

Angelina College Emergency Medical Services Student Handbook

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PROGRAM DISCLAIMER

From time to time, various regulatory, accreditation, public health, or other operational requirements make changes to Program information and policies necessary. When this occurs, changes may be implemented during the term the student is enrolled in or the catalog year. In this situation, the staff will work with the students to meet and accommodate the new requirements when possible.

If changes are required during a program, those changes are communicated to the students via email and/or posted on the learning management system (LMS) and supersede the original content.

INTRODUCTION

The Angelina College Emergency Medical Services Program Student Handbook contains policies, procedures, and behavioral expectations for student EMS providers. Each student is expected to read and become familiar with information contained in this publication, as well as the basic policies and procedures published in the Angelina College General Bulletin and Student Handbook. The Angelina College Student Handbook is available for review through the college website (www.angelina.edu).

The provisions of the Emergency Medical Services Student Handbook are subject to change by the faculty of the Angelina College Emergency Medical Services Program without notice and do not constitute an irrevocable contract between any applicant for admission or student and the Program. The Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparations of the handbook.

Angelina College does not discriminate on the basis of sex, color, creed, race, national origin, age, or disability.

Facilities

Course Location

Angelina College Campus
3500 South First Street
Lufkin, Tx 75901
Patricia McKenzie Health Careers I – Room 105

Campus Office Hours

Office hours are Monday through Friday, 8:00 am – 5:00 pm. Faculty office hours vary with the instructional schedule. Contact the Program Director or Lead Instructor for appointments as necessary.

Refer to the College catalog for observed holidays and the academic calendar.

Parking

In accordance with the Angelina College Parking Policy:

Students and visitors are allowed to park in areas that are not marked on the curb as “Reserved”. Reserved parking is limited to faculty and staff who possess the parking pass that is to be visibly displayed inside the vehicle.

Anyone found parking in a reserved parking or handicap (without permit) spot may receive a parking citation on their vehicle. That citation will be placed on the student’s college record and if not rectified with the Police Department could cause future difficulty in your academic future by placing a hold on

your ability to register for additional classes. Payment for a reserved spot parking violation is \$75.00 per citation or handicap parking without permit is \$200.00 per citation. The citation fee may be paid at the business office at Roadrunner Central.

In lieu of paying the \$75.00 fee, students may also provide 15 non-perishable canned goods or food items to the Police Department that will be transferred to the student Roadrunner market.

PROGRAM ACCREDITATION



The Angelina College Emergency Medical Services Program is approved and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N, #7709, Seminole, FL 33775, Phone: 727-210-2350 www.caahep.org upon the recommendation of the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP) and the Texas Department of State Health Services (DSHS).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

727-210-2350

www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

214-703-8445

www.coaemsp.org

Texas Department of State Health Services (DSHS)

77705 409-730-1838

INSTITUTIONAL ACCREDITATION

Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Angelina College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Angelina College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Staff Directory

Name	Email	Phone
Dr. Winifred Ferguson-Adams - Dean	wadams@angelina.edu	936-633-5266
Janice Hartsfield, MEd, BAAS, AAS, EMT/LP Program Director/Lead Instructor Office: HC I Room 105-B	jhartsfield@angelina.edu	936-633-5420
Charles Eric Freeman, BAAS, AAS, EMT-LP, Instructor Office: HC I Room 105-A	cfreeman@angelina.edu	936-633-5421
Adelida Pena, Clinical Coordinator	apena@angelina.edu	
Daphne Shepherd – Administrative Assistant	dshepherd@angelina.edu	936-671-7348
Terry Scott – Administrative Assistant	tscott@angelina.edu	936-671-7344
Suleena Richardson – Administrative Assistant	srichardson@angelina.edu	936-633-3200
Dr. J. Michael Wilson – Medical Director	drwilson@gmail.com	

PROFESSIONAL CREDENTIALS

Graduates are eligible to apply for the national certification examination in EMS administered by the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of the Certification Examination, the graduate will be recognized as a Certified EMT, Advanced EMT, or EMT-Paramedic depending at which level the student is testing. Graduates are also eligible to apply for state certification through the Texas Department of State Health Services (DSHS).

Anyone convicted of a felony, gross misdemeanor or misdemeanor, with the sole exceptions of speeding and parking violations (all alcohol and/or drug related violations included), may be ineligible for certification by the NREMT and Texas DSHS. If an applicant is concerned whether his/her conviction record will affect eligibility, contact the DSHS at 512.834.6617 or http://www.tdh.state.tx.us/hcqs/plc/mrt.htm#more_info.

HEALTH CAREERS ORGANIZATION

Angelina College Emergency Medical Services Program is a part of the Health Careers Division that is made up of five programs: radiography, sonography, surgical technology, nursing, respiratory care, pharmacy technology, and emergency medical services.

