



**Emergency Medical Services Professions Program
Handbook**

Course Rubric: **EMSP**
Course Number: **All**

Authors: **EMSP Faculty**
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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)

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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 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/handbook/>

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

- Associate Degree Nursing
- Dental Hygiene
- Diagnostic Medical Imaging (DMI – Radiology)
- Emergency Medical Services Professions
- Licensed Vocational Nursing
- Medical Coding
- Medical Laboratory Technology
- Occupational Therapy Assistant
- 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.

II. 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.

III. 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/oiepub>

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 academic calendar. Withdrawal courses appear on the student's record with a grade of W. Until a student is 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 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, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

Adding, Dropping, or Withdrawing from a Course

Adding, dropping, or withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. See an advisor, counselor or your instructor before making changes.

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

Withdrawing from a course: 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 academic calendar. Withdrawal courses appear on the student's record with a grade of W. Until a student is 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 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, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

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.

Student Complaint Procedure

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. *Note: For information on resolving course grade issues, see "Procedure to Resolve Disputes about Grades."*

<http://www.austincc.edu/handbook/gen3.php>

Complaints involving sexual harassment are outlined separately in the Student Handbook. The following procedure applies to complaints about an instructor or other college employee. You must complete each step before proceeding to the next one. <http://www.austincc.edu/handbook/policies3.php#sexual>

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 or objections to the grading policy in a course, those must be brought up during the semester. Such questions or objections should first be addressed to the instructor and then, if the student believes it is appropriate, to the instructor's supervisor. These questions are not relevant when determining whether an error occurred in assigning a performance grade.

Procedures to Resolve Grade Disputes

If a student believes that an error has been made in the assignment of a grade, he or she should follow the "Procedure for Determination of Error of a Performance Grade" found in the ACC Student Handbook at <http://www.austincc.edu/handbook/policies2.php>

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, 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:

Margie Sandoval-Samilpa, M.Ed.

Counselor, Health Sciences

Bldg. 9000, rm. 9102

(512)223-5810

<mailto:msamilpa@austincc.edu>

Office Hours: M-F 8:30-5pm

Appointments can be made by calling 223-5810 or 223-5129.

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. The EVC Campus Library focuses on health sciences resources in support of the health sciences programs located there. <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 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. e.g., Academic Search Premier or Masterfile Premier. Others are specialized, such as science, business, nursing, etc., e.g., AccessScience or Cumulative Index to Nursing and Allied Health Literature (CINAHL). We recommend that health sciences student start their research by starting online at: <http://library.austincc.edu/eresources/SubGen.htm#sci>:

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 appropriate grades to receive a passing grade for the course.

Testing Center:

Current Testing Center guidelines may be viewed at the following link:http://www.austincc.edu/testctr/documents/STUDENTGUIDEFORUSEOFACCTESTINGCENTERStemporarybaa_001.pdf

Prior to utilizing the Testing Center the student must review the Center's guidelines.

Computer Literacy:

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 *Blackboard*TM online access is located at <http://aconline.austincc.edu>.

IV. Scans Competencies

The U.S. Departments of Labor and Education formed the Secretary's Commission on Achieving Necessary Skills (SCANS) to study the kinds 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

Assurance of Basic Skills and Scans Competencies

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	

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
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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	Credential: Joint Review Committee on Educational Programs for the EMT-Paramedic
CIP: 51.0904	

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
		X						MATH 1314	College Algebra or
								MATH 1332	Topics in Math
				X		X		HPRS 1303	Death and Dying or
								HSR 2303	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	

V. 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)

Motor	Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care and emergency treatment.	<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.
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<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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Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see: <http://www.austincc.edu/support/osd/contact.php>

VI. Division of Allied Health Sciences Policies

Academic Integrity:

Health professionals receive a high level of public trust and respect. Maintaining academic and clinical integrity is essential to the development of the characteristics required for ethical and professional practice. Therefore, health sciences students must demonstrate ethical, responsible, professional behavior and accountability for their actions throughout the program.

