Emergency Medical Services Professions
Student Handbook

Course Rubric: EMSP
Course Number: ALL CIP:
51.0904
Author: EMS Faculty/Staff

Student Name: _________________________________
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Medical Director Approval of EMS Professions Handbook

I, Steven Q. Davis, MD, hereby approve this EMS Professions Handbook and all rules/guidelines and procedures set forth.

Steven Q. Davis, MD
EMS Professions Medical Director
Hill College EMS Professions

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Article 1
EMS Professions Accreditation Statement

“Hill College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).”

CAAHEP:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

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Article 2

Welcome to the EMS Professions at Hill College.

*We wish you success in the pursuit of your educational endeavors.*

**Section 2.01** Program Goal

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains,” with or without exit points at the Advanced EMT/EMT-1, and/or Emergency Medical Technician, and/or First Responder levels.

**Section 2.02** Program Philosophy

The Hill College EMS Professions prepares students to care for people in the pre-hospital setting. The focus of this educational process is on developing students’ skills to make well thought-out clinical assessments to base the best treatment plan for the patient. With the majority of the curriculum focusing on preparing students with the skills to care for patients in an emergency crisis, we also feel that it is equally important to recognize that the majority of what EMS Professionals do on a daily basis is to help people who are not in emergent life-threatening situations. The Hill College EMS Professions expects the student to embrace the aspect of the profession by showing respect and compassion for every person they encounter during and following their training/education.

Being a pre-hospital provider takes a certain kind of individual. A pre-hospital care provider is a person who can assimilate and internalize the essential medical knowledge along with an understanding of patient care and a realization of the inherent stress of the occupation. Fostering a TEAM atmosphere among the students, along with the academics, is a goal of this course so that each and every student is able to reach their full potential as a well-rounded EMS professional.

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Section 2.03  EMS Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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1 Written by: Charles Gillespie M.D. Adopted by: The National Association of Emergency Medical Technicians, 1978
Article 3
Hill College Policies/Procedures (Institutional)

Section 3.01 Introduction

The Hill College EMS Professions Student Handbook has been compiled by the faculty/staff to provide information pertinent to all students enrolled in the EMS Professions. The policies/procedures/rules/guidelines 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 Hill College Student Handbook and serves to understand the overriding policies of the College with the rules/procedures/guidelines specific to the Health and Community Services Division and this program. A copy of the Hill College Student Handbook is available at enrollment management or can be found on our website: www.hillcollege.edu

The EMS Professions is just one of the many Health and Community Services programs available at Hill College. The following are the programs currently available for Hill College Students:

- Associate Degree Nursing
- Emergency Medical Services Professions
- Licensed Vocational Nursing
- ADN Transition (for LVN/Paramedics)
- Echocardiography

The Health and Community Services Division is committed to providing quality educational programs for developing successful health care professionals. With that in mind, developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and their services, thereby resulting in an educational environment with unique characteristics and requirements.

All programs offered prohibit discrimination. Access to all programs or activities shall not be limited to on the base of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Section 3.02 Office of Students with Disabilities

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Heather Kissack
Position: Executive Director of Human Resources
Address: 112 Lamar Drive, Hillsboro, TX 76645
Telephone: (254) 659-7731

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students should contact the Academic Advising and Student Success Center for more details at: 254 659 7650 for Hillsboro, 817 760 5650 for Cleburne, or 817 295-7392 for Burleson.
**Section 3.03** Discrimination Prohibited

Access to Hill College’s programs and 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 404 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 404 or ADA to: **U. S. Equal Employment Commission, Dallas, Texas (214) 253-2700.**

Hill College 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 Hill College Student Handbook.

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

**Section 3.04** SACS Accreditation

Accreditation is awarded by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

**Section 3.05** Transfer of Credit

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Hill College from a postsecondary institution that is accredited by a regional accrediting body. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Hill College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Hill College only if evidence indicates the course is equivalent.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Hill College must include the original transcript plus a certified English translation.

Transfer work from accredited institutions will be posted to the Hill College transcript when:
- All official transcripts have been received
- The student has been identified as certificate or degree seeking and
- The student has attempted at least twelve (12) semester hours.

Advanced credit for experiential learning is dependent on the students’ experience/background and will be based on such. The Medical Director and Program Coordinator/Director will collaborate to structure the learning experience for the student.
**Section 3.06** Reinstated/Transfer Students

1. Reinstated/Transfer students will be considered on an individual basis in accordance with standards and school policies.
2. Reinstated/Transfer students are not required to complete the HESI Test.
3. Reinstated/Transfer students must meet the following prior to acceptance:
   a. Negative Drug Test
   b. Health Screening
   c. Satisfy all eligibility issues
   d. All immunizations complete and up to date
   e. Current CPR for health care professionals
   f. Final decision on admission rests with the EMSP Coordinator.
   g. All curriculum requirements must be met before transfer students will be graduated.

In order to be reinstated, the applicant must:

1. Complete all withdrawal procedures;
2. Make a written request for reinstatement, including an official transcript of course work;
3. Contact the EMSP Coordinator for the reinstatement process

**Section 3.07** Course Withdrawals

Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published on the Hill College website at: www.hillcollege.edu

Withdrawal courses appear on the student’s record with a grade of “W”. Until a student has officially withdrawn, the student remains on the class roster and will receive a grade of “F” for the course.

Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans’ benefits, GI bill, international student status, and academic standing. Students are encouraged to consult with their instructor or an advisor before making any schedule changes.

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

**Section 3.08** Schedule changes (add/drops)

Students who have registered for the semester may choose to add or drop classes during the semester.

Please refer to the Hill College Academic Calendar for appropriate dates or at: http://www.hillcollege.edu.

Adding or dropping courses may affect financial aid, veterans’ benefits, international student’s status, or academic standing. Students are advised to see a campus advisor or counselor or the appropriate department for assistance before making changes to your schedule. For further information on
schedule changes, adds/drops/withdrawals refer to the student handbook or at:  

**Section 3.09 Students’ Role in College Decision Making**

The participation of students in Hill College 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; 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 too 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. For information on these organizations please refer to the student handbook or at: http://www.hillcollege.edu.

**Section 3.10 Children in Classroom and Labs**

Hill College facilities are designed for the use of college students and employees. Therefore, children under the age of 18 who are not students of the college are prohibited from college facilities, unless they directly have business with the college. The college realizes that in some situations it may be necessary for under age children to be present on campus to accommodate college student(s) attendance. In these situations, the student must obtain permission from the Student Services Office to allow the under age child/children on campus while the student is attending classes.  
*Due to safety concerns, children are never allowed in labs even in the company of adults/parents.*

**Section 3.11 Counseling Services**

Hill College has a staff of professional counselors and advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors provide information on college resources and refer students to community resources when needed. Students may refer to the student handbook for further or at: http://www.hillcollege.edu.

**Section 3.12 Financial Aid**

The Hill College Financial Aid Office is available to assist you in locating resources to finance your education. Each Campus has a Financial Aid Office or you can refer to the student handbook or at: http://www.hillcollege.edu.

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**Section 3.13** Library

Hill College libraries offer a large selection of books, 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. Library resource information and contact information is online at: [http://www.hillcollege.edu](http://www.hillcollege.edu). For information about checking out material from the library contact the librarian.

**Section 3.14** Testing Centers

Current Testing Center guidelines, contact names and phone numbers, and websites for the national test providers can be accessed via Hill College webpage at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

**Section 3.15** Textbook and Supplies

Required textbooks may change without notice. The text book and list of all supplies can be located on the EMSP General Information Packet listed on the Hill College website under EMS Professions: [http://www.hillcollege.edu/emsp](http://www.hillcollege.edu/emsp).