STUDENT RIGHTS AND RESPONSIBILITIES – STUDENT COMPLAINTS/APPEALS

Students should refer to the Angelina College website (<http://www.angelina.edu/introduction/flc-local-student-rights-and-responsibilities-student-complaints/>) for the student complaints policy. The policy is designed to resolve complaints in a timely and equitable manner. All complaints will be handled in a confidential manner, and information will not be disclosed to anyone except as required by law, as needed to effectively investigate the complaint, and/or required to legal proceedings.

Refer to Angelina College Policy and Procedure manual FLC (Local) Student Rights and Responsibilities – Student Complaints. This policy outlines the Guiding Principles, Formal Process General Principles, and Formal Complaint Process.

Attachment FLC (exhibit) Angelina College Student Complaint and Appeal Form can also be found under the FLC Local policy.

STUDENT COMPLAINTS: SEXUAL HARASSMENT

Students should refer to the Angelina College website (<http://www.angelina.edu/introduction/fde-student-complaints-sexual-harassment/>) for the college policy on sexual harassment and Title IX information regulation FDE of the policy and procedure manual. The Title IX coordinator for the College District is:

To report a Title IX violation or to ask questions regarding Title IX, contact Tifini Whiddon, Senior Director of Human Resources. Students may also contact the US Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment, including sexual violence. The Title IX policy is on the Angelina College website, angelina.edu/policies-and-procedures

GRIEVANCE PROCESS

Angelina College EMS Appeals Policy

If a student believes the EMS Program is not complying with accreditation standards, they should follow this complaint process:

- Submit a written complaint to the Program Director.
- The Program Director will investigate and provide a written response within three working days of receiving the complaint.
- If unsatisfied with the response, the student may escalate the complaint to the Health Careers Schools Dean.
- If still unresolved, the student may request further review by the Vice-President of Academic Affairs at Angelina College.

This process ensures that all complaints are thoroughly investigated and addressed at appropriate levels of authority within the institution.

OCCUPATIONAL RISKS

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

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

PROGRAM GOALS

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

Advanced Emergency Medical Technician: “To prepare Advanced Emergency Medical Technicians who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

Emergency Medical Technician: “To prepare Emergency Medical Technicians who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

PROGRAM OVERVIEW

Angelina College Emergency Medical Services Program provides quality emergent education in a culturally, racially, and ethnically diverse community. Positive teaching and learning environments are consistent with professional, educational, and ethical standards of emergency medical services.

The program is designed to permit students to exit with either a certificate of completions or associate of applied science degree from Angelina College. Each student that successfully completes the basic, or

paramedic levels is eligible to take the National registry of EMT Examination for that level and then seek certification through the Texas Department of State Health Services.

PROGRAM MISSION

In accordance with the mission of the Angelina College, the Emergency Medical Services Program provides quality emergency medical education in response to the unique needs and diversity of East Texas.

The mission of the EMS program is accomplished by:

- 1) Maintaining program accreditation by TDSHS/DOT
- 2) Preparing students for certification and entry level into emergent pre-hospitalized practice
- 3) Implementing a program that permits students to exit with either a certificate of completion at the intermediate or paramedic level or an associate of applied science degree in EMS.
- 4) Promoting a caring orientation in a technologically changing environment.
- 5) Developing a curriculum that reflects advances in emergent pre-hospitalized care, current health trends and changes in individual family and community systems.

Course Overview

Curriculum

The Program follows the current National EMS Education Standards and meets all the requirements of the State.

CENTRAL OBJECTIVES and COURSE GOALS

Emergency Medical Technician (EMT) Level

Upon completion of the basic level, the student will have the knowledge and skills to:

- 1) Function as an interdependent member of the pre-hospital health care team and be able to provide care in the emergent care environment.
- 2) Identify legal responsibilities and ethical dilemmas in emergent patient care.
- 3) Use theoretical knowledge gained in the course to assess emergent needs of the patient.
- 4) Implement emergent patient care based on prioritized assessed needs.
- 5) Identify changes in patient status and initiate appropriate interventions.
- 6) Initiate and continue emergent care under medical advisement and control, which may include EMT-Basic advanced directives that can be authorized in protocols from the DOT national standard curriculum.
- 7) Identify patient responses to emergent care interventions.
- 8) Communicate verbally or in writing pertinent information concerning the patient to appropriate personnel at the receiving facility.
- 9) Direct the maintenance and preparations of emergency care equipment and supplies.
- 10) Select continuing education programs to improve pre-hospital medical skills and gain more knowledge for direct patient care.

Advanced Emergency Medical Technician (AEMT) Level

Upon completion of the Advanced EMT level, the student will have the knowledge and skills to:

- 1) Function as an interdependent member of the pre-hospital health care team and be able to provide care in the emergent care environment.

