.679.4501) to award the associate degree.

Graduation and Transfer Rates

ACC's four-year average "Student-Right-to-Know" completion or graduation rate is 4 percent. The four-year average Student-Right to- Know transfer-out rate is 36 percent. (Source: IPEDS Graduation Rate Survey 2005-06) <http://www.austincc.edu/oi epub>

Course Withdrawals

Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to Admissions and Records. Withdrawal deadlines are published in the ACC Academic calendar.

<http://www.austincc.edu/support/admissions/academiccalendar09.php>

Withdrawal courses appear on the student's record with a grade of W. Until a student has officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students are responsible for understanding the impact of withdrawing from a course may have on their financial aid, veterans' benefits, international student status and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

Per state law, first time students enrolling after the fall 2007 semester at any Texas college or university may not withdraw (receive a W) for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty. Students are encouraged to carefully select courses and or contact an advisor or counselor for assistance.

Schedule changes (add/drops)

Students who have registered for the semester may choose to add or drop classes during the following dates:

<http://www.austincc.edu/support/admissions/eligibilitytimes.php#changes>

Adding, dropping, or withdrawing may affect financial aid, veterans' benefits, international student status, or academic standing. See an advisor or counselor or the appropriate department for assistance before making changes.

Schedule changes: Students may add or drop a course before open registration ends or during that semester's official schedule change (adds/drops) period. See the course schedule for information on add/drops procedures, deadlines, and tuition deadlines.

Students' Role in College Decision-Making

The participation of students in ACC decision-making is an important institutional value. Participation occurs in several ways: program and instructor evaluations; monthly Student Government Association presentations to the Board of Trustees; and participation in the Student Government Association, focus groups, and the Student Activity Fee Advisory Committee. During new student orientation, students receive information about the Student Government Association. The association appoints students as voting members to many college and campus committees in order to influence decisions on a variety of issues, from the budget to the registration process to the remodeling of college facilities.

Children in Labs and Classrooms

It is understood that occasionally, childcare falls through or students have difficulty arranging childcare, however, **due to safety concerns, children are never allowed in labs, even in the company of adults.** In addition, the college does not allow children in classrooms. Please arrange for children to be away from these areas if you must bring them to campus.

Counseling Services

Student Services Counselors help students define educational and career goals, they learn methods for benefiting from instruction and manage life challenges that may reduce the chance for success in college. Counselors offer workshops on topics such as motivation, learning styles, study skills, communication and time management. Counselors provide information on college resources and refer students to community resources when needed.

Contact Information:

Sandra Elizondo, M.A.
Counselor, Health Sciences
Bldg. 9000, rm. 9102
(512)223-5810
<mailto:selizond@austincc.edu>
Office Hours: M-F 8:30-5pm
Appointments can be made by calling 223-5810

Financial Aid

The ACC Financial Aid Office is available to assist you locate resources to finance your education. Each campus has a Financial Aid Office or you can go online to the Financial Aid website at: <http://www.austincc.edu/finaid/>

Library

ACC's libraries feature more than 130,000 items including books and other print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information, saving students both time and frustration. <http://library.austincc.edu/>

Some useful phone numbers

Reference: 223-5116 Circulation: 223-5109

Checking Out Materials

Students need an ACC ID and a photo ID in order to borrow items from campus libraries. (Students may have their ID validated each semester at a campus library.) Checkout and fines policies can be found online at: <http://library.austincc.edu/gen-info/lending-about.htm>

On-Line ACC Resources

Students may use the library web site from campus or home in order to access:

- ACC's library web catalog
- Full-text periodical articles
- Electronic reference sources
- Electronic reserves
- Study guides
- Tutorials and recommended web sites

The availability of information and articles from encyclopedias, handbooks, reference books, newspapers, popular magazines, and scholarly journals using print or online library resources makes research for assignments or personal information easy for you. In many cases, you don't even touch paper; the entire text of the article is on the web.

Some of indexes or reference sources are general and are useful for almost any topic. i.e. (Academic Search Premier or Masterfile Premier). Others are specialized, such as science, business, and nursing. i.e.(AccessScience or Cumulative Index to Nursing and Allied Health Literature). We recommend that health sciences student start their research by starting online at: <http://library.austincc.edu/eresources/SubGen.htm#sci>:

Testing Center

Current Testing Center guidelines may be viewed at the following link: [Student Guide for use of ACC Testing Centers](#) Prior to utilizing the Testing Center the student must review the Center's guidelines.

Graduates of associate degree programs must be able to demonstrate competency in the basic use of computers by using computer technology in solving problems, communicating, and acquiring information. EMS Professions will conduct course correspondence through the use of email and *Blackboard*TM and ensure computer competency through the use of common applications in assignments, testing, student research, and other course assignments. EMS graduates will possess the skills needed to use personal computer systems for employment, individual, and educational applications.

All EMSP courses will have a *Blackboard*TM component through which course communication will occur. Students will be required to access online correspondence on a regular basis as defined by the course instructor. Austin Community College's *Blackboard*TM online access is located at <http://acconline.austincc.edu>.

Textbooks and Supplies

Required textbooks may change without notice. Contact the ACC Bookstore for a current list of required materials prior to purchasing any book for EMSP program courses. Current list of required and recommended texts can be located on the EMSP web site at: <http://www.austincc.edu/health/emsp/resources.php>

III. Division of Allied Health Policies

Welcome

The Austin Community College Health Science Division Student Handbook has been compiled by the Health Sciences faculty to provide information pertinent to students in the Health Science programs.

The handbook should be used as a supplement to the Austin Community College Student Handbook.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

Policies and Procedures

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

Academic Dishonesty

Academic integrity is an essential component of professional behavior in health sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the

ACC website at: <http://www.austincc.edu/handbook/index/htm>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators only allowed), talking to another student during the test, looking at another student's test during the examination, or removal of the privacy screen on the computer
- Plagiarizing - when students borrow ideas, wording or organization from other sources that are not referenced in an appropriate manner and form.
- Unauthorized collaboration / collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations
- Assisting others in academic dishonesty
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review

Program Progression

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.

- b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
 - Achieve a minimum grade of “C” in all health science courses.
 - Satisfactorily meet course objectives.