**Section 3.16** Parking

Students are allowed to park only in designated parking areas per Hill College campus policy. All students should have in place a Hill College parking sticker affixed to their vehicle. [http://www.hillcollege.edu](http://www.hillcollege.edu).

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Article 4 Health and Community Services Division Rules/Procedures/Guidelines

Section 4.01 Rules/Procedures/Guidelines

Students enrolled in Hill College Health and Community Services programs are expected to agree to and abide by the Code of Student Conduct and Statement of Policy regulations as outlined in the Hill College Student Handbook. This information may also be found at: http://www.hillcollege.edu.

Section 4.02 Scholastic Dishonesty

Scholastic integrity is an essential component of professional behavior in Health and Community Services programs. Any documented incidences of scholastic dishonesty may result in an academic dismissal from the specific program. Scholastic dishonesty shall constitute a violation of the “Code of Student Conduct,” and is punishable by the instructor, division director, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not limited to:

a.) cheating on a test, which may include:
   ▪ copying from another student’s test paper, talking to another student during a test
   ▪ using unauthorized test material (use of cell phone/pda for calculations (only approved calculators allowed)
   ▪ collaborating with or seeking aid from another student without authorization
   ▪ knowingly using, buying, selling, soliciting, stealing, or transporting in whole or in part the contents of an unadministered/administered test (Having a copy of the examination or examination materials outside the time and place of test administration or review)
   ▪ any form of grade alteration
   ▪ substituting for another student or permitting another student to substitute for one’s self to take a test (Assisting others in academic dishonesty)
   ▪ removal of privacy screen on computer where applicable
   ▪ Cheating on an exam or quiz by bringing information/material to the testing area
   ▪ Unauthorized entry into test banks or examinations
   ▪ Sharing the details of an examination/examination materials/competency check-off with other students

b.) plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work

c.) collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic work submitted by students shall be the result of their own thought, their 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. Any borrowed ideas, wording or organizational form from another sources must be referenced following the APA/MLA manual.
**Section 4.03** Program Progression

In order to successfully progress through Health and Community Services programs, the student must:

- Complete pre-requisite courses before progressing with a minimum grade of “C”
- Be enrolled in co-requisite courses at the same time. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses, regardless of the current grade in the course. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission
- Achieve a minimum grade of “C” in all academic courses and a minimum grade of “C” in Health and Community Services courses and satisfactorily meet course objectives

**Section 4.04** Student Complaint/Grievance Procedure

The Health and Community Services division follows the college’s policies for student complaints. Information can be located in the Hill College Student Handbook or at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices, as well as, discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. *This procedure does not apply to student disputes about course grade which are resolved under the supervision of the appropriate instructors and instructional administrators.* The program will not retaliate against the student as a result of filing a complaint. *Students enrolled in the EMS Professions should first contact their instructor with their concerns. If the instructor is unavailable the student should contact the EMS Professions Coordinator/Director with their concerns. If the grievance cannot be settled to the student’s satisfaction after talking to the instructor, clinical coordinator, or EMS Professions Coordinator/Director, then the formal grievance procedures set forth by the College’s policies will be followed.*

**Section 4.05** Sexual/Racial Harassment Complaints

If a Health and Community Services student has a complaint regarding sexual or racial harassment then the student should refer to the Hill College Student Handbook for policy and procedure related to sexual and racial harassment or at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

**Section 4.06** Grade Change Policy

Hill College Health and Community Services programs follow the college’s policies on grade changes. This information may be located in the student handbook or at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

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Section 4.07 Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the EMS Professions Coordinator/Director. If the student is unable to resolve the questions or objections with the EMS Professions Coordinator/Director, the student is to make an appointment with the Dean of Instruction, Health and Community Services to discuss the matter. If the instructor is the EMS Professions Coordinator/Director then the student will need to make an appointment with the Dean of Instruction, Health and Community Services.

Article 5 Clinical/Practicum Rules/Procedures/Guidelines

Section 5.01 Professional Behavior

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

Failure to adhere to program specific rules/procedures/guidelines related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Rules/Procedures/Guidelines outlined in the Program Student Handbook.

Section 5.02 Professional Ethics and Confidentiality

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

Section 5.03 Safe/Unsafe Clinical/Practicum Practices

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

The EMS Professions’ definition of unsafe clinical and practicum practice are defined as those behaviors which threaten or violate physical, biological, or emotional safety of the patient, caregiver, student, staff or self. Unsafe or unprofessional conduct during clinical and/or practicum practice may result in implementation of the Progressive Discipline Rules/Procedures/Guidelines outlined in the Program Student Handbook.
Section 5.03 Safe/Unsafe Clinical/Practicum Practices (continued)

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

Physical Safety: Unsafe behaviors include but are not limited to:
- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentates falls, lacerations, burns, new or further injuries
- Failure to correctly identify patient(s) prior to initiating care
- Failure to perform pre-procedure safety checks or equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:
- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:
- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:
- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

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Article 6 Health and Safety Information

Section 6.01 Professional Risks

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

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnosis of Tuberculosis, Hepatitis A, B, or C, HIV/AIDS, Ebola, MRSA/Staff or other infectious/communicable diseases. Students are expected to implement standard precautions and appropriate barrier protection methods while providing care to all assigned patients.

Section 6.02 Health and Liability Insurance

*Hill College does not provide personal health insurance coverage for students.* All Health and Community Services students need to be aware that many facilities now require the student to carry major medical health insurance. The student will be required to cover the cost incurred for carrying major medical health insurance, *not* Hill College. Proof of your major medical health insurance is to be kept in your file.

Malpractice professional liability insurance is required for each Health and Community Services student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Hill College registration tuition/fees collected each semester from the student.

Section 6.03 Accident Procedure

All students are to follow the procedure as outlined in the Hill College Critical Incident Response Plan located on the Hill College website at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

Hill College provides no on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise, which requires immediate medical attention, the local hospital provides emergency room service.

The student is encouraged to have a personal primary care physician or other qualified health care provider and to make arrangements for health care insurance. Students residing in the campus dormitories are required to carry health insurance.

If non-emergency questions arise regarding the student’s personal health, they should be discussed with their personal physician after class or clinical hours. If the student is injured or becomes ill during school hours, the instructor should be notified. In the event of a serious illness or injury that hinders a student’s ability to perform in the clinical setting, the student is required to have written documentation from a physician authorizing that the student can safely continue to give patient care to designated competency levels in the clinical situation.
The Student is responsible for all medical costs arising from illness or injury during his/her instruction. It is particularly important that students understand that they are NOT an employee of Hill College or the clinical facility and are NOT covered under any type of Workman’s Compensation Insurance.

**Section 6.04 Exposure Response**

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

**Section 6.05 Clinical Accident and/or Incident Report**

An institutional incident report must be completed when the student is injured while in the clinical area. In the event of unusual occurrences involving a student, and/or patient, the following procedure should be followed:

- Student must notify the facility Preceptor and follow the facility procedures
- Notify Clinical Coordinator and/or EMS Professions Coordinator/Director
- Complete incident report form
- Follow Hill College Critical Incident Response Plan as deemed necessary by the Health and Community Services division and EMS Professions staff

An unusual occurrence may include such things as a medication error, patient injury witnessed by a student, and/or student injury.