- 2) Identify legal responsibilities and ethical dilemmas in emergent patient care.
- 3) Use theoretical knowledge gained in the course to assess emergent needs of the patient.
- 4) Implement emergent patient care based on prioritized assessed needs.
- 5) Identify changes in patient status and initiate appropriate interventions.
- 6) Communicate verbally or in writing pertinent information concerning the patient to appropriate personnel at the receiving facility.
- 7) Demonstrate an understanding of advanced airway techniques and shock management and resuscitation.
- 8) Plan different assessment strategies for different patients' acute or chronic conditions.
- 9) Make decisions on fluid and IV catheter choices that are appropriate to the patient's age and condition.
- 10) Select continuing education programs to improve pre-hospital medical skills and knowledge.

Paramedic Level

Upon completion of the EMT Paramedic level, the student will have the knowledge and skills to:

- 1) Function as an interdependent member of the pre-hospital health care team and be able to provide care in the emergent care environment.
- 2) Identify legal responsibilities and ethical dilemmas in emergent patient care.
- 3) Use theoretical knowledge gained in the course to assess emergent needs of the patient.
- 4) Implement emergent patient care based on prioritized assessed needs.
- 5) Identify changes in patient status and initiate appropriate interventions.
- 6) Identify patient responses to emergent care interventions.
- 7) Communicate verbally or in writing pertinent information concerning the patient to appropriate personnel at the receiving facility.
- 8) Select continuing education programs to improve pre-hospital medical skills and knowledge.
- 9) Demonstrate an understanding of medication administration including: the 6 rights of medication administration, proper aseptic technique, medication routes, and mathematical calculations.
- 10) Demonstrate an understanding of medication classifications, uses, indications, contraindications, dosages, interactions with home medications.
- 11) Demonstrate an understanding of cardiovascular pathophysiology, current treatment, and rhythm interpretation and significance.
- 12) Demonstrate an understanding of the anatomy and physiology and pathophysiology pertinent to the treatment of a wide variety of medical emergencies.
- 13) Demonstrate an understanding of the differences in age and special considerations of the demographic differences in our population and how those differences affect assessment and treatment.
- 14) Appreciate the special challenges some of our patients present in communication and treatment and be able to present a plan for dealing with these challenged patients.
- 15) Set up a medical incident command in the case of mass casualty incidents.
- 16) Provide safety in the incidence of Hazardous Materials Incidents and demonstrate knowledge of individual limitations in dealing with patients exposed to hazardous materials.
- 17) Operate safely in a crime scene with minimal contamination of the scene.

INSTRUCTIONAL FACILITIES

The liberal arts and science courses are taught at either the main campus or extension campuses of Angelina College. The majority of Emergency Medical Services classes are taught in the Health Careers II building.

CHI St. Luke's Health - **Lufkin**

Frank & Franklin
P. O. Box 1447
Lufkin, Texas 75901
936.634-8111
<http://www.memorialhealth.org/>

Nacogdoches Memorial Hospital

1204 Mound Street
Nacogdoches, Texas 75961
936.564.4611
<http://www.nacmem.org/>

Woodland Heights Medical Center

505 S. John Redditt Drive
Lufkin, Texas 75901
936.637.8580
<http://www.woodlandheights.net>

Nacogdoches Medical Center Hospital

4920 NE Stallings Drive
Nacogdoches, Texas 75961
936.569.9481
<http://www.nacmedicalcenter.com>

Lufkin Fire Department

314 E. Lufkin Ave.
Lufkin, TX 75901
936.633.0390

Allegiance Polk County EMS

Washington St.
Livingston, TX
936.327.0123

CHI St. Luke's Health- **Livingston**

1717 Hwy. 59 Bypass
Livingston, TX 77351
936.329.8517
<http://www.memorialhealth.org/toc.htm>

Nacogdoches County EMS

1204 Mound Street
Nacogdoches, TX 75961

All hospitals are recognized by the JCAHO. All EMS services are in good standing with TDSHS.

ACADEMIC INFORMATION AND POLICIES

PROGRAM ADMISSION

The college will accept to the limit of its physical and financial resources all who wish to attend and who are eligible for admission to Angelina College and meet the requirements as outlined in the institution's General Bulletin. The Emergency Medical Services Program does not discriminate on the basis of race, creed, color, gender, national origin, or disabilities.

All applicants must be eligible for admission to Angelina College and meet the requirements as outlined in the institution's General Bulletin. All applicants are required to attend an information session in order to obtain a Program application. Dates of the information sessions are scheduled by the Health Careers administrative office (HC I 101). Students must meet application and immunization deadlines in order to be admitted.

Once a student has been conditionally accepted in the Program, a drug screen and certified background check must be completed from the Program's designated source. All information regarding immunization, CPR, drug and background screenings, and annual TB testing are due at the beginning of the course of study. A successful background and negative drug screening are required to continue into the program. All expenses related to these health requirements are the student's responsibility.