Student Complaint Procedure

Health science programs follow the college’s policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/handbk08.pdf>.

The purpose of student complaint procedure is to ensure students’ due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

Sexual and / or Racial Harassment Complaints

If a Health Science student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment.

<http://www.austincc.edu/handbook/policies2.php#sexual>.

Grade Change Policies and Procedures

ACC Health science programs follow the college’s policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the

ACC website at: <http://www.austincc.edu/handbook/policies2.php#grade>.

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the

course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

Grade Change Appeal

If a student believes that an error has been made in the assignment of a grade, he or she should follow the “Procedures to Resolve Grade Disputes”. ACC website at: <http://www.austincc.edu/handbook/policies2.php#grade>.

IV. Clinical/Practicum Policies

Professional Behavior

Faculty of Austin Community College and the Health Sciences Programs has an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the EMSP Student Handbook

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Safe / Unsafe Clinical / Practicum Practices

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and /or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques / choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form

- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience.
- Recording, taping, taking pictures in the clinical setting without expressed consent.
- Leaving the clinical area without notification of faculty and clinical staff or supervisor.

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: **Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped, proceeding to a formal conference.

Step 2: **Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan / contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

Step 3: **Probation**

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality

- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student, staff, or preceptor safety

- Unprofessional behavior that seriously jeopardizes clinical affiliations.
- NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

V. Health and Safety Information

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or, AIDS or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Health Insurance

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: www.austincc.edu/ehs/Insurance under Optional Student Health Insurance.

Accidents / Exposure

Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident insurance

Student accident insurance coverage is required for students participating in certain college sponsored laboratory / clinical activities. The maximum medical benefit is

\$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. The Student Accident Insurance pays benefits for specific losses from accident only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see <http://www.austincc.edu/ehs/Insurance>.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made.

Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754
Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier & medical provider.

Forms are available in published course materials and on the web at:

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferable within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

Environment of Care

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module. These modules were designed by Seton and St. David's and adapted for use at ACC. All of the Seton and St. David's Health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of these tests are to understand the safety and regulatory requirements related to patient care at these facilities. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php>. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

VI. HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science

students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings / fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

The training module is available at: <http://www.austincc.edu/hipaa/training/>

VII. Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - A. The student will sign a consent to undergo drug screening.*
 - B. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.

3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
10. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.

* Please refer to the Consent for Drug Screening form located in the Appendices section at the end of the ACC Student Handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

Criminal Background

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

VIII. Emergency Instructions

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or <http://www.austincc.edu/handbook/emergency.php>.

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell, pay, or off campus phone. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, then contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell, pay, or off-campus phone.

Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use the elevators.

Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter in-place areas indicated on the emergency signs posted in each classroom. Shelter in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the Administrator-in-charge or emergency evacuation coordinator gives a verbal "all clear" signal

Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.

3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

Contacting a Student in an Emergency

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the <http://www.austincc.edu/cssisd/campusmanagers.php>. Under no circumstances will ACC permit persons to search for students on campus.

IX. Family Education Rights and Privacy Act

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

X. EMSP Program Policies

Students with Disabilities

Students should also be aware that the Texas Department of State Health Services EMS Division uses the National Registry of Emergency Medical Technicians (NREMT) on-line electronic examination process for initial EMS certification in Texas. Students should contact NREMT directly to inquire about accommodations for disabilities during the certification exam. After successfully completing the course, students must pass the certification exam as a part of obtaining their EMS certification or license. National Registry information can be located at: http://www.nremt.org/about/nremt_news.asp

Grading and Grading System

Students will be graded on the following scale:

- A: 91-100
- B: 83-90
- C: 75-82
- D: 70-74
- F: 0-69

The passing grade on a Final Exam is a score of 80% or above. All module exams and final exams must be passed with score of 75% or above to receive a passing grade for the course.

Admission Requirements

All EMSP students must meet the following eligibility requirements prior to beginning class:

1. Immunization Requirements

The Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule § 97.64 mandates specific immunizations for students enrolled in health-related courses in institutions of higher education. Furthermore, our clinical affiliation agreements with area medical providers also impose specific requirements on Austin Community College students. Immunization information can be found at:

<http://www.austincc.edu/health/immunizations.php>

2. CPR Certification

Current CPR certification is required for all EMSP classes. EMT student's certification must have been issued within six (6) months preceding the start of class. Advanced student's CPR certification must be current at the start of class and the student must remain certified during their progression throughout the program.

The ACC Health Sciences Division accepts only the American Heart Association CPR for Healthcare Providers due to requirements mandated by hospital affiliates.

ACC Health Professions Institute (HPI) offers American Heart Association CPR classes on a regular basis. You can contact HPI via telephone at (512) 223-7542. The HPI is located on the fourth floor of the ACC Highland Business Center campus. Interested applicants can also find other sources for CPR training by looking under "CPR" in the Yellow Pages or searching the internet.

Note: If, the CPR card expires during a clinical semester, the student **MUST** recertify prior to the beginning of that semester. Students will NOT be allowed to sign up for clinical hours until their certification status is resolved.

CPR skills, or any other previously tested skills, may be verified at any point during the course and are subject to the current Departmental rules for retesting. Failure to maintain CPR certification may be grounds for removal from the course.

1. TB testing:

TB status (PPD) of students will be verified at the start of each clinical course. The date of the most recent TB evaluation needs to be current to within one year of the end of that clinical semester.

Students who have a positive tuberculin skin test (PPD) will present proof of a chest radiograph and a statement from their physician that they are not currently symptomatic for tuberculosis. Repeat radiographs are not needed unless signs or symptoms of TB develop, or a clinician recommends a repeat chest radiograph.

Application Process

Students seeking EMT-Basic classes need to complete the EMT-Basic information at the link: <http://www.austincc.edu/health/emsp/EMTInfo1.php> . The application for the EMT-Basic class is made available to the student at the end of the online information session.

Prospective students seeking entrance into the Intermediate or Paramedic program must complete the electronic form requesting an opportunity to attend an in-person Information session or complete the online information session.