Academic Dishonesty:

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.

ACC Health Science programs' definition of academic dishonesty and discipline policies 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 are allowed), talking to another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer
- Plagiarizing by borrowing ideas, wording or organization from another source, without appropriate referencing of the source.
- Unauthorized collaboration / collusion with another in preparing outside work for fulfillment of course requirements
- Unauthorized entry (hacking) into test banks or examinations
- Falsifying data in a patient health record
- Assisting others in academic dishonesty
- Discussing any assessment tools such as examinations or mastery check-offs with students who have not taken the exam or completed the check-off
- Having a copy of the examination outside the time and place of test administration

- Lying about or misrepresenting care given, clinical errors, or any action related to clinical experience, including documentation of clinical hours.
- Recording, taping, and or taking pictures without consent from instructor
- Submission of another student's work as one's own.

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty will result in probation at a minimum and can result in withdrawal from the program. If the withdrawal is for academic dishonesty, the student is not eligible for readmission into the program.

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/injuries and provided skills to implement precautions appropriate to these risks as part of the program curriculum.

All students are expected to provide appropriate care to all patients assigned to them in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or HIV/AIDS. Additionally, it is the responsibility of the student to implement standard precautions 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.

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. Payment for insurance coverage is assessed at registration.

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.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. Notify Campus Police at 222 or 223-7999 immediately; Campus Police are required to complete an incident report and will contact emergency services if needed.
3. The Faculty Member must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see their own physician, go to a minor emergency center, or be transported to a hospital. The student will pay the bill at the time of treatment and request reimbursement from ACC's insurance company. In order for a student to be reimbursed, an ***itemized statement must be filed with the claim.***

Over the past few months, we have worked with several medical providers to accept the third party insurance coverage. This method allows the student to pay the \$25.00 deductible and the insurance company to pay the remainder of the bill. South Austin Hospital, Round Rock and John's Community Hospital are a few that currently accept the insurance. If the student chooses to go to one of these medical providers, she/he must take an insurance claim form to the hospital. Information on obtaining the form is listed below in #5. The form must be pre-signed by the **faculty member**. The completed form must contain the signatures of (1) the faculty member, and (2) the student/participant. The medical provider should be asked to contact ACC Environmental Health Safety and Insurance Office at 223-1015 for policy and billing information. ***The faculty member signature verifies that the student is currently enrolled in a "covered" class and the injury occurred during a class sponsored activity.***

The medical provider will send the medical bill directly to the insurance company or to Environmental Health Safety and Insurance Manager (Environmental Health Safety and Insurance Manager who forwards to the Insurance Company) for payment. The student will not be required to pay the medical bill at time of treatment. The student will be responsible for the \$25.00 deductible.

The injured student must obtain a Nationwide Specific Hazard Claim Form. This form can be obtained from covered class instructor, Department Chair, Environmental Health Safety and Insurance Office and is accessible to ACC Faculty and staff on the ACC Forms Data Base. The claim form must be completed and attached to the itemized medical bill before insurance payment will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Environmental Health Safety and Insurance Office
9101 Tuscan Way
Austin, TX 78754

5. The completed form must contain the signatures of (1) the faculty member, and (2) the student/participant.
6. The student must return a copy of the completed form to the Department Chair Office immediately after the incident. The Department Chair shall notify the Environmental Health Safety and Insurance Office as soon as they are made aware of the student injury.
7. Department Chair will forward a copy of the claim form to the Environmental Health Safety and Insurance Manager Department to serve as official notification of a claim. Environmental Health Safety and Insurance Manager require a claim form to confirm coverage with the carrier & medical provider. <http://www.austincc.edu/ehs/>

For additional information, please contact the Environmental Health Safety and Insurance Office at 223-1015. Or via the web at: <http://www.austincc.edu/ehs/>

Infectious Disease Exposure Response:

Students 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 report the incident to the instructor or Clinical Coordinator and seek medical evaluation/care as soon as possible (preferably within one hour). Faculty will ensure that copies of the appropriate insurance forms will be made available to the students prior to their first clinical experience.