FORMAL PROCESS - NEW APPLICANT

1. Application and acceptance to Angelina College.
2. Take all sections of TSIA. Degree seeking students must comply with TSIA requirements until these are met. Certificate seeking students are counseled concerning their scores.
3. Submit TSIA test scores, or proof of TSIA completion.
4. Attend a scheduled information session to obtain a Program application.
5. Students must apply or reapply to the program prior to semester of intended start.
6. Submit completed application for the Emergency Medical Services program, completed physical health form, receive appropriate immunizations as mandated by the Texas Department of State Health Services (DSHS) for health care workers, and provide proof of a current 2-year American Heart Association CPR card no later than the beginning of classes. **All requested information must be received by the program in order for the application to be complete.**
7. There are no prerequisite courses for the EMT. The other EMS courses must be taken in order. Students with less than 24 SCH from an accredited college or university must also take the TSI Student success course at the beginning of their course work in EMS.

Acceptance into the Emergency Medical Services program is limited to those applicants that have completed requirements for admission and who have attended an information session.

TUITION AND FEES

All tuition and fees must be paid in accordance with institutional policy as published in the AC General Bulletin - "Tuition and Fees."

FINANCIAL ASSISTANCE

Students seeking admission to the Emergency Medical Services Program who need financial assistance to meet expenses of the program should contact the Director of Student Financial Aid in Student Services and report the need to the Health Careers Division Office.

TRANSFER OF CREDITS

Any student who requests transfer into the Emergency Medical Services Program must have earned at least a "C" in all transfer courses. Scholastic requirements outlined in the Angelina College General Bulletin will also govern the eligibility of the applicant for admission. Further consideration is based on the student submitting: (1) a comprehensive description of Emergency Medical Services courses completed, (2) evidence of maintaining an overall "C" (2.0) GPA at previous school, and (3) evidence by exam and/or interview of mastery of previous information.

Experiential Learning

The Angelina College EMS program is limited in the number of courses that can awarded as credit by experience to 24 credit hours. The student is required to complete 25% of the coursework through Angelina College.

Transfer of credit is reviewed on a case-by-case basis. The student certification status must be current with the Department of State Health Services, EMS.

CREDIT FOR EMT CERTIFICATION

To receive credit for the EMT certification, the student must be currently enrolled in the Angelina College EMS Program (AEMT or Paramedic). Currently enrolled students that present a current Emergency Medical Technician certificate will receive course credit for the following courses:

EMSP1160
EMSP1501

CREDIT FOR ADVANCED EMT COURSES

Students who have completed a minimum of 25% of the required coursework in the Paramedic program and present a current Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic certificate/license will receive course credit for the following courses:

EMSP1160	EMSP1501
EMSP1338	EMSP2306
EMSP1356	EMSP1261
EMSP1355	EMSP2205
EMSP2161	

CREDIT FOR PARAMEDIC COURSES

Students who exit the program at the AEMT level and completes the remaining paramedic courses in a program outside of Angelina College can receive credit for those paramedic courses if the student completed a

minimum of 25% of the coursework at Angelina College. The student must successfully complete the NREMT exam and be currently certified as a paramedic. ***These credits will be reviewed on a case-by-case basis by the Program Director and the Dean of Health Career, the Registrar and the Vice President of Academic Affairs.***

CREDIT BY EXAMINATION

Applicants requesting credit for an Emergency Medical Services course must take and score a grade of "B" (80%) or above on the appropriate challenge exam for the course requested. The candidate will then be evaluated in the appropriate skills laboratory required for clinical practice. The current Angelina College "Credit by Examination" policy will determine the acceptable grade.

READMISSION

Former students may be allowed readmission on a "space available" basis. Readmission on "space available" will be on a "first come, first serve" basis. Readmission will be based on the following:

1. Submission of a written request to the Emergency Medical Services Program Coordinator in advance of the semester registration that readmission is being sought.
2. Meet current admission requirements. Medical, background, drug screens updated.
3. **Students must fulfill the graduation requirements that are in effect at the time of readmission.**
4. Students who were required to exit the Program due to academic reasons will **only be granted one (1) readmission.** Students gaining readmission to the Program must retake academically deficient course(s) and will be required to audit concurrent EMSP course(s) that are offered in the same semester. Student should meet with the program director or designee to be sure and register for required courses and audit with the registrar.
5. Transfer students will be evaluated on an individual basis for comparison of course content.
6. Clinical skills will be retested for each student who has not been in the program for one year using the national registry portfolio skills.

PROGRAM GRADING SYSTEM

The following grading system has been established for all use in all Emergency Medical Services courses:

A = 90 - 100

B = 80 - 89

C = 75 - 79

F = 74 and below

NO EXAM MAY BE RETAKEN TO IMPROVE THE SCORE ON THE EXAM.