Please go to this link to schedule an in-person information session:
<http://www.austincc.edu/health/emsp/capsrequestform.php>

Please go to this link to complete the online information session:
<http://www.austincc.edu/health/emsp/infoession.php>

EMT Basic students must meet the following eligibility requirements

- Be at least 18 years of age prior to registration with ACC
- Have a High School diploma or GED
- Complete the online applications and all other EMSP requirements listed above and on the application and turn the application in to the office of the Dean of Health Sciences

EMT- Intermediate and EMT-Paramedic students must meet the following eligibility requirements

- Be at least 18 years of age prior to registration with ACC
- Have a High School diploma or GED
- The Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Students are required to take an approved assessment test before enrolling in college credit classes or otherwise demonstrate they are prepared to meet college reading, writing, and math skill requirements.
- Current Texas EMT-Basic certification **or** proof of current enrollment in an EMT-Basic class **or** current eligibility to take the National Registry Exam
- Complete and turn in all documentation required by the application to the Dean of Health Sciences

Note: Once admitted to the EMSP Program and for the duration of the program students must maintain proof of certification to at least the EMT-B level through Texas DSHS or National Registry.

Health Data Requirements

Health sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. Therefore, all health sciences students are required to have a health assessment performed by a physician or other approved licensed health professional within six months prior to the starting of a health sciences program. The ACC Health Data Form must be used for this purpose and is available at:

<http://www.austincc.edu/health/documents/HealthDataForm.pdf>

A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more.

Service Work Policy

Time spent as a scheduled paid or volunteer EMS responder **CAN NOT** be used as ACC clinical time. All clinical time **MUST** be scheduled by the ACC Clinical Coordinator.

Incompletes

All students are expected to complete all requirements of the course during the regular semester. For occasional, extreme circumstances, an incomplete may be considered if the following requirements are met.

1. The student must request the incomplete in writing from the Department Chair.
2. The student must have no pending disciplinary actions or probations in affect.
3. For lecture/lab courses, the student must have at least a passing (75%) grade average in the course
4. The cause of the incomplete is beyond the control of the student.
5. The student will be required to sign a written contract specifying the requirements for completion.

The Completion Contract requirements will include:

1. All coursework that must be completed and the deadline for that completion.
2. How and to whom the coursework is to be turned in.
3. The consequences of non-compliance with terms of the Student Incomplete Grade Contract.

In addition, all incomplete work **MUST** be completed prior to the date set by the Department Chair.

Non-Progressing Course Grade:[Does not apply to EMT]

In order to successfully progress in the Intermediate and Paramedic portions of the EMSP program, each EMSP course must be passed with a “B” or better in order to use that course as a prerequisite for another EMSP course. A course that was not passed with a “B” or better (including receiving a “Withdrawal”), may be taken one additional time in order to achieve the required score if needed as a prerequisite.

Each class within the EMSP coursework may be taken twice. If the student is unsuccessful during the second attempt at the class to make a grade of “B” or above they will be removed from the program.

Course Completion Certificates

Course Completion Certificates will be held for any student that has NOT returned ALL books and property issued or loaned to them by the ACC EMSP program and its Staff.

Withdrawal

A student will be required to withdraw from EMSP courses if the student exceeds allowable absences, fails to meet testing requirements (see grading policy), violations of probationary status requirements or other policy violations.

A student who has been notified that he or she must withdraw will not be allowed to attend lecture or skills labs/practice. These rules apply whether or not the student is withdrawn from the official course roll.

Any time a student is required by EMSP policy to withdraw from an EMSP course, EMSP faculty *may* initiate the withdrawal on behalf of the student. **Regardless of whether or not EMSP faculty initiate a withdrawal for the student, it is, and will remain, the responsibility of the student to insure that he or she is withdrawn from the course.**

Students who are not withdrawn from an EMSP course by the final date, and who have not completed all requirements or achieved a passing score for the course may be awarded a grade of “F” for the course.

Program Re-Admission Requirements

A student is considered to have exited the program when he or she:

1. Withdraws from all EMSP courses during a semester.
2. Did not enroll in at least 1 (one) EMSP course during a semester in which an EMSP course is offered for which the student is eligible.

A student who has left the program must request re-entry through the Department Chair or their designee prior to being allowed to register for EMSP courses.

XI. EMSP Classroom and Lab Policies

Dress Code

Students must display appropriate level judgment with regard to personal hygiene, grooming and dress. It is the responsibility of the student to be neat, clean and dressed in a manner respectful to professors and classmates. EMS uniforms other than the approved ACC uniform are not acceptable for wear in the classroom and lab. Shoes should be comfortable and must have a closed toe. Clothing and hygiene must be appropriate for the working atmosphere of the classroom and lab. Clothing that is too low, too short; pants worn below the waistline must not be worn. Attire that restricts required movements in the lab and / or causes a distraction must be avoided. Attire that disrupts the classroom or is offensive in nature will not be tolerated. Violations of this Dress Code will cause the student to be removed from the classroom or lab.

General Behavior

Professionalism in the classroom is an attitude of mutual respect for the course, other students, and instructors. Modeling professional behavior in the academic atmosphere is required of all EMSP students.

Disruptive behavior results in lost curriculum time and creates a classroom/lab environment that is not conducive to learning. "Disruption", as applied to classroom and lab settings means behavior that a faculty member would view as interfering with normal academic functions.

Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or in extreme cases, physical threats, harassing behavior or personal insults, disrespectful language or refusal to comply with faculty direction.

Cell Phones and Pagers

Cell phones or pagers should be kept in silent mode during lab and lecture classroom time. Students may carry a cell phone and or pager when in the clinical environment. . The clinical experience will not be interrupted to check and or respond to pages and calls.

Attendance

Students can only miss 10% of the total clock minutes within a lecture or lab section. Attendance is taken at the start of every lecture and lab session. Time is deducted for every minute that a student is late to class or late returning from breaks, or when a

student leaves early. Once the maximum allowable time is exceeded, the student must immediately withdraw from the class.

Testing

Types of Exam Questions

Exams may consist of multiple choice, matching, fill-in-the-blank, short-answer, essay, labeling, and/or identification questions. Exams may be presented in written, video, lab practical, skills performance, and oral formats.