Environment of Care (EOC):

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. Designed by Seton and St. David's and adapted for use at ACC in order to educate students and faculty in procedures mandated by health care facilities. **All of the Seton Healthcare Network and St. David's Healthcare Partnership facilities, 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.**

Students are required to complete these modules according to specified deadlines established by the program. The purpose of the test is not simply to pass it, but to understand the concepts presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. 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.

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 exams are available at: <http://www.austincc.edu/health/dmt.php>.

HIPAA:

The Health Insurance Portability Accountability Act (HIPAA) 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 students and care plans), all health science students must complete an online **HIPAA 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.

HIPAA on-line training:

All EMSP Students will complete the on-line HIPAA training at the start of the program and at the beginning of the semester for each clinical course. The link to this training is found at <http://www.austincc.edu/hipaa/training/>

Cell Phones and Pagers:

If you carry a cell phone or pager into class or lab, turn it to silent. Checking messages , texting, and use of the phone in any of its capacities is considered cell phone use and therefore not appropriate to class. Students may carry a cell phone and or pager when in the clinical environment. Such devices **WILL** be kept in the silent mode as to not disturb others. The clinical experience will not be interrupted to check and or respond to pages and calls.

Substance Abuse Policy:

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences Division 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 classes 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 colleague
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 form to undergo drug screening.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
4. After the drug screen specimen has been obtained, the student will be transported by taxi to home.
5. Student is excluded from all clinical activities pending results of the drug screen.
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
7. 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.
8. 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.

9. 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.
10. A student who tests positive will be referred by the ACC counselor to a community resource for evaluation at the student's expense.
11. 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.
12. 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. Students who do not pass a drug screen may be unable to continue in the program as alternative clinical arrangements may not be available.

Professional Behavior:

Austin Community College and the Health Sciences Programs have certain expectations of behavior. Health Science students while on campus or while representing Austin Community College at any clinical agency must conduct themselves in a professional manner as to reflect favorably upon themselves and the Program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, or health care team. They will be referred to the "Student Discipline Policy and Procedures" as outlined in the **ACC Student Handbook** and administered through the office of Student Services. Students will abide by clinical agency policies during each clinical experience.

Students will also be disciplined for academic dishonesty and unprofessional conduct. Unprofessional conduct includes, but is not limited to:

- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members.

- Any behavior that may compromise contractual agreements and /or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, and /or illegal) or alcohol that may alter judgment and /or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

Professional Ethics and Confidentiality:

Students must remember that the information concerning patients is confidential. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPAA). Failure to comply with the above is cause for immediate dismissal from the program.

Safe/Unsafe Clinical 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 an academic requirement of each program.

Unsafe clinical 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, faculty, staff or self. Unsafe or unprofessional clinical practice may result in:

- a performance conference & written report
- a probation conference & written report
- Immediate withdrawal from 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” for failure or “U” for unsatisfactory.)

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

Physical Safety:

- inappropriate use of side rails, wheelchairs, or other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, and or 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:

- Failure to recognize and correct 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:

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

Unprofessional Practice:

- 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, and 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.

Program Progression:

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

1. Complete pre-requisite courses before progressing in the program
2. Be enrolled in co-requisite courses in the program discipline at the same time
3. Withdrawal from any co-requisite course in the discipline prior to the official college withdrawal date may result in withdrawal from all other discipline specific courses
4. Students who fail a co-requisite course in the discipline may be required to retake all co-requisite courses in the discipline

5. Students who withdraw from a general education co-requisite course during the semester may be ineligible for progression to the next semester until that course is completed
6. Achieve a minimum grade of “C” in all health science courses in the degree plan. **Some EMSP courses require a minimum grade of “B” in order to progress**
7. Satisfactorily meet course objectives

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 theory, lab, clinical, or practicum will be apprised of their performance status using the following 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 – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from ACC counselors.