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Article 7 HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since Health and Community Services students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all Health and Community Services students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings / fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

This training information will be discussed with you by your instructor and where to locate this training.

Article 8 Emergency Procedures

Any emergency that may arise on campus is to be followed as outlined in the Critical Incident Response Plan found at: [http://www.hillcollege.edu](http://www.hillcollege.edu).

Article 9 Family Education Rights and Privacy Act (FERPA)

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

Article 10 EMS Professions Rules/Procedures/Guidelines

Section 10.01 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) computer based testing (CBT) 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](http://www.nremt.org).

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Section 10.02 Substance Abuse Rule/Procedure/Guideline

Hill College strives to maintain a drug free working environment along with all clinical sites utilized by Hill College during training. In an effort to protect the student, patients, and staff members Hill College’s EMS Professions requires each prospective EMS students to have a drug analysis performed prior to allowing a student to participate in classroom and clinical rotations. Each student will be required to pay for the initial and retesting if needed for his/her drug analysis.

Each prospective EMS student is required to have a drug screen paid for and the receipt brought to Coordinator/Instruction/EMS Admission Assistant prior to the posted deadline date. If the student is absent the day of the drug screen, the student will be required to complete the drug screen at the testing site within 48 hours.

If the initial drug screen has an inconclusive result/unable to complete specimen, the student will be required to have a second drug screen performed at the testing site within 48 hours at the student’s expense.

If the initial drug screen has a positive result, the student will be required to have a second drug screen performed by hair follicle within 48 hours, NO EXCEPTIONS.

11 panel drug test: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana, Methadone, Methaqualone, Opiates, Oxycodones, Phencyclidine, Propoxyphene.

Submit to the Hill College EMSP a money order by the deadline date. Please contact the EMS Professions department. Each student will be notified after the first class day of the scheduled drug test. Failure to submit the drug testing payment by the posted deadline date will result in an automatic drug testing failure.

If a student refuses to submit a drug test, the student will be considered an automatic failure and the student will be advised to withdraw from the program., if it is past the college withdraw date the student will receive and “F” for all courses registered that semester. Students must wait one year before applying for selection again.

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents.

The Hill College Health and Community Services Department has adopted a substance abuse testing program wherein a student who is participating in Health Science courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

Illegal drugs are those drugs that the federal law considers controlled substances and are not drugs prescribed to an individual while under the care of a licensed health care provider, or otherwise in accordance with the law.
Students will be asked to submit a new drug and/or alcohol screening by their EMS faculty or EMS Professions Coordinator/Director in the following circumstances:

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

If asked to submit a new drug test following the above results and if the results of the drug/alcohol screening is positive or the student admits to the EMS Professions staff that he/she has taken/ingested a controlled substance, medication, or consumed alcoholic beverages the student shall be dismissed from the EMS Professions immediately. There are NO EXCEPTIONS. Results may be reported to the licensing agency, if applicable. If the student refuses the drug test, they will withdraw from the program, if it is past the college withdraw date the student will receive and “F” for all courses registered that semester. Students must wait one year before applying for selection again.

**Section 10.03 Criminal Background**

Successful completion of a criminal background check is required for admission and continuation in all Health and Community Services Programs. Background checks will be honored for the duration of the student’s enrollment in the program if the participating student has not had a break in the enrollment at the college. A break in enrollment is defined as withdrawing from a class and/or non-attendance of one full semester or more. We will need on file a copy of your driver’s license.

Once accepted into the EMS Professions, it is the student’s responsibility to immediately notify the EMS Professions Coordinator/Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so will result in immediate withdrawal from the program.

Additionally:

- Successful completion of a criminal background check for the EMS Professions does not ensure eligibility for certification/licensure or future employment
- Clinical agencies can establish more stringent standards if the agency so desires 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 then the student is unable to meet clinical learning objectives and will be withdrawn from the EMS Professions pending resolution of the situation.

The cost of the background check will be at the expense of the student. Background Checks are completed at [http://studentverifiedcredentials.com/?organization=hillcollege](http://studentverifiedcredentials.com/?organization=hillcollege).

The code can be obtained from the Health and Community Services Department.
Section 10.04 Admission Requirements

Application Process

Prospective EMS students will need to follow the procedures and complete all paperwork by the deadline as stated on the website to include the following requirements:

Immunization Requirements

The Texas Administrative Code, Title 25, Part 1, Chapter 97, sub-chapter B, Rule 97.64 mandates specific immunizations for students enrolled in health-related courses in an institution of higher education. Furthermore, our clinical affiliation agreements with area medical providers also impose specific requirements on Hill College Health and Community Services students. There are NO EXCEPTIONS.

Required Immunizations to be turned before attending any clinical sites:

a. Flu Shot for current flu season (September – March)
b. MMR 1 & 2 OR MMR Titer showing immunity
c. TDap (one dose as adult within the last 7 years)
d. Varicella 1 & 2 OR Varicella Titer showing immunity
e. HEP B 1, 2, & 3 OR HEP B Titer showing immunity

The Hepatitis B series schedule:

1. Hep B #1,
2. Hep B #2 one month later
3. Hep B #3 four to six months after the first.

f. TB Testing

TB status of students will be verified at the start of each clinical course. Each student’s initial Tb testing needs to be a 2-step Tb tine. Tb Tine will need to be renewed every year throughout their educational experience while enrolled. If students can provide 2 Tb test results within the last year, they are exempt from the 2-step testing process.

Students who have a positive tuberculin skin test 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.

The TB Chest X-ray will expire in 5 years. However, every year there is a questionnaire to complete for the TB Chest X-ray.

Student Record Storage Procedure

It is the student’s responsibility to make copies of all shot records before turning them in to EMSP Instructor/Staff. Student’s Personal Shot Records will be maintained in a secure area while enrolled in EMSP Class and will be destroyed when student completes the EMSP Class/Courses.

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 (AHA) Health Care Provider (most current guidelines)
- 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, 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.

A copy of the most current CPR card is to be kept in the student’s file.

EMT students must meet the following eligibility requirements:

- Be at least 18 years of age prior to start of class.
- Have a High School diploma or equivalent
- Complete documentation and all other EMSP requirements listed above and on the application and turn the application in to the office of the EMS Professions Coordinator/Director

Advanced EMT/Paramedic students must meet the following eligibility requirements:

- Be at least 18 years of age prior to registration with Hill College
- Have a High School diploma or GED
- Current TDSHS EMT certification or proof of successful completion of an EMT class or current eligibility to take the National Registry Exam
- Complete and turn in all application documentation required by the application to the EMS Professions Coordinator/Director

Once admitted to the EMS Professions, students **must** maintain their TDSHS certification to at least the EMT level throughout their tenure in the program.

Texas Success Initiative (TSI):

The Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Students enrolled in the Hill College EMS Professions 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 skills requirement.

The TSI program has two components:

- Assessment to diagnose students’ basic skills in reading, mathematics, and writing
- Developmental education courses to strengthen academic skills that need improvement

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Student Academic Performance
Student grades, conduct, professional behavior and psychomotor skills are factors in successful completion of each course. All three must be satisfactory for the student to continue in the program and to graduate.

Successful completion of the EMS Program includes passing each component course. In summary, successful completion of course and program requirements requires that students must:

- Achieve an overall course grade of 80% or greater (MyBradyLab, quizzes and final).
- Achieve a final written examination grade of 80% or higher.
- Successfully complete all clinical objectives for clinical rotations.
- Satisfactorily demonstrate all required psychomotor skills.
- Satisfactorily demonstrate all required affective/behavior competencies.