Homework/Quizzes

Homework assignments and daily quizzes may be given in each class. Each class may have a different format/weighting for these assignments. The specific details will be provided by the lead instructor for each class.

Didactic Exams

- Students must pass all didactic exams with a minimum grade of 75%. Each didactic exam must be passed prior to taking the next scheduled exam in the course. All course final exams require a minimum passing grade of 80%.
- In a given course, a student may be given a total of two retests to use on didactic exams. In order to achieve a passing score, both retests may be used on the same exam, or they may be used on two individual exams. Only one retest may be used on the final exam.
- The maximum score on a retest for a module exam will be 79, even if the score achieved on the retest exceeds this score. The maximum score on a retest for a final exam will be 80, even if the score achieved on the retest exceeds this score.
- A student who receives a passing score on an exam may not use a retest in order to get a higher score.
- Exams that a student does not take during the time period specified by the course instructor will be given a score of zero (0).
- A student, who fails to pass an exam and has no allowed retests remaining for the course or fails a retest on a final exam, has not completed the requirements of the course and is required to immediately withdraw from the course.

Skills Exams

Skills may be tested in two different ways, as a “**Summative**” exam, and as a “**Formative**” exam. Skills may be tested at any time during the program. Individual skills to be tested will be identified in each course syllabi.

Each summative skills exam in a course may be retested a single time. Only one single skills summative exam in a course may be retested a second time. A student who fails a second retest of a skills summative exam, or who fails initial retests on two skills summative exams in a course, has not completed the requirements of the course and is required to immediately withdraw from the course.

For summative exams, each course will have a specific deadline by which a skill exam must be completed successfully. Failure to meet this deadline constitutes failure to complete the requirements of the course, and the student shall be required to immediately withdraw from the course.

Formative skills exams may count as a part of a student's grade for a course. Failure of formative skills exams will not by itself constitute failure of the course as a whole, but may lower a student's grade below a passing level. If a student's grade is lowered enough that it becomes impossible to regain a passing score, that constitutes failure to complete the requirements of the course, and shall require the student to immediately withdraw from the course.

Skills may not be tested, either to a summative or formative level, on the same day as they are remediated or practiced. It is the student's responsibility to consider this policy when scheduling remediation and practice sessions prior to testing a skill. Failure to adhere to testing deadlines due to inappropriate scheduling of a remediation or practice session may result in, among other consequences, the skill exam being recorded as a failure, violation of a remediation / counseling plan, and failure to complete the requirements of the course.

Summative skills failed in a skills class during a clinical rotation semester may cause the immediate removal/withdrawal of the student from both the skills class and the clinical class. Failure of summative skills indicates a safety issue for both the student and any prospective patient.

XII. Clinical Policies

Attendance

Attendance at clinical is mandatory. There is no percentage of allowable missed time. Missing a clinical may result in disciplinary action. Under certain circumstances, missed clinicals may be rescheduled if clinical time is available. Students not successfully completing all required clinical time will not be issued a course completion. The program cannot guarantee that missed clinicals can be made up within the same semester.

Clinical Guidelines

Clinical Rotations are a very important part of your training, and we are extremely fortunate to have many excellent facilities available to us in the Central Texas area.

As a student you will have the privilege of sharing many different learning experiences during your rotations. Please try to make the most of this privilege. Along with

privilege, however, inevitably comes responsibility, and you are expected to accept that responsibility to behave in an intelligent, dignified, courteous and professional manner. The following guidelines are to help you to know what is expected of you.

- **Read the objectives for each clinical site before each shift.**
- You must be present for the shift you signed up for, and you will not be allowed to take a shift that you have not signed up for. You should arrange your schedule so that you will be on time for your rotation.
- “On time” means 10 minutes before the start of your shift. You may not arrive at your clinical site more than 15 minutes prior to the start of your shift.
- Arrival at a clinical site more than 10 minutes after the start time will cause you to be sent home from the clinical and to receive an unexcused absence.
- Students will bring all relevant paperwork to the clinical. Failure to have the correct paperwork may be grounds for the student to be sent home and to receive an unexcused absence. Required paperwork includes the clinical evaluation form and accident report forms.
- Students should discuss the goals with their clinical preceptor.
- Information concerning proper dress for clinical is found under “Clinical Dress Code” section. **Violations of the Clinical Dress Code may result in the student being sent home from that clinical. This will constitute an unexcused clinical absence.**
- You should report to the charge nurse or the clinical preceptor upon your arrival in the clinical area.
- You may sit in on patient reports / assessments but should ask for permission in advance.
- It is imperative that you maintain the patient’s and the professional’s right to confidentiality at all times. At no time should you discuss a patient with anyone other than the patient’s doctor/nurse or your instructor. If you receive questions from family, friends, media or police, you should refer them to the attending nurse or charge nurse or preceptor. Please remember to honor the patient’s right to

confidentiality. You may not remove any documentation from a clinical site that identifies a patient.

- You are NOT to seek free medical advice for yourself or your family while at clinical.
- For each in-hospital clinical which lasts at least six hours, there will be one 30-minute break. There is no break for clinicals less than six hours in length.
- For-out-of-hospital clinicals, students should bring their own food AND money for meals (in case they are unable to get back to station).

Clinical Dress Code

EMT Only

- Shirts must be conservative for clinical rotations (i.e. white knit shirts with collars or button-down oxford-type) and neat and clean. NO insignias should be on the shirt. A white uniform-style shirt (short or long sleeve) with no patches is also appropriate.
- Slacks must be black or navy blue. No denim or other “jean” type material may be worn. Slacks must be hemmed, not tied. Uniform pants are acceptable. A Black belt is required with the pants.
- Shoes or boots must be low-heeled, closed toe, black, and of a texture that can be polished. Pant leg must be worn outside of the boot.
- Jackets may be worn in inclement weather, as long as they have been approved by the clinical coordinator.
- Clothing must be clean and unwrinkled. Soiled items must be replaced if they become stained to the point of being unprofessional.

EMT Intermediate & Paramedic:

A “Field Uniform” is defined as: white uniform style shirt (short or long sleeves), with appropriate patches; white tee or undershirt; black or blue slacks with belt; closed toe, black, low heeled shoes with dark socks.