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

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 or program objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

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, if applicable.

Step 3: Probation

Probation may be implemented for, but not limited to the following behaviors:

- Academic dishonesty
- Unsatisfactory clinical or practicum performance
- Unsatisfactory clinical attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- Refusal to participate with a procedure
- Behavior which compromises clinical or practicum affiliations

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

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

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

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” for failure or “U” for unsatisfactory).

Some situations do not allow for the progressive discipline process due to the severity, 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 jeopardizes patient, student staff, or preceptor safety

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” for failure or “U” for unsatisfactory.

The withdrawing student must meet with the course instructor and/or department chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. The student is required to turn in their, Hospital ID, and any equipment or items that belong to the department. Failure to do so will compromise their standing at ACC.

VII. 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

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/emsp/requirements.php>

2. 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 does not have a break in the enrollment in the program. A break in enrollment is defined as nonattendance of one full semester or more when a EMSP class is available.

Once accepted into the program, it is the student's responsibility to immediately notify the Dean of Health Science 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. Students enrolled in programs longer than one year in length may be required to sign an affidavit at the beginning of the second year of the program attesting that their criminal history has not changed.

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, or is unable to meet the clinical learning objectives, the student will be withdrawn from the clinical environment pending resolution of the situation.

3. 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 following certifications are accepted by the program:

American Heart Association - CPR for Healthcare Providers

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. As with any basic skill, CPR skills, or any other skill, 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.*

4. 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/infosession.php> . The application for the EMT-Basic class is made available to the student at the end of the online information session.

Students seeking entrance into the Intermediate or Paramedic program must enroll electronically for an opportunity to attend an in-person Information Session. Applications for the professional programs are only available during the in-person Information Session. Please go to this link to schedule an Information session: <http://www.austincc.edu/health/emsp/infosession.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

- Current Texas EMT-Basic certification **or** National Registry 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, students **MUST** maintain their State of Texas DSHS certification to at least the EMT-B level throughout their tenure in the program.

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.

1. The TSI program has two components:
 - a) Assessment to diagnose students' basic skills in reading, mathematics, and writing
 - b) Developmental education courses to strengthen academic skills that need improvement.

Additional information about TSI is available at:
<http://www.austincc.edu/support/assessment/tsi.php>

Health Data Requirements: [Does not apply to EMT- Basic]

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 of 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. For clinical courses, the student's deduction for late paperwork must not exceed 35 points.
5. The cause of the incomplete is beyond the control of the student.
6. The student will be required to sign a written contract specifying the requirements for completion.

The Completion Contract requirements will include:

All coursework that must be completed and the deadline for that completion.

How and to whom the coursework is to be turned in.

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 "Withdrawl"), 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 students is unsuccessful during the second attempt at the class to make a grade of "B" or above they will be removed from the program.

Appeals:

The student should follow the appeals process outlined in the ACC student handbook at <http://www.austin.edu/hanbook/policies2.php>

Grades and 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:

Students may withdraw from the course(s) for partial refund as published in the ACC course catalog. The last day to withdraw is published in the course catalog. If it is past the last day in the semester to withdraw, the student may be awarded a grade of "F" for the course.

A student will be required to withdraw from the EMSP courses if the student exceeds allowable absences, fails to meet testing requirements (see grading policy), or for violations of probationary status requirements. This list is for example only and should not to be considered all-inclusive.

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: withdraws from all EMSP courses during a semester. 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 apply for re-entry prior to being allowed to register for EMSP courses.

VIII. 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 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.

Attendance:

Lecture/Lab:

Students can only miss 10% of the total clock minutes within a Lecture/Lab section. Attendance is taken at the start of every class. 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 that will be used to calculate the student's grade will be a 79, 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

For EMT-Basic students ALL skills are Summative.

For all other EMSP Students:

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. Participation in these skills exams is mandatory for all students. 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.