Student Grading Policy
The Hill College EMS Professions Program utilizes several components to determine a student’s overall grade in a course.

MyBradyLab: 20 percent
Module Quizzes 30 percent
* Final Exam 50 percent

*Some students may require a final examination score greater than 80% to maintain an 80% overall course average.

Grading Scale:
The following grading scale is used for all EMS courses:

- A 100 – 94
- B 93 – 84
- C 83 – 75
- F < 80 (Unsuccessful Course Completion)

Decimal Points & Rounding

- Quiz grades and final exam grades may be recorded with 2 decimal points if applicable.
- Students scoring 79.49 or lower on a quiz or final exam are considered to fail that exam or quiz.
- Students who score 79.50 or higher will be considered to pass that exam or quiz.
- For the calculation of the final course grade, the unrounded grade with 2 decimal points for quizzes and final exam are used.
- No extra credit exams or assignments will be administered unless authorized by the Program Director.
Retest of the Final Written Examination

Students failing the final written exam may automatically retest the exam when all the following criteria are met:

- The student must not have any documented conduct problems in any EMS course classroom, lab, or clinical area.
- The student must have scored no more than 5 points lower than the passing score on the final (75%).
- A student who is in the process of an exam appeal or exam item appeal will not be able to retest during the appeal process.

In the event of a retest, the following circumstances apply:

- The student will be scheduled for the retest at the Program Coordinator’s discretion.
- A retest score of 85% is required to pass.
- A passing retest grade will be recorded as 80%. (Students who need greater than 80% on their initial final test will not be eligible to retest the final examination, and will considered unsuccessful in the enrolled course).

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

Section 10.06 Incompletes

All students enrolled in the EMS Professions 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:

- The Student must request the incomplete in writing from the EMS Professions Coordinator/Director AND the Dean of Instruction, Health and Community Services
- The student must have no pending disciplinary actions or probations in affect
- For lecture/lab courses, the student must have at least a passing (80%) grade average in the course
- For clinical courses, the student’s completion must be accomplished with all required paperwork turned in and complete prior to the final exam
- The cause of the incomplete is beyond the control of the student
- The student will be required to sign a written contract specifying the requirements for completion
- The student must show receipt of NR Exam fee prior to taking the course final

The completion requirements contract 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 and received by the EMS Professions Coordinator/Director or designee prior to the date set by the contract.
**Section 10.07 Non-Progressing Course Grade**

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

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

**Section 10.08 Progressive Discipline Rules/Procedures/Guidelines**

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

*Step 1:* Warning - The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to; utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from the Hill College counselors.

***All verbal warnings will be documented and become a permanent record in the student’s file.*

*Step 2:* Conference - The student meets with the instructor in a formal conference to review the performance deficit. A written Conference/Counseling/ Probation (“CCP”) Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

*Step 3:* Probation - Probation action could be but are not limited to the following:

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

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor, EMS Professions Coordinator/Director and/or possibly the Dean of Instruction, Health and Community Services. A Hill College counselor or designee may be asked to assist in representing the student. The student and faculty will review and sign a CCP Report explicitly stating expectations that must be followed during the probationary period and signed.
Step 4: Withdrawal - If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be advised to withdraw 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 must withdraw from the program.

A student who is placed on probation for unsafe or unprofessional conduct will withdraw 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” as applicable.

A student may also be brought forward to the unsafe student committee for any prefaced incidents or absence review committee regarding excessive absences/tardies. Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature will require the student to be immediately placed on probation or withdraw from the program. Examples of these include, but are not limited to:

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

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

Section 10.09 Service Work Rule

Time spent or skills performed as a scheduled paid or volunteer EMS/Firefighter/et al responder CANNOT be used as Hill College clinical time/experience/contact. All clinical time MUST be scheduled by the program Clinical Coordinator or designee. Students must not wear their Hill College EMS uniform outside of classroom or scheduled clinical rotation.

Section 10.10 Course Completion

***The student must show receipt of NR Exam fee prior to taking the course final.***

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 Hill College EMS Professions and its staff, or, has completed all course work as outlined in policies and procedures.

National Registry:

Effective January 1, 2015, Authorizations to Test (ATT) for National EMS Certification will be valid for up to 90 days from the date of issuance, provided all other requirements for National EMS Certification are met.
An "Authorization to Test," (ATT) declares a candidate eligible to take an NREMT exam within 90 days of issuance. The following must occur before an ATT is generated:

1. The candidate must create and complete an application
2. The program director (and/or State Director if applicable) must sign off on the application indicating completion of course
3. The candidate must pay for the exam.

With the implementation of this new policy, candidates who do not complete their cognitive examination prior to the expiration date will be required to make an appointment with the EMSP Coordinator/Director to go over the following requirements: complete another final with a passing grade & complete a new application including fees.

The student must show receipt of NR Exam fee prior to receiving a successful course completion ATT.

Section 10.11 Withdrawal

A student will be recommended to withdraw from EMSP courses if the student exceeds allowable absences, fails to meet testing requirements, violations of probationary status requirements or other policy violations. It is the responsibility of the student to submit proper forms with Enrollment Management if recommended to withdraw for the course.

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

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

Section 10.12 Social Media

Faculty/Students shall portray professionalism as representing themselves as a Hill College Faculty/Student. NO pictures, statements, or the like shall be posted on any social media regarding Hill College without the expressed written consent of the Program Coordinator/Director or assigned Hill College Representative. This includes pictures in uniform with a Hill College EMS Professions patch, name badge, etc. ANY FACULTY/STUDENT FOUND IN VIOLATION OF THIS POLICY WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO REMOVAL FROM THE PROGRAM.

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Article 11 EMSP Classroom and Lab Policies

Section 11.01 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 directions.

Section 11.02 Cell Phones/Pagers/Electronic Devices

While representing Hill College, as a student on a Clinical or Field rotation, the following devices will not be allowed: cell phone, beepers/paging devices, any devices with Cameras/video recorders/audio recorders, incoming or outgoing personal calls not allowed unless emergency, the use of patients’ telephone for personal use is strictly prohibited.

While in the classroom, cell phones and beepers/paging devices will not be allowed. Laptops/Ipads/tablets used for any purpose other than designated by the instructor will be prohibited from use in the classroom.

Note: All EMS Classes and Clinical have required computer components.

Any student failing to adhere to this policy will be dismissed from the classroom/facility and counseled by the EMS instructor and/or EMS Professions Coordinator/Director. Repeat violations of this policy will result in the student be removed from the EMS Professions with a grade of a “F.”

The department recognizes there will be instances where a student will need access to their cell phone or pager. The student must speak with their EMS instructor or EMS Coordinator/Director prior to entering their classroom. Only the EMS instructor or EMS Coordinator/Director can approve the exception to this rule.

Section 11.03 Dress Code

Student must wear their EMS uniform in FULL to class. EMS uniforms other than the approved Hill College uniform are not acceptable for wear in the classroom and lab. Shoes should abide by dress code policy. See Section 12.03 Clinical Dress Code for detailed information.

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Section 11.04 Attendance

Attendance in all instructional classes and skills labs is mandatory. If a student has more than 10% of absences throughout the course, the student may be dropped from the course with a grade of “F.” Any student that is absent from any scheduled class or lab must notify the instructor within 24 hours of the missed class date. Any student that fails to attend a scheduled mandatory class or lab will be recommended to withdraw from the course and receive a grade of “F.”