A “Hospital Uniform” is defined as; Program designated grey scrub pants and top with the approved program patch sown in the appropriate location; white tee or undershirt; closed toe low heeled shoes with white socks.

- Uniform shirts should have an ACC patch 1” down from the shoulder on the right sleeve and the student’s DSHS patch 1” down on the left sleeve. The DSHS patch must reflect the student’s current certification.
- Program approved scrubs are required for all hospital based clinicals
- For APD, or Hospice rotations students will wear nice street clothes (NO JEANS – NO SCRUBS). All other out of hospital clinical rotations require a white uniform-style shirt (short or long sleeve) with appropriate patches on the sleeves.
- Slacks must be black or navy blue. No denim or other “jean” type material may be worn. Slacks must be hemmed, not tied. Uniform pants are acceptable.
- Shoes or boots must be low-heeled, closed toe and black. Pant leg must be worn outside of the boot.
- Jackets may be worn in inclement weather, as long as they have been approved by the clinical coordinator.

All EMSP Students

While at clinical sites, students must adhere to the dress code appropriate for the specific environment.

- Students are responsible for maintaining good personal hygiene. All students are expected to smell clean.
- Minimal perfume or cologne should be worn and students will not smell of cigarette smoke or strong foods (i.e. garlic). Deodorant is required.
- ACC Student Identification name badges must be worn at all times in all clinical environments. (ie, uniform shirts or street clothes)

- All clothing must be clean and unwrinkled with appropriate patches in place. Soiled items must be replaced if they become stained to the point of being unprofessional.
- Hands, including fingernails, must be clean and neat. Fingernails must be short and nail polish will not be chipped. Artificial nails and nail jewelry are not allowed.
- Tattoos will be covered with either makeup or long-sleeves/high collars.
- Hair must be clean, combed neatly and pulled back/up. It must also be a color found naturally on humans.
- No excessive jewelry should be worn. One discreet earring in each ear lobe, and or wedding ring is permitted. No other facial jewelry or piercings (including tongue) are permitted
- A stethoscope, penlight, eye protection, small note pad, black pen, and clinical documentation are required all clinical training sessions unless specified.
- Wear a watch with a second hand or digital display of seconds.

Clinical Professionalism

While at any hospital, clinic or EMS unit, you must conduct yourself as a professional and show respect to all patients, families, hospital or ambulance staff, physicians and all other professionals.

Under the student Discipline Policy by Board of Trustees in the ACC Student Handbook, a student may be disciplined for "behavior that significantly interferes with or disrupts any college teaching, research, administrative disciplinary, public service, or other authorized activity." Any inappropriate, unprofessional, disrespectful or argumentative behavior at the college or in any hospital clinic, EMS unit, or other affiliate agency is disruptive and appropriate action will be taken as per the section on Investigative Procedures in the ACC Student Handbook.

Clinical Scheduling and Absences

The Texas Department of State Health Services, EMS Trauma Systems requires a minimum number of clinical hours to be met in order to attain a specific EMS certification. Each individual EMS education program must meet those requirements; however, if the EMS education program wishes, it may require more than the minimum hours. Our program requires more than the minimum hour requirements and those

minimums are on file with DSHS for our courses. What this means is that the student must meet ACC's minimum hourly requirements in order to be eligible to sit for certification as an EMS provider.

The student will receive a start date and end date for each clinical rotation. Due to constraints of available clinical time, there will be no make up clinicals scheduled after the end date. If the student is unable to attend a clinical as scheduled, the student will be able to change the date only if it can be arranged with another student or if there is an empty slot available on the clinical calendar. **All clinical changes must be made through the clinical coordinator.**

Clinical attendance is a vital part of paramedic education. Students must attend every required clinical in order to complete the course successfully. It is expected that students will attend the clinicals for which they are scheduled. Under no circumstances may the student attend a clinical that has not been properly scheduled. Students are expected to be at the clinical site at least 10 (ten) minutes prior to the scheduled start of the clinical.

If the student is unable to attend a clinical for which they have been scheduled, they must notify the clinical coordinator in a timely manner. If the coordinator is unavailable then the student is to contact one of the faculty members. The expectation is that notification will be made at least 12 hours in advance of the start of the clinical (whenever possible) but no less than 1 hour prior to the start of the clinical.

The student may be asked to provide documentation for the reason for missing a clinical, including a doctor's note for illness. *Students with two clinical absences will be placed on probation.*

A missed clinical will count as an unexcused absence if the student fails to provide appropriate notification before the start of the clinical.

If the student is sent home from the clinical by the clinical preceptor for reasons which may include, but are not limited to: dress code violations, failure to bring correct clinical paperwork, the student arrives more than 10 minutes late for the scheduled start of the clinical, or other reasons as determined by the department the student will be given an unexcused absence. **A student who has an unexcused absence will be placed on clinical probation.**

Missed Clinicals

Missed clinicals may not be able to be rescheduled due to limited time and or other external staffing constraints.

If the student is unable to attend a clinical that is not supervised by an EMSP Department Instructor, the student is still responsible for the appropriate **PRIOR** notification of the clinical coordinator.

Missed clinicals can only be rescheduled subject to availability of clinical time.

If, for any reason, a student misses a clinical or is sent home from a clinical, the student may **not** attend any subsequent clinical until the student has spoken to the EMSP Clinical Coordinator. A Doctor's note may be required to return to clinicals from a significant illness or injury.

Situations Requiring Immediate Contact of Clinical Coordinator

The student must immediately contact the Clinical Coordinator if the student becomes ill, is sent home from the clinical, leaves the clinical early, or if anything else unusual or problematic occurs at the clinical site.

The student must contact the clinical coordinator or an EMSP faculty member immediately if they are ever involved in an incident where the student is requested to make an official statement by a representative of the clinical site. **Under no circumstances will the student write an official incident report or be interviewed by staff regarding such events (for example, questions of patient care, inappropriate behavior, accident reports or procedural issues) occurring during the clinical rotation without the permission and/or representation of the clinical coordinator or another EMSP faculty member.**

The student must also notify the clinical coordinator immediately if the student is injured at a clinical site.