GRADE DETERMINATION

The specifics for grade determination in each course are contained within the appropriate course syllabus. Examinations (written, computer based, or skills based, affective domain) are used to determine the degree to which the individual learner has achieved the objectives. Conduct during scheduled examinations requires each learner to concentrate on and respond only to their own examination. Observations by the instructor(s) during this period and/or the review of the student's answers must not indicate any violation of this established principle. Violations will result in a failing grade, up to and including the grade of zero, on the measurement device in question at the discretion of the course instructor. Academic dishonesty (cheating or falsification of documents) will result in dismissal from the program.

GRADE POSTING

Program students will have grades released to them in writing or posted to Blackboard which only they will be able to access.

GRADE APPEAL

Students should refer to the Angelina college catalog page 81 for the Grade Appeal process.

<http://www.angelina.edu/wp-content/uploads/2014/03/17-18-final-22.pdf>

REVIEW OF EXAMINATIONS AND ASSIGNMENTS

Examinations in emergency medical services, whether written or computer based, will be reviewed by the instructor and students. When reviewing exams, course instructors will **not tolerate disrespectful conduct** during the discussion of test items. If a student feels their concerns regarding a specific test item was not answered with the group review and needs further explanation, they are asked to see the course instructor after class for further clarification. Other course assignments will be reviewed according to a date scheduled by the instructor.

GRADUATION REQUIREMENTS

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum and competency requirements with grades of "C" or better in **all** Emergency Medical Services courses and an overall "C" (2.0 GPA) in the remaining courses. All Emergency Medical Services students are requested to participate in the College's May commencement to receive the award of their Associate of Applied Science degree and or their certificate of completion as EMT-Intermediate or EMT-Paramedic.

GENERAL INFORMATION AND POLICIES

PROPER FORMS OF ADDRESS

When addressing faculty in the college and other facilities, students should use the last names of faculty preceded by Ms., Mr., or Dr. as applicable or requested by that individual. This form of address will also apply to all physicians and patients within the clinical education settings. Additionally, the faculty recommends that all Paramedic, Nursing or other preceptors and staff be addressed in a similar manner as deemed appropriate by their employing facility. Appropriate recognition serves to strengthen proper relationships and foster mutual respect between faculty, clinicians, patients, and students.

FACULTY AND ADMINISTRATIVE OFFICES

Students have access to faculty members for consultation or advisement via telephone, email, or office visits. Faculty members post office hours outside their door, but welcome students at other times when they are available. While visiting the office of a faculty member or administrative assistant, the following rules will apply: (1) knock on office door and wait until asked to enter, (2) if the door is open but the faculty member is occupied in conversation or a telephone call, wait outside until she or he is available (if business is urgent or an emergency, a message should be left with the HC I administrative assistant or other faculty member indicating where the student may be reached when the specific faculty member is available), (3) students are not allowed to enter offices, borrow items, or use office facilities without the faculty member or administrative assistant being present.

Facilities, equipment, and supplies of departmental offices are only for the use of faculty and staff. **Due to copier expenses, the Program Coordinator or a faculty member must approve all student requests for copies of information.**

Electronic or audiovisual instructional equipment is not intended for student use unless authorized by a faculty member. Other instructional items are available for student use, but must not be removed from the college premises.

MAINTENANCE OF FACILITIES

Students should contribute to the cleanliness of the college facilities by adhering to the following Health Careers building rules: (1) food and drinks are **not allowed** in classrooms, computer labs, or laboratories, (2) classroom and laboratories should be left in an orderly manner for use by the next occupants, and (3) smoking is only allowed within the students' vehicles. This is a smoke free campus and includes electronic cigarettes.

Due to the daily schedule of classes in Health Career buildings from 8:00 am until 10:00 pm, a low noise level should be maintained in hallways, laboratories, classes, and offices to prevent disruption of learners. Cell phones should be turned **off** or should not be audible during classroom or laboratory presentations and activities. With the exception of an extreme emergency, students should not leave class to respond to a call, page, or visitor. Children and guests are not permitted in the classroom or clinical education settings.

EMS LABORATORY PROCEDURES

Students are expected to maintain the EMS laboratory facilities on campus with as much care and order as expected in the actual clinical education settings. Since the maintenance and organization of EMS ambulances and hospital rooms and equipment is the EMS provider's responsibility in a clinical setting, students are expected to assume the maintenance and organization of the EMS lab in the educational setting. **NO FOOD or DRINKS are allowed in room 105 Classroom/LAB.**

Laboratory guidelines for operation and safety include the following: (1) required faculty supervision is required during all laboratory experiences, (2) Electrical equipment should be operated with supervision and at no time should the monitor/defibrillators be charged beyond the minimum joule setting, and (3) all accidents that occur in the lab must be reported immediately to the supervising faculty member. In case of equipment damage or operating failure, use of the equipment should be discontinued immediately and reported to the supervising faculty member for further investigation and repair.

EXPOSURE POLICY

Medical Care Required as a Result of Student Accidents or Exposure

As a student enrolled at Angelina College, you will encounter certain risks while you are enrolled in a classroom or laboratory experience, or in a clinical, field experience, or capstone setting.