Attendance will be taken at the start of every lecture and lab session. Students are required to sign in at the beginning of every class and sign out at the end of every class. A student is late or tardy if he/she arrives more than ten minutes late for class. Three documented late/tardies will be considered one absence. Students may be referred to the absence review committee for excessive tardies/absences.

Section 11.05 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, and skills performance. NO ORAL EXAM WILL BE GIVEN AS OUTLINED BY THE FUNCTIONAL POSITION DESCRIPTION AS STATED BY THE BUREAU OF LABOR AND STATISTICS AND BY TDSHS.

Homework/Quizzes
Homework assignments and daily quizzes may be given in each class. The Hill College EMS Professions strives to maintain consistency with the most updated material used so students learn all information needed to be competent EMT/ Paramedics; however, the student needs to be aware that not all instructors grade exactly the same.

Didactic Exams

EMT Students:
Students must pass all didactic exams with a minimum grade of 80%. Each didactic exam must be passed prior to taking the next scheduled exam in the all course. All course final exams are absolute and require a minimum passing grade of 80%.

In a given course, a student may be given a total to four retests to use on didactic exams. In order to achieve a passing score, retests may be used on the same exam, or they may be used on two individual exams. The highest grade received on a retest is an 80%. If you do not successfully score an 80 or better on the retest and you are out of retest you are to withdrawal from the program or receive an “F.” No retest on the final exam, NO EXCEPTIONS.

Exams that a student does not take during the time period specified by the course instructor will be given a score of zero (“O”).

A student, who fails to pass an exam and has no allowed retests remaining for the course has not completed the requirements of the course and is required to immediately withdraw or receive an “F.”
AEMT/Paramedic Students:
Each module within a course has its own final. A daily grade, quizzes, and homework will be a part of your grade. You must make a 80% or better on each module exam/final to receive a passing grade. There will be a cumulative final within each semester which requires a minimum passing score of 80% and is absolute.

Skills Exams
Skills may be tested in two different ways, as a “Summative” exam, and as a “Formative” exam. Skills may be tested at any time during the program after the initial training. Individual skills to be tested will be identified in each course syllabi/schedule. All skills (practice, testing/lab time) must be documented.

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 summative skills exams in a course, has not completed the requirements of the course and is required to immediately withdraw.

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

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

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

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

**Section 11.06** Lab Policy

Students may schedule additional lab time with the instructor, clinical coordinator, or the EMS Professions Coordinator/Director.
Article 12 EMSP Clinical Policies

**UNDER NO CIRCUMSTANCES SHOULD A STUDENT ATTEND A CLINICAL FACILITY WITHOUT THE REQUIRED CLINICAL CLEARANCE FORM WITH THE STUDENT, INSTRUCTOR, AND EMS PROFESSIONS COORDINATOR/DIRECTOR SIGNATURE ON FILE WITH SUPPORTING DOCUMENTATION**

**UNDER NO CIRCUMSTANCES SHOULD A STUDENT CONTACT THE CLINICAL FACILITY. ANY QUESTIONS REGARDING CLINICAL ROTATIONS: CONTACT INSTRUCTOR, HILL COLLEGE EMSP STAFF, AND/OR PROGRAM COORDINATOR/DIRECTOR**

Section 12.01 Clinical Professionalism

While at any hospital, clinic or MICU, 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 Code of Student Conduct located in the Hill College Student Handbook or at http://www.hillcollege.edu and approved by the Board of Regents, “students are expected to comply with civil and criminal law, respect proper constitutional authority, and obey College policies, rules and regulations.”

Any inappropriate, unprofessional, disrespectful or argumentative behavior at the college or in any hospital clinic, Ambulance/MICU, or other affiliate agency is disruptive and appropriate action will be taken as per the section on “Discipline Hearings Procedure” located in the Hill College Student Handbook under the Code of Student Conduct or at http://www.hillcollege.edu. Students may also be referred to the Hill College Health and Community Services unsafe student committee for further investigation and progress in the program.

Section 12.02 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 North Central Texas area.

**ALL STUDENTS MUST ENTER DATA INTO OUR ONLINE PLATFORM WITHIN A 48 HOUR PERIOD AFTER THE COMPLETION OF THE ROTATION. IF IT IS NOT DONE IT WILL AUTOMATICALLY BE LOCKED WITH THE RISK OF THE ROTATION NOT BEING CONSIDERED. IF YOU HAVE ANY ISSUES COMPLETING THIS WITH THE REQUIRED TIME FRAME YOU MUST CONTACT THE EMS PROFESSIONS COORDINATOR/DIRECTOR FOR APPROVAL. IF IT IS NOT APPROVED THE ROTATION WILL NOT BE COUNTED TOWARDS GOALS AND WILL HAVE TO BE REPEATED AS IF IT NEVER OCCURRED. ANOTHER CLINICAL ROTATION IS NOT GUARANTEED WITHIN THE ALLOTTED TIME GIVEN.**

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; the Clinical Coordinator will be notified of any violations of these guidelines:
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.

- 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. If you show up for a rotation you are not scheduled, you will be removed from the program. You should arrange your schedule so that you will be on time for your rotation.
- “ON TIME” means 30 minutes before the start of your shift. You may not arrive at your clinical site more than 30 minutes prior to the start of your shift.
- Arrival at a clinical site more than 10 minutes after the start time may cause you to be sent home from the clinical and to receive an unexcused absence.
- Students will bring all relevant paperwork to the clinical site. 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 shift eval 2013_HILLCOLLEGEEMSP.pdf and Field shift eval 2013_HILLCOLLEGEEMSP.pdf are located on our online platform’s account.
  - Hill College EMS Professions Field Shift Evaluation Worksheet is for shifts with pre-hospital services (ambulances).
  - Hill College EMS Professions Clinical Shift Evaluation Worksheet is for shifts in-hospital facilities (hospitals).
  - Must complete all areas of the Shift Evaluation Worksheet and in the designated areas.
  - Must have Preceptors First and Last name printed on the front of the Shift Evaluation Worksheet.
  - A PCR must be turned in for each patient transport.
    - The EMSP_PCR.pdf is located on our online platform’s account.
    - Keep in mind that the first page of the PCR allows for 7 patients. If you have more than 7 patients, you will need additional copies of the 1st page.
  - A Clinical Site Evaluation must be completed with each clinical shift.
    - The SITE EVAL.pdf is located on our online platform’s account.
  - All of this paperwork must be turned in to your instructor at or before the beginning of the class meeting immediately after the date of the clinical, or 7 days, whichever occurs first.
    - Make copies before handing the paperwork in.
    - All paperwork must be uploaded on your online platform’s account.

- You should report to the charge nurse or the clinical preceptor upon your arrival to the clinical site.
- Students should discuss the goals of the clinical with their clinical preceptor.
- You may sit in on patient reports/assessments but should ask for permission in advance from the patient and staff.
- 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/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 clinical less than six hours in length. Breaks must be on campus or site. Student cannot leave the facility/site.
For pre-hospital clinical, students should bring their own food and money for meals (in case they are unable to get back to the station). For a 24 hour shift students must bring bedding and toiletries.

You are a reflection of the Hill College EMS Professions and Yourself. While attending the clinical sites (especially the MICU) you are being evaluated on your level of professionalism and knowledge. DO NOT jeopardize a possibility of future employment due to your actions at one of these sites. You are expected to always conduct yourself in a manner that will ensure your success and that of Hill College’s EMS Professions.

You are responsible for your own transportation to and from your clinical site/rotation.