Clinical Paperwork

It is the responsibility of the student to see that the documentation forms are completed properly and turned by the proscribed deadline. The clinical supervisor/preceptor (instructor, RN, Paramedic, or other professional) must sign any documentation forms *personally*. Any falsification of clinical documentation will be considered Academic Dishonesty. Paperwork that has not been signed by the appropriate person will not be accepted.

It is the student's responsibility to retain copies of all clinical documentation. The EMSP department will not be responsible for lost documentation.

EMT Paperwork submission

Paperwork is due at or before the beginning of the class meeting immediately after the date of the clinical.

EMT- I / Paramedic Paperwork submission procedure

The student will turn their paperwork in to the department Drop Box. Faculty members will NOT accept clinical paperwork.

The student will be required to keep proof of attendance at clinicals. The Clinical Coordinator will explain in class how this is to be done. Incomplete originals (missing dates, papers, signatures) will either not be accepted, or may be returned to you from your faculty mentor as “incomplete” and therefore late if resubmitted past the initial seven (7) days following the clinical.

Paperwork Deadlines

Paperwork is due seven (7) days from the date of the clinical before 4:00 p.m. Therefore, if the student has a clinical on Tuesday, the paperwork is due on or before the following Tuesday prior to 4:00 p.m. All EMSP paperwork from weekend, (Saturday and Sunday) clinical events are due on or before the following Friday before 4:00 p.m. Paperwork turned in after 4:00p.m. on a Friday will be logged in on the next Monday.

Similarly, if the paperwork is due on a school holiday, the paperwork will be due by noon on the last school day prior to the holiday. Spring Break is an exception to this policy. Paperwork that is due during Spring Break will be due on the first day the student’s EMSP class meets following the holiday.

XIII. EMSP Program Information

Program Length and Description

At the EMT-Basic level, two courses are required to be eligible to test for certification. There are two tracks available to the student: (1) College Credit, or (2) Continuing Education. The student must follow the same track for both the Lecture/Lab and Clinical portion of the program. A marketable skills award is available for students completing both college credit courses. See the current Austin Community College catalog for details.

EMT-Basic (Lecture / Lab)

EMSP 1501 – College Credit

EMT-Basic (Clinicals)

EMSP 1160 – College Credit

The following are EMSP co-requisite courses that must be taken in conjunction with each other during the semester:

College Credit

EMSP 1501
EMSP 1160

The following courses are offered by the Emergency Medical Services Professions program towards certification/licensure as a Paramedic in the state of Texas. Other courses outside the EMSP department are required for the Associates of Applied Sciences degree. See the current Austin Community College Catalog for a complete listing of the courses needed to complete a certificate or degree program.

- EMSP 1147 – Pediatric Advanced Life Support
- EMSP 1149 – Prehospital Trauma Life Support
- EMSP 1261 – Paramedic Clinical I
- EMSP 1338 – Introduction To Advanced Practice
- EMSP 1355 – Trauma Management
- EMSP 1356 – Patient Assessment And Airway Management
- EMSP 2135 – Advanced Cardiac Life Support
- EMSP 2137 – Emergency Procedures I
- EMSP 2237 – Emergency Procedures II
- EMSP 2243 – Assessment Based Management
- EMSP 2260 – Paramedic Clinical II
- EMSP 2266 – Practicum
- EMSP 2330 – Special Populations
- EMSP 2338 – EMS Operations
- EMSP 2352 – EMS Research
- EMSP 2444 – Cardiology
- EMSP 2434 – Medical Emergencies

EMSP 1501 EMT

BASIC Introduction to the level of Emergency Medical Technician (EMT)--Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

EMSP 1160 EMT

BASIC CLINICAL A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

EMSP 1147 PEDIATRIC ADVANCED LIFE SUPPORT

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

EMSP 1149 PREHOSPITAL TRAUMA LIFE SUPPORT

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

EMSP 1261 PARAMEDIC CLINICAL I

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 TRAUMA MANAGEMENT

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

EMSP 2135 ADVANCED CARDIAC LIFE SUPPORT

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

EMSP 2137 EMERGENCY PROCEDURES I

Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice: use mannequins, actors or other students, and stage scenarios. Required verifications of specific skills may be included.

EMSP 2237 EMERGENCY PROCEDURES II

Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice: use mannequins, actors or other students, and stage scenarios. Required verifications of specific skills may be included.

EMSP 2243 ASSESSMENT BASED MANAGEMENT

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

EMSP 2260 PARAMEDIC CLINICAL III

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

EMSP 2266 PRACTICUM

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

EMSP 2330 SPECIAL POPULATIONS

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

EMSP 2338 EMS OPERATIONS

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

EMSP 2352 EMS RESEARCH

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized.

EMSP 2434 MEDICAL EMERGENCIES

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

EMSP 2444 CARDIOLOGY

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

Program Prerequisites

Course prerequisites are outlined in the ACC Catalog located at this link: <http://www3.austincc.edu/catalog/fy2009/descemst.htm>

Cost of Program

Student costs are based on tuition, lab and clinical fees, college fees, and required accident insurance premiums. ACC tuition is based on a student's residency status. Please contact ACC's Admissions office if you are unsure of your residency status at ACC.

This information is for estimation purposes only and does not represent an agreement with the student for actual costs. The table below summarizes the costs for students as of the spring 2009 semester. Tuition and fee changes may cause actual costs to vary. In addition, the costs of student books, uniforms, and other miscellaneous items are not included in the table below. Specific data is subject to change at any time.