IX. 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
EMSP 1001 – Continuing Education

EMT-Basic (Clinicals)

EMSP 1160 – College Credit
EMSP 1101 – Continuing Education

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
- Continuing Education
EMSP 1001
EMSP 1060

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 2252 – EMS Research
- EMSP 2260 – Paramedic Clinical II
- EMSP 2266 – Practicum
- EMSP 2330 – Special Populations
- EMSP 2338 – EMS Operations
- EMSP 2444 – Cardiology
- EMSP 2434 – Medical Emergencies

EMSP 1501/1001 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 1160/1101 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 2252 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 2260 PARAMEDIC CLINICAL II

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 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 Course Prerequisites List

EMSP 1147 - PALS

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 1147

EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 1147

EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 1147

EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 1147

EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 1147
EMSP 2330 - Must be completed with a "B" or higher prior to or concurrently with EMSP 1147

BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 1147

HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 1147

HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 1147

EMSP 1149 - PHTLS

EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 1149

EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 1149

BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 1149

EMSP 1160 - EMT- Basic Clinical

EMSP 1501 - Must be taken concurrently with EMSP 1160

EMSP 1261 - Paramedic Clinical 1

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 1261

EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 1261

EMSP 1355 - Must be completed with a "B" or higher prior to or concurrently with EMSP 1261

BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 1261

EMSP 1338 - Introduction to Advanced Practice

BIOL 2404 - Must be completed with a "C" or higher prior to or concurrently with EMSP 1338

EMSP 1355 - Trauma Management

EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 1355

BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 1355

EMSP 1356 - Patient Assessment

BIOL 2404 - Must be completed with a "C" or higher prior to or concurrently with EMSP 1356

EMSP 1501 - EMT- Basic

EMSP 1160 - Must be taken concurrently with EMSP 1501

EMSP 2135 - ACLS

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2135

EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2135

EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2135

EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2135

EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2135

BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2135

HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2135

HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2135

EMSP 2137 - Emergency Procedures I

- EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2137
- EMSP 1338 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2137
- EMSP 1355 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2137
- BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2137

EMSP 2237 - Emergency Procedures II

- EMSP 1261 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2260 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2330 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2434 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2237
- EMSP 2243 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2237
- EMSP 2338 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2237
- EMSP 2266 - Must be taken concurrently with EMSP 2237
- BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2237
- HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2237
- HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2237

EMSP 2243 - Assessment Based Management

- EMSP 1261 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2260 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2330 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2434 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2243
- EMSP 2338 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2243
- BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2243
- HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2243
- HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2243

EMSP 2252 - EMS Research

- EMSP 1261 - Must be completed with a "B" or higher prior to taking EMSP 2252
- EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2252

EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2252
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2252
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2252

EMSP 2260 - Paramedic Clinical 2

EMSP 1261 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2260
EMSP 2330 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2260
EMSP 2434 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2260
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2260
HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2260
HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2260

EMSP 2266 - Practicum

EMSP 1261 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2260 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2330 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2434 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2266
EMSP 2243 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2266
EMSP 2338 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2266
EMSP 2237 - Must be taken concurrently with EMSP 2266
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2266
HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2266
HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2266

EMSP 2330 - Special Populations

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2330
EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2330
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2330

EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2330
EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2330
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2330
HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2330
HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2330

EMSP 2338 - EMS Operations

None - Accepted into Program

EMSP 2434 - Medical Emergencies

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2434
EMSP 1355 - Must be completed with a "B" or higher prior to taking EMSP 2434
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2434
EMSP 2137 - Must be completed with a "B" or higher prior to taking EMSP 2434
EMSP 2444 - Must be completed with a "B" or higher prior to taking EMSP 2434
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2434
HPRS 1206 - Must be completed with a "C" or higher prior to taking EMSP 2434
HPRS 2300 - Must be completed with a "C" or higher prior to taking EMSP 2434

EMSP 2444 - Cardiology

EMSP 1338 - Must be completed with a "B" or higher prior to taking EMSP 2444
EMSP 1356 - Must be completed with a "B" or higher prior to taking EMSP 2444
EMSP 1355 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2444
EMSP 2137 - Must be completed with a "B" or higher prior to or concurrently with EMSP 2444
BIOL 2404 - Must be completed with a "C" or higher prior to taking EMSP 2444
HPRS 1206 - Must be completed with a "C" or higher prior to or concurrently with EMSP 2444
HPRS 2300 - Must be completed with a "C" or higher prior to or concurrently with EMSP 2444

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 summer 2007 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.