Section 12.03 Clinical Dress Code

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

A “Full Uniform” or “Uniform” is defined as: a uniform style shirt (short or long sleeves), with appropriate patches, white/gray tee or undershirt with no graphics or writing, black or blue slacks with black belt, low heeled, closed toed, black shoes with dark socks.

- Students are responsible for maintaining good personal hygiene. All students are expected to smell clean
- *No perfume or cologne* (due to possible allergies to the public) should be worn and students will not smell of cigarette smoke or strong food odor (i.e. garlic). Deodorant is required
- Hands, including fingernails, must be clean and neat. Fingernails must be short and natural; nail polish not chipped
- Tattoos will be covered with either makeup or long-sleeves/high collars
- Students are allowed to wear only wedding rings/bands or engagement rings/bands. One pair of stud earrings will be allowed for females only. Males are not allowed to wear earrings or any other jewelry. Medical alert bracelets are mandatory at all times during classroom instruction and during your clinical rotations
- Hair must be neat and clean. It must also be a color found naturally on humans. Extreme haircuts/styles WILL NOT be allowed. Males: must be above the collar in length. Females: long hair must be pulled back and/or up
- No beards are allowed at any time during classroom or at clinical sites. All students will be clean shaven while attending classroom and clinical rotations
- Mustaches must be neatly trimmed and not fall over the upper lip. Sides of the mustache must not extend more than 3/4 inches past the corner of the mouth
- Sideburns must be neatly trimmed and not extend more than 1/2 inches below the opening of the ear
- 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 (no more than one inch), 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. Jackets must be solid navy/black with no logo/insignia
- No caps/hats will be worn in classroom environment or while attending clinical. Hats may be worn while outside of the classroom building during skills training and during breaks
- Clothing must be clean and unwrinkled. Soiled items must be replaced if they become stained to the point of being unprofessional
- A stethoscope, penlight, eye protection, small note pad, black ink pen, and clinical documentation will be required during all clinical training sessions unless specified...
- Wear a watch with a second hand or digital display of seconds.
- EMT students will carry a BP Cuff for all MICU and ED clinical.
- You will be provided with a Hill College ID Badge. The ID Badge must be worn at all times while on clinical rotation and in class in the upper triangle of your torso (ie. Not on your belt etc).

EMT students wear a light blue uniform-style shirt (short or long sleeve) with only the Hill College EMS patch on the left sleeve, 1 inch from top seam, centered.

Advanced EMT/Paramedic students wear a white uniform shirt and should have the Hill College EMS patch one (1) inch down from the shoulder on the left sleeve, centered and the student’s TDSHS certification level one (1) inch down from the shoulder on the right, centered.

**Section 12.04 Attendance**

Attendance at clinical is mandatory. Missing a clinical will 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 a missed clinical can be made up within the semester. This may result in receiving an “I” with appropriate documentation and at the Dean of Instruction Health and Community Services’ discretion.

**Section 12.05 Clinical Scheduling and Absences**

The TDSHS EMS Trauma Systems requires a minimum number of contact hours to be met in order to obtain 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 contact hour requirements and those minimums are on file within our accreditation self-study and with TDSHS for our courses. The student must meet Hill College’s minimum hourly requirements in order to receive a successful course completion and be eligible to sit for certification as an EMS provider.

Due to constraints of available clinical time, there will be no make-up clinical 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 and approved by the Clinical Coordinator. All clinical changes must be made through the clinical coordinator or EMS Professions Coordinator/Director or designee and are not guaranteed.

Clinical attendance is a vital part of EMS education. Students must attend every required clinical to complete the course successfully. It is expected that students will attend the clinical for which they are scheduled. **Under no circumstances may the student attend a clinical that has not been properly scheduled leading up to removal from the program.**

If the student is unable to attend a clinical for which they have been scheduled, they must notify the instructor, clinical coordinator, or EMS Professions Coordinator/Director. If one is unavailable, then the student is to contact the next or pre-designated person. 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 clinical probation.**
A missed clinical will count as an unexcused absence if the student fails to provide appropriate notification before the start of the clinical.

A student can be 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, late arrival 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. Two unexcused absences will be referred to the absence review committee and may result in removal from the program.

Absence Review Committee Referral
All students with excessive absences will be forwarded to the absence review committee for Health and Community Services. This will occur after the second unexcused absence or third excused absence. A student may be granted the opportunity to make up the missed time or removed from the program.

Section 12.06 Missed Clinical

It may be possible that a missed clinical cannot be rescheduled due to limited time and/or other external constraints. Students who have two unexcused absences from clinical rotations will be removed from the program and receive a grade of “F.”

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 Clinical Coordinator. A Doctor’s note may be required to return to clinical from a significant illness or injury.

Section 12.07 Special Situations

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

If a student is involved in an incident where the student is requested to make an official statement by a representative of the clinical site, the student must contact the Clinical Coordinator or EMSP Faculty member immediately, prior to submission of any statement.

Under no circumstances will the student write an official incident report or be interviewed by facility staff regarding 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 other authorized program member.

If during clinical a student becomes injured the student must immediately contact the Clinical Coordinator or authorized personnel.

If a student becomes pregnant throughout their educational endeavor in the EMS Professions, they are not allowed to further with clinical rotations until they have received their physician’s clearance with absolutely NO restrictions.
Section 12.08 Clinical Requirements

EMT Skills
- EMT skills are based on the most current requirements per the NREMT and TDSHS. Information can be found at [www.nremt.org](http://www.nremt.org) and http://www.dshs.state.tx.us/emstraumasytems/.
- Airway and ventilator management, e.g., bag-valve-mask ventilation, suction, adjuncts and oxygen administration.
- Bleeding and shock management.
- Stabilization of painful, swollen and/or deformed extremities.
- Use of immobilization and carrying devices.
- Assisted medication administration. (*Nitroglycerin, metered dose inhalers, nebulizers and Epi-Pen*).
- Semi-automated external defibrillation
- Other approved skills at student’s training level

EMT Clinical Hours
- 72 Hours MICU
  - Minimum of five documented patient care reports from transports to the hospital
- 36 Hours Emergency Department
- 8-12 hours Pediatric (8/12 hours dependent on facility location)

AFFECTIVE OBJECTIVES
When participating in EMS clinical or field rotations, the students must:
- Be present and on time for each scheduled rotation
- Be professional in appearance, wear the appropriate uniform and have all necessary equipment.
- Acts cooperatively with staff.
- Accept constructive criticism and work toward self-improvement.
- Act appropriately during stressful situations.
- Maintain patient confidentiality and respect the rights of others.
- Demonstrate professional patient interaction by communicating in a nonjudgmental, empathetic and responsible manner.

COGNITIVE OBJECTIVES
When participating in EMS clinical and field rotations, the student must:
- Display an acceptable knowledge base for entry level EMT.
- Demonstrate satisfactory history taking skills
- Use history and physical examination skills and demonstrates knowledge of proper treatment.
- Deliver radio reports in a complete and organized manner (pre-hospital setting)

PSYCHOMOTOR OBJECTIVES
When participating in EMS clinical or field rotations, the student must:
- Demonstrate acceptable assessment and management of the trauma patient.
- Demonstrate acceptable assessment and management of the medical patient.
- Demonstrate acceptable universal precautions and infection control procedures.
- Performs competent care.
• Performs skills safely.