EMSP Associate of Applied Science Degree

Course Number	Course Title	Hours	In-District	Out of District	Out of State	Lab Fees	Rideout Fee	College Fees	Insurance Fee
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 710.00	\$ 1,500.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
BIOL 2404	Introduction to Anatomy & Physiology	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 2300	Pharmacology for Health Professions	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
KINE 1145	Weight Training I	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
SPCH	Oral Communication (see catalog)	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ -	\$ 30.00	\$ -
EMSP 1261	Paramedic Clinical II	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 56.60	\$ 30.00	\$ 34.50
KINE 1145	Weight Training I	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2444	Cardiology	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
PSYC 2301	Intro to Psychology	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
ENGL 1301	English Composition I	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 2434	Medical Emergencies	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 2330	Special Populations	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2260	Paramedic Clinical III	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
HUMA	Humanities/Fine Arts (see catalog)	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 2243	Assessment Based Management	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ 24.00	\$ -	\$ 30.00	\$ -
EMSP 2352	EMS Research	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ 3.50
EMSP 2237	Emergency Procedures II	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ 24.00	\$ -	\$ 30.00	\$ 3.50
EMSP 2266	Practicum	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
EMSP 2135	ACLS	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 8.00	\$ -	\$ 15.00	\$ 3.50
EMSP 1147	PALS	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
MATH 1314 or MATH 1332	College Algebra OR Topics in Mathematics	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -
HPRS 1303 or DAAC 1319	Death and Dying OR Intro to Alcohol & Other Addictions	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ -

Estimated Costs

\$3,996.00	\$10,508.00	\$22,200.00	\$368.00	\$568.50	\$1,110.00	\$223.00
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Estimated Total Costs

\$6,265.50	\$12,777.50	\$24,469.50
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EMSP EMT- Basic Certificate

Course Number	Course Title	Hours	In-District	Out of District	Out of State	Lab Fees	Rideout Fee	College Fees	Insurance Fee
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 710.00	\$ 1,500.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50

Estimated Costs	\$ 324.00	\$ 852.00	\$ 1,800.00	\$ 24.00	\$ 46.60	\$ 90.00	\$ 67.00
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Estimated Total Costs	\$ 551.60	\$ 1,079.60	\$ 1,858.80
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EMSP Level I Certificate (EMT-Intermediate)

Course Number	Course Title	Hours	In-District	Out of District	Out of State	Lab Fees	Rideout Fee	College Fees	Insurance Fee
BIOL 2404	Introduction to Anatomy & Physiology	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 710.00	\$ 1,500.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1261	Paramedic Clinical II	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 56.60	\$ 30.00	\$ 34.50
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ -	\$ 30.00	\$ -

Estimated Costs	\$1,458.00	\$3,834.00	\$8,100.00	\$168.00	\$103.20	\$405.00	\$122.50
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Estimated Total Costs	\$2,256.70	\$4,632.70	\$8,898.70
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EMSP Level II Certificate (EMT-Paramedic)

Course Number	Course Title	Hours	In-District	Out of District	Out of State	Lab Fees	Rideout Fee	College Fees	Insurance Fee
BIOL 2404	Introduction to Anatomy & Physiology	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 710.00	\$ 1,500.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1261	Paramedic Clinical II	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 56.60	\$ 30.00	\$ 34.50
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 142.00	\$ 300.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -
EMSP 2444	Cardiology	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 2260	Paramedic Clinical III	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
EMSP 2330	Special Populations	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2434	Medical Emergencies	4	\$ 216.00	\$ 568.00	\$ 1,200.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 2237	Emergency Procedures II	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ 24.00	\$ -	\$ 30.00	\$ 3.50
EMSP 2243	Assessment Based Management	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ 24.00	\$ -	\$ 30.00	\$ -
EMSP 2352	EMS Research	3	\$ 162.00	\$ 426.00	\$ 900.00	\$ -	\$ -	\$ 45.00	\$ 3.50
EMSP 2266	Practicum	2	\$ 108.00	\$ 284.00	\$ 600.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50

Estimated Costs	\$2,646.00	\$6,958.00	\$14,700.00	\$288.00	\$568.50	\$705.00	\$209.00
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Estimated Total Costs	\$4,416.50	\$8,728.50	\$16,470.50
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XIV. Scans Competencies

The U.S. Departments of Labor and Education formed the Secretary's Commission on Achieving Necessary Skills (SCANS) to study of competencies and skills that workers must have to succeed in today's workplace. The results of the study were published in a document entitled "**What Work Requires of Schools: A SCANS Report for America 2000**". A summary of the findings are provided in the tables below.

Table 1: SCANS' Five Competencies

Resources: Identifies, organizes, plans, and allocates resources

- Time - selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
- Money - uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- Material and facilities - acquires, stores, allocates, and uses materials or space efficiently
- Human resources - assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- Participates as member of a team - contributes to group effort
- Teaches others new skills
- Services clients/customers - works to satisfy customers expectations
- Exercises leadership - communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- Negotiates - works toward agreements involving exchange of resources, resolves divergent interests
- Works with diversity - works well with men and women from diverse backgrounds

Information: Acquires and evaluates information

- Acquires and evaluates information
- Organizes and maintains information
- Interprets and communicates information
- Uses computers to process information

Systems: Understands complex interrelationships

- Understands systems - knows how social, organizational, and technological systems work and operates effectively with them
- Monitors and corrects performance - distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions
- Improves or designs systems - suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- Selects technology - chooses procedures, tools, or equipment including computers and related technologies
- Applies technology to task - understands intent and proper procedures for setup and operation of equipment
- Maintains and troubleshoots equipment - prevents, identifies, or solves problems with equipment, including computers and other technologies

Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks

- Reading - locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- Writing - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- Arithmetic/mathematics - performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- Listening - receives, attends to, interprets, and responds to verbal messages and other cues
- Speaking - organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- Creative thinking - generates new ideas
- Decision making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- Problem solving - recognizes problems and devises and implements plan of action
- Visualizing - organizes and processes symbols
- Knowing how to learn - uses efficient learning techniques to acquire and apply new knowledge and skills
- Reasoning - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Responsibility, self-esteem, sociability, self-management, integrity, and honesty

- Responsibility - exerts a high level of effort and perseveres towards goal attainment
- Self-esteem - believes in own self-worth and maintains a positive view of self
- Sociability - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- Self-management - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- Integrity/honesty - chooses ethical courses of action