In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your responsibility and not the responsibility of Angelina College or the clinical/practicum site.

It is recommended that you purchase a student/personal health insurance plan (medical/hospitalization) if you are not covered by a group health insurance plan.

Incident Report Policy

Accident & Injury Reporting

All accidents and injuries must be reported immediately to the clinical instructor. Students must follow facility incident reporting procedures and complete all required program incident documentation. Appropriate medical attention should be sought when needed.

Exposure Protocol:

Any exposure incidents must be reported immediately. Students must follow facility exposure protocols and complete all required documentation. Follow-up testing will be conducted as required by facility and program policies.

Emergency Procedures:

Students must follow all facility emergency protocols and be familiar with the location of emergency equipment. Participation in emergency drills is mandatory. All emergencies must be reported according to facility guidelines. occurrence.

The instructor will, in a timely fashion, report the incident and appropriate follow-up action to the student and the Program Director. Financial costs for a student's personal injury are the responsibility of the student.

ALCOHOL AND DRUG POLICY

(Chemical Dependency Policy)

All students conditionally accepted into the Emergency Medical Services Program are required to provide proof of a negative drug screen.

Angelina College and the Emergency Medical Services Program **strictly prohibit** any student from being in a clinical or practicum education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Students should be familiar with the institutional alcohol and drug policy as provided in the AC Student Handbook (<http://www.angelina.cc.tx.us/student%20handbook/drugfree.htm>). If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the assigned clinical affiliate reserves the right to require a random drug test in accordance with its institutional policy. A student's participation in the clinical/practicum program is conditioned upon the student's willingness to waive any rights that the student may have and to consent to the initial drug testing, and subsequent random drug testing, if required by a clinical affiliate.

PROFESSIONAL DEVELOPMENT

The Emergency Medical Services Program emphasizes the development of professional values and the importance of life-long learning through information and expectations in both didactic and clinical courses. Emergency Medical Services students are expected to develop and demonstrate personal characteristics and qualities based on the Standards of Ethics adopted by the National Association of Emergency Medical Technicians.

The EMT Code of Ethics states:

Professional status as an Emergency Medical Technician-Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician at the basic level or an Emergency Medical Technician-Paramedic, I solemnly pledge myself to the following code of professional ethics: a fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care. The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status. The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well being. The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information. The Emergency Medical Technician, as a citizen understands and upholds the law and performs the duties of citizenship; as a professional, the emergency medical technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people. The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the emergency medical services health care team. An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education. The Emergency Medical Technician assumes responsibility or individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician. The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services system. The Emergency Medical Technician adheres to standards of personal ethics which reflect credit upon the profession. Emergency Medical Technicians, or

groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the profession. The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician. The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurse, the physician, and other members of the Emergency Medical Services health care team. The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

National Association of Emergency Medical Technicians

PROFESSIONAL ORGANIZATIONS

The Emergency Medical Services Program also encourages students to join local and state professional associations for participation in meetings, activities, and competitions. Students are encouraged to attend local professional activities and are encouraged to travel to state or regional meetings. The Texas EMS conference is held each year in November. It is the weekend before and Monday-Wednesday of Thanksgiving week.

Students are required to submit a written request to the Program Coordinator for consideration of professional travel to a state or regional meeting. The request must be submitted prior to the meeting and should contain specific meeting details with expected educational outcomes. Required absences from courses must also be included for consideration. The meeting decision and attendance criteria will be provided in a timely manner by the Program Coordinator following consultation with program faculty. If approved, the student assumes financial responsibility for all meeting expenses and is expected to abide by the established attendance criteria. If the attendance conditions are not met, the student will receive course absences for the days missed.

STUDENT EMPLOYMENT

Since the Emergency Medical Services Program is considered a full-time program, students will need to responsibly manage work and study schedules in order to maintain the grade average required to meet Program standards. Part-time employment arrangements are strictly between the **student and the employing institution**. Students employed in a healthcare institution **are not allowed to wear the Program's uniform, name badge, during employment hours**.

PROGRAM ACCREDITATION STANDARDS

With programmatic accreditation by the Texas Department of State Health Services, the Angelina College Emergency Medical Services Program adheres to the Standards for an Accredited Program in Emergency Medical Services. The TDSHS require a program to clearly demonstrate the appropriateness of its purposes, document its effectiveness, and provide assurance that it will continue to meet approval standards.

Student complaints regarding allegations of Program non-compliance with Texas DSHS will be addressed in the following manner: (1) person(s) filing the complaint must do so in writing to the Program Director, (2) following an internal investigation, the Program Director will provide a written response to the complainant within three working days of complaint receipt, (3) if complainant is unsatisfied with the Program Director's response, the complainant can present the complaint to the Health Careers Associate Dean, (4) if resolution of the complaint cannot be reached at this level, the complainant can request further review by the Vice President of Academic Affairs, (5) if resolution of the complaint cannot be reached at this level, the complainant can request further review by the President of Angelina College.