Certificate Costs

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	\$ 215.00	\$ 532.00	\$ 1,096.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 665.00	\$ 1,370.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1261	Paramedic Clinical II	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 56.60	\$ 30.00	\$ 34.50
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ -	\$ 30.00	\$ -
Estimated Costs			\$1,458.00	\$3,591.00	\$7,398.00	\$168.00	\$103.20	\$405.00	\$122.50
Estimated Total Costs			\$2,256.70	\$4,383.70	\$8,196.70				

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	\$ 215.00	\$ 532.00	\$ 1,096.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ -	\$ 46.60	\$ 15.00	\$ 63.50
EMSP 1501	EMT-Basic	5	\$ 270.00	\$ 665.00	\$ 1,370.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1261	Paramedic Clinical II	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 56.60	\$ 30.00	\$ 34.50
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ -	\$ -	\$ -
EMSP 2444	Cardiology	4	\$ 215.00	\$ 532.00	\$ 1,096.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 2260	Paramedic Clinical III	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
EMSP 2330	Special Populations	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2434	Medical Emergencies	4	\$ 215.00	\$ 532.00	\$ 1,096.00	\$ 24.00	\$ -	\$ 60.00	\$ 3.50
EMSP 2237	Emergency Procedures II	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ 24.00	\$ -	\$ 30.00	\$ 3.50
EMSP 2243	Assessment Based Management	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ 24.00	\$ -	\$ 30.00	\$ -
EMSP 2252	EMS Research	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ -	\$ 30.00	\$ 3.50
EMSP 2256	Practicum	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
Estimated Costs			\$2,592.00	\$6,384.00	\$13,152.00	\$288.00	\$568.50	\$690.00	\$209.00
Estimated Total Costs			\$4,347.50	\$8,139.50	\$14,907.50				

Estimated costs as of fall 2005

Associate of Applied Science Degree Costs

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	\$ 665.00	\$ 1,370.00	\$ 24.00	\$ -	\$ 75.00	\$ 3.50
EMSP 1160	EMT-Basic Clinical	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ -	\$ 46.00	\$ 15.00	\$ 63.50
BIOL 2404	Introduction to Anatomy & Physiology	4	\$ 216.00	\$ 532.00	\$ 1,066.00	\$ 24.00	\$ -	\$ 80.00	\$ 3.50
EMSP 1338	Intro to Advanced Practice	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 1356	Pt. Assessment & Airway Mgt.	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
HPRS 2300	Pharmacology for Health Professions	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
KINE 1145	Weight Training I	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
SPCH	Oral Communication (see catalog)	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 1355	Trauma Management	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2338	EMS Operations	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2137	Emergency Procedures I	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
HPRS 1206	Essentials of Medical Terminology	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ -	\$ 30.00	\$ -
EMSP 1201	Paramedic Clinical II	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 56.00	\$ 30.00	\$ 34.50
KINE 1145	Weight Training I	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
EMSP 2444	Cardiology	4	\$ 216.00	\$ 532.00	\$ 1,066.00	\$ 24.00	\$ -	\$ 80.00	\$ 3.50
PSYC 2301	Intro to Psychology	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
ENGL 1301	English Composition I	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 2434	Medical Emergencies	4	\$ 216.00	\$ 532.00	\$ 1,066.00	\$ 24.00	\$ -	\$ 80.00	\$ 3.50
EMSP 2330	Special Populations	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ 24.00	\$ -	\$ 45.00	\$ 3.50
EMSP 2260	Paramedic Clinical III	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
HUMA	Humanities/Fine Arts (see catalog)	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
EMSP 2243	Assessment Based Management	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ 24.00	\$ -	\$ 30.00	\$ -
EMSP 2252	EMS Research	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ -	\$ 30.00	\$ 3.50
EMSP 2237	Emergency Procedures II	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ 24.00	\$ -	\$ 30.00	\$ 3.50
EMSP 2266	Practicum	2	\$ 108.00	\$ 266.00	\$ 548.00	\$ -	\$ 232.65	\$ 30.00	\$ 34.50
EMSP 2136	ACLS	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 8.00	\$ -	\$ 15.00	\$ 3.50
EMSP 1147	PALS	1	\$ 54.00	\$ 133.00	\$ 274.00	\$ 24.00	\$ -	\$ 15.00	\$ 3.50
MATH 1314 or MATH 1332	College Algebra OR Topics in Mathematics	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -
HPRS 1303 or DAAC 1319	Death and Dying OR Intro to Alcohol & Other Addictions	3	\$ 162.00	\$ 399.00	\$ 822.00	\$ -	\$ -	\$ 45.00	\$ -