Advanced EMT Skills

• All EMT skills
• Advanced EMT skills are based on the most current requirements per the NREMT. Information can be found at www.nremt.org
• Endotracheal intubation
• IV cannulation
• Phlebotomy

Paramedic Skills

• All EMT & Advanced EMT Skills
• Paramedic skills are based on the most current requirements per the NREMT. Information can be found at www.nremt.org
• Endotracheal intubation
• IV cannulation
• Phlebotomy
• EKG interpretation (12-lead)
• Intraosseous (IO) infusion
• Manual defibrillation
• 12-lead EKG application
• IV/IO medications
• IV/IO infusion medications (piggyback)
• Subcutaneous injections
• Intramuscular injections
• Transtracheal medications
• Transtracheal suctioning
• Other approved skills at the student’s level of training

Advance Level Training

• EMS ? 1161 Intermediate Clinical
  • 72 MICU
  • 72 ER
  • 24 OR
  • 12 Pedi
• EMS ? 1162 Paramedic Clinical I
  • 72 MICU
  • 36 ER
  • 24 ICU
  • 12 Cardiac Cath Lab
  • 12 Telemetry
  • 12 Pedi
• EMS ? 1163 Paramedic Clinical II
  • 72 MICU
  • 36 ER
  • 24 ICU
  • 12 L&D (with one witnessed live birth)
  • 12 Pedi
- EMS 3 2460 Paramedic Practicum
- 360 MICU (20 minimum team leads)
- Medical Director Rotations as assigned (3 minimum)

Hill College Paramedic
Minimum Clinical Requirements

Student Name ____________________  Program ____________________

<table>
<thead>
<tr>
<th>Procedure - Paramedic</th>
<th>For Clinical Rotations Only</th>
<th>For Field Rotations Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Required Per Student</td>
<td># Documented by Student</td>
</tr>
<tr>
<td></td>
<td># Required Per Student</td>
<td># Documented by Student</td>
</tr>
<tr>
<td>Safely Administer Medications</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Live Intubations</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Safely Gain Venous Access</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Ventilate a Patient</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Assessment of Newborn</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assessment of Infant</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assessment of Toddler</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assessment of Preschooler</td>
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<td>2</td>
</tr>
<tr>
<td>Assessment of School Age</td>
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<td>2</td>
</tr>
<tr>
<td>Assessment of Adolescents</td>
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<td>2</td>
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<tr>
<td>Assessment of Adults</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Assessment of Geriatrics</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Assessment of Obstetric Patients</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assessment of Trauma Patients</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Assessment of Medical Patients</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Assessment of Psychiatric Patients</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assess and Plan Rx of Chest Pain</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Assess and Plan Rx of Respiratory</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Assess and Plan Rx of Syncope</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assess and Plan Rx of Abdominal</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assess and Plan Rx of Altered Mental Status</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Field Internship Team Leads</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

AFFECTIVE OBJECTIVES
When participating in EMS clinical or field rotations, the student must:
- Present and on time for each scheduled rotation
- Professional in appearance, wear the appropriate uniform and have all necessary equipment.
- Acts cooperatively with staff.
- Accepts constructive criticism and works toward self-improvement.
- Act appropriately during stressful situations.
- Maintain patient confidentiality and respect the rights of others.
- Demonstrate professional patient interaction by communicating in a nonjudgmental, empathetic and responsible manner.
COGNITIVE OBJECTIVES
When participating in EMS clinical and field rotations, the student must:
- Display an acceptable knowledge base for an EMT.
- Display knowledge of disease process, kinematics of injury, and normal physiology and development.
- Display knowledge of general pharmacology, drug actions, indications, contraindications, side effects, and normal dosing of medications for the appropriate training level.
- Use history and physical examination skills while demonstrating knowledge of proper treatment.
- Demonstrate effective management, interaction, and task delegation while working under difficult and stressful circumstances in emergency situations

PSYCHOMOTOR OBJECTIVES
When participating in EMS clinical or field rotations, the student must:
- Demonstrate acceptable assessment and management of the trauma patient.
- Demonstrate acceptable assessment and management of the medical patient.
- Demonstrate acceptable universal precautions and infection control procedures.
- Perform care competently.
- Perform skills safely.

EMS Professions Clock Hours (2065 total contact hours)
- 1381 hours Lecture/Laboratory
- 288 hours Clinical
- 480 hours MICU

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**Section 12.09** Clinical Paperwork

It is the responsibility of the student to see that the documentation forms are completed properly and turned in by the prescribed deadline. The clinical supervisor/preceptor (instructor, RN, Paramedic, or other professional) must sign any documentation forms personally and **prior** to leaving the clinical site. Any falsification of clinical documentation will be considered Academic Dishonesty and grounds for immediate removal from the program. **Paperwork that has not been signed by the appropriate person including the student 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. Students may not return or contact a clinical site directly to get clinical documentation completed after the scheduled shift has ended.

Paperwork Submission
The student will be required to keep proof of attendance at clinical. 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 due date or at the discretion of the Clinical Coordinator.

Paperwork Deadlines
**Paperwork is due at or before the beginning of the class meeting immediately after the date of the clinical, or 7 days, whichever is first. If paperwork is not submitted in a timely manner, paperwork WILL not be accepted and the clinical rotation will not count towards your hours nor your skills and patient contact minimums. This will also result in not receiving a “pass” for your clinical, affecting your grade at the end of the course, and requiring a repeat of said clinical.**

**Section 12.10** Clinical Grading Policy

EMS students will receive a grade for work completed by the end of the semester. **All clinical rotations must be completed prior to taking the final for their course.** There is no alternative to this policy unless you meet the guidelines of an “incomplete.” ALL INCOMPLETES HAVE TO BE PRE-APPROVED BY THE DEAN OF INSTRUCTION, HEALTH AND COMMUNITY SERVICES. This does not give you a successful course completion to take the National Registry Exam and become certified by the NREMT or TDSHS. Your instructor will provide you with the clinical paperwork and scoring rubric.

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Article 13 EMS Professions Information

Section 13.01 Program Length and Description

EMT (Lecture/Lab)
  EMSP 1501 – College Credit
EMT Clinical (Clinical)
  EMSP 1160 – College Credit

The following are EMSP co-requisite courses that must be taken in conjunction with each other during the semester:
  EMSP 1501
  EMSP 1160

The following courses are offered by the Hill College EMS Professions towards certification/licensure as a Paramedic in Texas. There are academic courses required outside of the EMS department for the Certificate programs and Associate in Applied Science degree plan. Please refer to the current Hill College Catalog for the complete listing or at http://www.hillcollege.edu/catalog/index.php?dept=8:
  • EMSP 1160 Basic Clinical Internship
  • EMSP 1161 Intermediate Clinical
  • EMSP 1162 Paramedic Clinical I
  • EMSP 1163 Paramedic Clinical II
  • EMSP 1355 Trauma Management
  • EMSP 1356 Patient Assessment & Airway Management
  • EMSP 1438 Introduction to Advanced Practice
  • EMSP 1501 Emergency Medical Technician
  • EMSP 2143 Assessment Based Management
  • EMSP 2338 EMS Operations
  • EMSP 2348 Emergency Pharmacology
  • EMSP 2430 Special Populations
  • EMSP 2434 Medical Emergencies
  • EMSP 2460 Paramedic Clinical III
  • EMSP 2544 Cardiology
  • BIOL 2401 Anatomy & Physiology I (Certificate of Completion) & higher
  • BIOL 2402 Anatomy & Physiology II (Certificate of Technology) & higher
  • ENGL 1301 English Composition I (AAS)
  • ENGL 2311 Technical Writing (AAS)
  • PSYC 2301 General Psychology (AAS)

EMSP 1160 Basic Clinical Internship–E.M.S. Professions (0-6)
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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary.