If, after complainant's review of the institutional response, the complainant chooses to seek counsel with the TDSHS, the Program should receive a copy of the forwarded complaint for the purpose of documentation and validity. The resolution time frame for the institution under ordinary circumstances should not exceed one week, although resolution at the TDSHS level is at their discretion and is separate from the college. The Program will maintain all such complaints with their resolution in accordance with the United States Department of Education (USDE) regulations.

CLINICAL INFORMATION AND POLICIES

STUDENT RESPONSIBILITY FOR CLINICAL EDUCATION

Students must have their **own** reliable form of transportation that will enable them to travel to and from all clinical education settings utilized by the Program. Additionally, students are expected to report on time to the assigned clinical setting. Additionally, students should also become familiar with travel directions and designated parking prior to each new clinical assignment.

All students must submit proof of a valid two-year (2) CPR certification prior to clinical participation. Current certification must be maintained throughout the Program. Students are also required to submit a completed Health Form, negative drug screen results, and proof of immunizations prior to the first clinical day. TB testing will be required annually.

CLINICAL ASSIGNMENTS

Clinical education assignments allow integration of classroom and lab knowledge with actual patient care experience. Each semester, students are required to do emergency room clinical and ride outs with the EMS services that are under contract agreement with the college. The clinical is to be selected by the student and must be done at the appropriate and designated beginning and ending dates. Clinical is done 7 days a week and 16 hours a day so that one student will be in a clinical site at a time. Since the students self-schedule times and days, they are expected to be responsible and go. Failure to attend designated times and failure to begin and end on time will have adverse effects on the clinical grade. See the course syllabi for specific policy.

All clinical education settings reserve the right to **refuse** admission to any student who is involved in any activity not considered professional or conducive to proper patient care. If a clinical education setting expels a student for unprofessional and/or unethical conduct, the student may receive a grade of "F" for the clinical component of the course.

Platinum Planner is used to document all clinical patients and clinical hours. Failure to document patient care in the allowed timeframe will result in an absence for the student. Three clinical absences will result in dismissal from the program.

PROGRAM DRESS CODE

CAMPUS DRESS CODE

While on campus, students should dress in a reasonable and appropriate fashion. Much of the lab time for the EMS courses is done on the floor; assessments, bandaging, splinting, etc. Students are not to wear clothing that is revealing, too short, or too low cut. Shorts and skirts are not permitted. Small earrings only; no drop or seasonal earrings. Only one earring per ear is allowed in the *EAR LOBE only*. To minimize distractions and potential injury, no other

visible body piercing jewelry is allowed while in the classroom or in clinical. During guest speaker or healthcare institution visits, professional attire is expected.

CLINICAL UNIFORMS

Students are required to purchase uniforms following acceptance into the Program. All advanced AC Allied Health programs are required to order uniforms from a designated source and have the AC Emergency Medical Services Program insignia embroidered in gold on the uniform top on the right upper chest. This is for hospital clinical for intermediate and paramedic students. Students will be governed by the current dress policy that is periodically reviewed and revised by the Emergency Medical Services Faculty. Uniforms should be purchased as often as necessary to meet the **Dress Code Standards**. Students who do not comply with **Dress Code Standards** will be dismissed from the clinical education setting for the rest of the day. A daily dismissal will be recorded as an absence, and reflected on the clinical evaluation grade.

DRESS CODE STANDARDS

- 1) Appropriate assigned uniform must be laundered and pressed daily. EMT students will wear the same uniform to both hospital and EMS clinical and shall consist of navy-blue slacks, navy blue button-down shirt, black shoes and socks. Advanced students will wear black scrubs with AC program logo and athletic shoes to hospital clinical. Advanced students will change the navy-blue EMS shirts to a Columbia blue class A uniform shirt. EMS slacks and shoes/socks will be the same as for the basics.
- 2) A watch that indicates seconds with a sweep second hand or a digital watch with seconds timer.
- 3) Nails (**only natural allowed**) must be clean, neat, and short (fingertip length). Clear or pale colored, unchipped polish may be worn.
- 4) No more than one ring on each hand and one neck chain.
- 5) **Small earrings only; no drop or seasonal earrings. Only one earring per ear is allowed and it must be in the *EAR LOBE* only. No other visible body piercing jewelry is allowed.**
- 6) Hair should be neat, clean, off the shoulders, and in a moderate style that will not compromise safety (hair must not obstruct vision or fall forward over the patient or work area).
- 7) Make-up should be worn conservatively.
- 8) Colognes/perfumes or other scents should be minimal.
- 9) All body art (tattoos) must be concealed while in the clinical education settings.
- 10) Good personal hygiene is expected at all times.
- 11) Smoking is not allowed on any hospital campus or at any EMS service.
- 12) College identification badge is to be worn on upper left side of chest or on a lanyard with the student's name, photo, and institutional information always visible. Do not cover with stickers or pins.
- 13) The Program's Dress Code Standards will further honor the guidelines of each clinical education setting.
- 14) No gum chewing in the clinical. Only breath mints are allowed.
- 15) Repetitive violations of the Program's Dress Code Standards may result in denial of clinical experiences.