Program: Emergency Medical Services Technology CIP: 51.0904	Credential: Joint Review Committee on Educational Programs for the EMT-Paramedic.
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LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
	X		X	X	X	X		EMSP 1501	EMT-Basic
	X		X	X	X	X		EMSP 1160	EMT-Basic Clinical
		X		X		X	X	EMSP 1338	Intro to Advanced Practices
				X		X	X	EMSP 1356	Pt. Asmt. & Adv. Airway
	X	X	X	X	X	X		EMSP 1261	Paramedic Clinical I
		X		X		X	X	EMSP 1355	Trauma Management
			X	X		X		EMSP 2238	EMS Operations
			X	X		X		EMSP 1149 EMSP 1145	PHTLS or: BTLS
		X	X	X	X	X	X	EMSP 2444	Cardiology
								Competency References	
								8	Basic Use of Computers
								7	Workplace Competencies
								6	Personal Qualities
								5	Thinking Skills
								4	Speaking and Listening
								3	Arithmetic or Mathematics
								2	Writing
								1	Reading

Program: Emergency Medical Services CIP: 51.0904	Credential: Joint Review Committee on Educational Programs for the EMT-Paramedic
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LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
		X		X		X	X	EMSP 2534	Medical Emergencies
		X		X		X	X	EMSP 2330	Special Populations
	X	X	X	X	X	X		EMSP 2260	Paramedic Clinical II
				X		X		EMSP 2243	Assessment Based Management
X	X		X	X		X	X	EMSP 2252	EMS Research
		X		X		X		EMSP 2237	Emergency Procedures
	X	X	X	X	X	X		EMSP 2266	Practicum
				X		X		EMSP 1147	PALS
				X		X		EMSP 2135	ACLS
						X		BIOL 2404	Introduction to Anatomy and Physiology
		X				X		HPRS 2300	Pharmacology for Health Professionals
								Competency References	
								8	Basic Use of Computers
								7	Workplace Competencies
								6	Personal Qualities
								5	Thinking Skills
								4	Speaking and Listening
								3	Arithmetic or Mathematics
								2	Writing
								1	Reading

Assurance of Basic Skills and Scans Competencies Program: Emergency Medical Services CIP: 51.0904	Credential: Joint Review Committee on Educational Programs for the EMT-Paramedic

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
		X						MATH 1314 MATH 1332	College Algebra or Topics in Math
				X		X		HPRS 1303 HSR 2303	Death and Dying or Alcohol and Addiction
						X		KINE 1145	Weightlifting
				X				PSYC 2301	Intro to Psychology
	X							ENGL 1301	English Composition
					X			HUMA XXX	Humanities Selection
			X					SPCH XXX	Speech Selection
X			X			X		HPRS 1206	Essentials of Medical Terminology
								Competency References	
							8	Basic Use of Computers	
							7	Workplace Competencies	
							6	Personal Qualities	
							5	Thinking Skills	
							4	Speaking and Listening	
							3	Arithmetic or Mathematics	
							2	Writing	
							1	Reading	

Technical Standards and Essential Functions

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the (Program) as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The following technical standards and essential functions outline reasonable expectations of a student in the Emergency Medical Services Paramedic Program for the performance of common Paramedic functions. The Paramedic student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of a Paramedic. These requirements apply for the purpose of admission and continuation in the program.

A general summary of the technical standards follows in the table below, however, the student is encouraged to review the Functional Job Analysis in the Course Materials section of the National Standard Curriculum for a complete position analysis as performed on behalf of the US Department of Transportation National Highway Safety Administration (a copy of the Functional Job Analysis section of the National Standard Curriculum is available online or on request of the EMSP Department).

The student must demonstrate the following abilities:

Categories of Essential Functions

Categories of Essential Functions	Definition	Example of Technical Standard
Observation	Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> • Observing skill demonstrations • Reading small medication labels • Assessing patients, including color changes, distinguishing location and types of injuries, lung sounds, odors • Observing details about patient environment, including odors, colors, sounds • Reading small gauges on oxygen regulators and blood pressure cuffs • Listening to and distinguishing patient lung sounds, heart tones, and blood pressures using a stethoscope in noisy environments
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, patients, families and other members of the healthcare team.	<ul style="list-style-type: none"> • Reading patient charts, medication labels, clinical documentation, physician orders, legal forms, email • Written communication with health care team, including physicians, dispatchers, supervisors, patients (may be done via charts, prehospital care forms, and/or narratives) • Verbal communication with health care team, including physicians, dispatchers, supervisors, patients (may be done in person, via telephone, and/or via two-way radio)

<p>Motor</p>	<p>Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care and emergency treatment.</p>	<ul style="list-style-type: none"> • Lifting and moving of patients with and without assistance • Performance of emergency skills such as medication administration, intravenous access, manual defibrillation, intubation, bandaging, splinting, patient movement, application of oxygen, administration of medications (pill, spray, auto-injector) • Accessing patients on and extricating patients from irregular surfaces, stairs, trails, roadways, ditches, vehicles, dwellings, businesses, waterways, etc.
<p>Intellectual</p>	<p>Ability to collect, interpret and integrate information and make decisions.</p>	<ul style="list-style-type: none"> • Determine without the aid of a calculator the correct medication dosages for a patient based on weight, time, mass, and physician orders while in a stressful situation with time-pressures. • Combine findings from patient and scene assessment with knowledge of anatomy/physiology to develop or follow treatment plans • Problem solving to meet challenges of emergency scenes, including extrication, access, and patient packaging problems, as well as identification and minimization of potential hazards to self, medical team, bystanders, and patients. • Recognition of and adaptation to changing patient conditions • Synthesizing patient treatment plans in the absence of concrete findings or in the presence of contradictory findings

<p>Behavioral and Social Attributes</p>	<ul style="list-style-type: none"> • Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team. • Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. • Possess compassion, integrity, concern for others, and motivation. • Possess the ability to demonstrate professional behaviors and a strong work ethic. 	<ul style="list-style-type: none"> • Interacting with people (such as patients and their families, bystanders, health care team members, and members of the general public) from diverse socioeconomic, ethnic, educational, religious, moral, and cultural backgrounds in a professional and non-judgmental manner. • Responding to and managing emergency scenes under <u>stressful and time-pressured</u> circumstances. • Responding to and managing non-emergency situations during entire shift (up to 48 hours of continuous duty) while maintaining a compassionate, caring, and professional demeanor. • Interacting with people with learning, developmental, psychological, and/or behavioral disorders while maintaining a compassionate, caring, and professional demeanor.
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