Prerequisite/co-requisite: Must be Eighteen years of age at the completion of the course. Must have obtained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.
EMSP 1161 Intermediate Clinical-E.M.S. Professions (0-6)
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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy.

EMSP 1162 Paramedic Clinical I-E.M.S. Professions (0-6)
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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy and emergency pharmacology.

EMSP 1163 Paramedic Clinical II-E.M.S. Professions (0-6)
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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Paramedic I and Assessment Based Management.

EMSP 1355 Trauma Management (2-2)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite: Patient Assessment & Advanced Airway.

EMSP 1356 Patient Assessment & Airway Management (2-2)
A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Prerequisite: EMT Introduction to Advanced Practice.

EMSP 1438 Introduction to Advanced Practice (3-2)
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisite: EMT.

EMSP 1501 Emergency Medical Technician (3-8)
Introduction to the level of Emergency Medical Technician (EMT). Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

EMSP 2143 Assessment Based Management (0-3)
The capstone of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment based patient care management. Prerequisite: Patient Assessment & Advanced Airway, Trauma, Cardiology, Medical Emergencies, Special Populations.
EMSP 2338 EMS Operations (2-2)
A detailed study of the knowledge and skills necessary to safely manage the scene of an emergency. Prerequisite: Paramedic I & II.

EMSP 2348 Emergency Pharmacology (3-1)
A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses. Co-requisite: Introduction of Advanced Practices, Patient Assessment and Airway Management, Trauma Management.

EMSP 2430 Special Populations (3-2)
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. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, Cardiology, and Medical Emergencies.

EMSP 2434 Medical Emergencies (3-4)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, and Cardiology.

EMSP 2460 Clinical-Emergency Medical Service Professions III (0-16)
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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Paramedic I & II along with EMS Operations.

EMSP 2544 Cardiology (4-4)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Co-requisite: Patient Assessment, Advanced Airway & Emergency Pharmacology.

Section 13.02 Program Cost

The cost of the program is based on the most current tuition and fees schedule as posted at http://www.hillcollege.edu/students/index.html.

Please contact Enrollment Management for further questions regarding tuition and fees.

Please contact the EMS Professions Coordinator/Director for further questions regarding additional costs specific to the courses/program.

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Section 13.03 Physical Requirements

Students will be required to perform certain job functions that may require the student to be able to carry at least 120 lbs. Another requirement for employment in EMS is extended hours without sleep. In order to prepare the student for these tasks, each student may be required to perform physical exercise to include but not limited to:

- Push ups
- Sit ups
- Leg lifts
- Walking with a patient, equipment, and supplies over various terrains
- Perform CPR for extended periods of time (not to exceed 60 min)
- Remain at a clinical rotation site for 24 hours while completing ambulance rotations

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**Article 14 Secretary Commission on Achieving Necessary Skills (SCANS)**

SCANS Skills: This syllabus meets all Differentiated Entry Level Competencies and Secretary Commission on Achieving Necessary Skills (SCANS) competencies, which are identified throughout all syllabi. Please refer to the Scans chart for further clarification.

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**SCANS Occupational Assessment**  
Workplace Know-How

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities needed for solid job performance. The rating level ranges from 1 (low) to 5 (high). Please circle your response.

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources:</strong> Identifies, organizes, plans, and allocates resources.</td>
<td></td>
</tr>
<tr>
<td>C1  Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>C2  Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>C3  Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>C4  Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Information:** Acquires and uses information.

|                                                                 |        |
| C5  Acquires and evaluates information.                           | 1 2 3 4 5 |
| C6  Organizes and maintains information.                         | 1 2 3 4 5 |
| C7  Interprets and communicates information.                     | 1 2 3 4 5 |
| C8  Uses computers to process information.                       | 1 2 3 4 5 |

**Interpersonal:** Works with others.

|                                                                 |        |
| C9  Participates as a member of a team: Contributes to group effort. | 1 2 3 4 5 |
| C10  Teaches others new skills.                                   | 1 2 3 4 5 |
| C11  Serves Clients/Customers: Works to satisfy customer’s expectations. | 1 2 3 4 5 |
| C12  Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies. | 1 2 3 4 5 |
| C13  Negotiates: Works toward agreements involving exchange of resources; resolves divergent interests. | 1 2 3 4 5 |
| C14  Works with Diversity: Works well with men and women from diverse backgrounds. | 1 2 3 4 5 |

**Systems:** Understands complex interrelationships.

|                                                                 |        |
| C15  Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them. | 1 2 3 4 5 |
| C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses system’s performance, and corrects malfunctions.                                                                                                           | 1 2 3 4 5 |
| C17 Improves or Design Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.                                                                                     | 1 2 3 4 5 |
| **Technology: Works with a variety of technologies**                                                                                                                                            | 1 2 3 4 5 |
| C18 Selects Technology: Chooses procedures, tools or equipment, including computers and related technologies                                                                                   | 1 2 3 4 5 |
| C19 Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.                                                                           | 1 2 3 4 5 |
| C20 Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.                                                              | 1 2 3 4 5 |

| **FOUNDATION**                                                                                                      | **RATING** |
| **Basic Skills**: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.                                                                                              | 1 2 3 4 5 |
| F1 Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.                                                             | 1 2 3 4 5 |
| F2 Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.                             | 1 2 3 4 5 |
| F3 Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers, etc.                                                                                               | 1 2 3 4 5 |
| F4 Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.                                                                               | 1 2 3 4 5 |
| F5 Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.                                                                                                    | 1 2 3 4 5 |
| F6 Speaking: Organizes ideas and communicates orally.                                                                                                                                  | 1 2 3 4 5 |
| **Thinking Skills**: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.                                                                          | 1 2 3 4 5 |
| F7 Creative Thinking: Generates new ideas.                                                                                                                                                | 1 2 3 4 5 |
| F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.                                                       | 1 2 3 4 5 |
| F9 Problem Solving: Recognizes problems and devises and implements plan of action.                                                                                                         | 1 2 3 4 5 |
| F10 Seeing Things in the Mind’s Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.                                                                       | 1 2 3 4 5 |
| F11 Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.                                                                               | 1 2 3 4 5 |
| F12 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.                                                       | 1 2 3 4 5 |
| **Personal Qualities**: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.                                                                             | 1 2 3 4 5 |
| F13  | Responsibility: Exerts a high level of effort and perseveres towards goal attainment.                  |
| F14  | Self-Esteem: Believes in own self-worth and maintains a positive view of self.                        |
| F15  | Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings. |
| F16  | Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control. |
| F17  | Integrity/Honesty: Chooses ethical courses of action.                                                |

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Hill College
Emergency Medical Services Professions

Article 15  Student Contract

The College student is considered a responsible adult. The conduct of students on the premises of Hill College must not interfere with the orderly processes and governance of the College. The student’s enrollment in the College District indicates acceptance of those standards of conduct. I have read this handbook and I understand that it is my responsibility to be knowledgeable of and to comply with the contents and provisions of Hill College policy, rules and regulations 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 with Hill College EMS Professions.
Further, I understand that non-compliance with any of the policies or procedures may be grounds for my withdrawal from the EMS Professions or courses.
I also acknowledge that occasionally policies and procedures may change. Updates will be provided in written form before implementation.
I will agree to changes made in program policies and or procedures or I will withdraw from the program.

____________________________________  ______________________________________
Student’s Name (printed)  Date

____________________________________
Student’s Signature

____________________________________  ______________________________________
Witness Name (printed)  Date

____________________________________
Witness Signature

____________________________________  ______________________________________
Faculty Signature and Title  Date