Estimated Costs

\$3,942.00	\$9,709.00	\$20,002.00	\$368.00	\$568.50	\$1,095.00	\$223.00
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Estimated Total Costs

\$6,196.50	\$11,963.50	\$22,256.50
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Estimated costs as of fall 2006

EMSP Medical 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, a missed clinical 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 clinical events 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:

- SHORT, jacket-type white lab coats with lapels and long-sleeves must be worn at all clinical sites EXCEPT EMS rotations. Lab coat must be clean and neat for all clinicals.
- 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.
- Lab jackets and other clothes must be clean and unwrinkled. Soiled jackets must be replaced if they become stained to the point of being unprofessional.

EMT Intermediate & Paramedic:

A “Full Uniform” or “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; and a white lab jacket.

- SHORT, jacket-type white lab coats with lapels and long-sleeves must be worn at all clinical sites EXCEPT: Austin Police Department, EMS and Hospice rotations. Lab coat must be clean and neat for all clinical events.
- Lab Jackets and uniform shirts should have an ACC patch 1” down from the shoulder on the right sleeve and the student’s DSHS or National Registry patch 1” down on the left sleeve. The patch must reflect the student’s current certification.

- For O/R and Labor and Delivery, students will change from their uniforms into scrubs but must have their lab jackets handy to wear over scrubs to leave the area.
- For APD, or Hospice rotations students will wear nice street clothes (NO JEANS – NO SCRUBS). All other 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, lab jackets, uniform shirts or street clothes)
- Lab jackets and other clothes must be clean and unwrinkled with appropriate patches in place. Soiled jackets 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 at 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.

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 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.

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

It is the responsibility of the student to see that the documentation forms are completed properly and turned in by the due date. Where required, the clinical supervisor/preceptor (instructor, RN, Paramedic, or other professional) must sign the documentation forms *personally*. Any falsification of clinical documentation may result in dismissal from the program. Paperwork that has not been signed by the appropriate person will not be accepted.

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

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 4:00p.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.

Late Paperwork

Paperwork is considered "Late" when it is logged in more than (7) seven days from the date of the Clinical.

- Paperwork that is 1 – 7 days late will lose 5 points.
- Paperwork that is 8- 14 days late will lose 10 points.
- Paperwork that is more than 14 days late will lose 15 points and the student **MUST** repeat the clinical. Any additional paperwork later than 14 days will result in the student being removed from the course.
- During each clinical semester a student who loses 35 points or more for lateness will be removed from the course.

XI. Open Lab Policy:

In an effort to maximize students' success in the EMS Professions program, we have adopted a new Open Lab Policy. Following a few simple rules of engagement listed below, students will have access to after-class, open lab practice times with available instruction/guidance from the EMSP Lab Coordinator. During this lab time, the students are responsible for checking out and returning the equipment used ***in the same or better condition*** as when it was checked out. A student will be issued a numbered airway bag, IV cart, etc. that the student is responsible for at all times. The student **MUST** check out and inspect the equipment before he/she signs out for it. If supplies are missing when they are issued the equipment, the student must inform the Lab Coordinator **IMMEDIATELY** so that it will be restocked and the student will not be held responsible. This inspection process can be accomplished by using the laminated restocking sheets found in the airway kits, drug boxes, and IV carts. When students use equipment in open lab sessions, they **MUST** fill out the **Equipment Check-Out Form**. Find the Lab Coordinator who will give you this form. If the form is not completed, equipment will not be issued.

After practice, the supplies must be placed in the proper location within the kits. For example, an adult BVM should be placed in the large inner pocket in the

airway kits. This location can be found on all the laminated restocking cards within the kits or is actually labeled on the kits. The kits must be returned and **you must sign out on your form**. Upon return, please **indicate on the form what consumable items you used** (i.e. approximately how many 4x4s, needles/gauges, IV supplies, etc.) so that inventory can be taken. Notify the Lab Coordinator that you are leaving so that the kits can be restocked immediately. *A student maintains responsibility for all equipment he or she checks out until it is officially checked in by the ACC EMS Professions Lab Coordinator or designee.*

Once the equipment is returned, it will be inspected, if found to be broken, deficient in supplies (undocumented use of consumables) or disorganized, the student will be held accountable. The following steps will occur in this order if this policy is violated:

- The student will receive a written counseling.
- The student will lose open lab privileges for a specified time period as determined by the department.
- The student will be placed on departmental probation.
- The student will be dismissed from the EMS program.

While every effort will be made to follow this progressive disciplinary plan, certain situations may arise that warrant immediate action up to, and including, dismissal from the EMS program (for example, returning equipment in a manner that poses a risk to the health and safety of students, faculty, or staff, such as leaving an exposed or contaminated needle in a kit).

Students will not be allowed to practice a skill that will be tested on the same day.

Open Lab Rules:

In order to run the EMSP lab efficiently, we must all play by some simple rules. If you follow these rules, this program will make sure to have the lab open and available at your request.

General Lab Rules:

- Open Lab is not a “walk-in” practice at your leisure. Although weekly lab times are posted, they will only be made available when a student requests an open lab appointment **at least 24 hours in advance**. This gives ample time for the Lab Coordinator to set up and resolve any conflicts.
- Preferably have a group of students meet at once to maximize resources and learning opportunities. However, the Lab Coordinator is always available for individual tutoring and skills help.

- If you schedule an appointment and you fail to show up without calling or emailing, you will be penalized according to the progressive disciplinary process listed in the EMSP Open Lab Policy.

CHECK-OUT:

- Find the Lab Coordinator
- Inspect the equipment using the restocking sheets
- Fill out the **Equipment Check-Out Form**

DURING PRACTICE:

- Be safe - It will be unsupervised practice
- Be willing to clean up after yourself and put things away in the right place during practice
- Re-use as much equipment as appropriate (with exception of sharps, of course)
- BRING YOUR OWN IV SUPPLIES (if supplied to you)
- Lab Coordinator WILL BE available to help instruct, “practice test,” or guide students through skills as requested by student (upon availability of Lab Coordinator)
- Lab Coordinator WILL NOT be a “patient” nor any part of a team
- assisting the application of any skill
- Lab Coordinator WILL NOT skills test anyone unless specifically requested by faculty (not student)
- CHECK-IN:
- Students are expected to return equipment to appropriate locations in kits, drug boxes, IV carts, etc. and clean up after themselves.
- Students are expected to return the equipment used in the same or better condition as when it was checked out
- Students are expected to complete the restocking section of the Equipment Check-Out Form and **sign out**

Open Lab hours are posted on the Lab Manager’s door.