CLINICAL POLICIES

Students enrolled in health careers programs at Angelina College must provide updated documents for required immunizations, titers and proof of current American Heart Association Basic Life Support CPR as required by all clinical sites.

Angelina College has no authority to dictate a site's requirements and no discretion to waive a clinical sites' requirements. Additionally, clinical sites are free to add, change, remove or otherwise alter their requirements at any time and all students are required to adhere to the revised site's requirements.

Failure to provide any documentation required by a clinical site will result in unexcused clinical absences and could result in dismissal from the program. For more information, please consult the clinical/practicum syllabus and health careers program student handbook for specific information on clinical absences and requirements.

During clinical assignments, students must comply with the following rules:

- 1) Report to the assigned clinical education setting in a clean and neatly pressed uniform as approved by the Program.
- 2) Maintain all hospital and patient information as confidential in adherence with HIPAA regulations.
- 3) No smoking in the clinical education setting.
- 4) Food or drinks are only allowed in designated areas of the clinical education setting.
- 5) Do not refuse assignments from the Clinical Instructors, Preceptors, or staff that are commensurate with technical abilities.
- 6) Leaving an assigned area or clinical departure without the direct knowledge of the assigned Clinical Instructor or Preceptor is prohibited.
- 7) Patients are to be addressed with title and last names (i.e., Mr. Jones, Miss Smith).
- 8) Physicians are to be addressed as "Dr."
- 9) A student or clinical staff member must not alter attendance records.
- 10) The assigned Clinical Instructor may only make annotations on the student's attendance records or clinical file.
- 11) Sleeping during any clinical assignment is prohibited.
- 12) Personal phone calls may not be received or made on clinical phones without the approval of the Clinical Instructor.
- 13) Tips or gratuity from a patient or the patient's family is not allowed.
- 14) Alteration of the scheduled clinical hours without the knowledge and agreement of the Clinical Instructor is prohibited.
- 15) No body piercing except for one small stud in each earlobe.
- 16) Do **not** argue or challenge the authority of Clinical Instructors or staff. If disagreements with clinical staff occur, contact the assigned Clinical Instructor following task completion.
- 17) In the absence of the assigned Clinical Instructor, a clinical Preceptor will become the students' immediate supervisor.
- 18) **Chewing gum is not permitted** in the clinical setting.
- 19) **The use of profanity is strictly prohibited.**
- 20) The college and the Emergency Medical Services Program **strictly prohibits** a student from being in a clinical education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Refer to the AC student handbook for review of the "Alcohol and Drug Policy".
- 21) **Possession and/or use of cellular phones are prohibited** in any clinical education setting due to their electronic interference with essential patient medical devices and to the need for patient privacy.

- 22) If an emergency situation exists, the student must seek approval from the assigned Clinical Instructor and the approved pager must be operated in non-auditory (silent) mode.

PROGRAM IDENTIFICATION BADGES

Each student will be provided with one Angelina College name and photo identification badge upon acceptance in the Program. The identification badge is considered a part of the required clinical uniform and may be used at other college events. Replacement badges must be obtained from the Student Services office at the student's expense.

Official name badges **must** be worn with the approved uniform during clinical assignments. The badge is worn on the upper left side of the chest with the student's name, photo, and institutional information always visible. Failure to wear the identification badge will result in denial of clinical participation until one is appropriately worn.

INCIDENT REPORTS

If an unusual incident or accident occurs while a patient is in the care of a Emergency Medical Services student, or when an incident involving a patient is witnessed by a student, and not by a clinical education setting employee, the student is required to immediately report the incident to the Clinical Instructor or Preceptor and the department manager of the institution. An unusual incident or accident may also be defined as any occurrence out of the ordinary which can or does impact the physical or mental health of the patient, a patient's family member, a clinical staff member, or the student. In addition to this type of unusual incident, any damage to equipment of the facility must be similarly reported. Incident report forms for both the clinical education setting and college must be completed prior to departure from the facility on the day of the occurrence. The instructor will, in a timely fashion, report the incident and appropriate follow-up action to the student and the Program Coordinator. Financial costs for a student's personal injury are the responsibility of the student.

MALPRACTICE INSURANCE

All students are required to purchase professional liability insurance prior to participation in a clinical education setting. The insurance protects the student, college, and clinical education setting in case of any medical situation resulting in litigation. Generally, the insurance is purchased on an annual basis by both first- and second-year students during registration for the fall semester.

DIRECT SUPERVISION

Prior to successful demonstration of an advanced EMS procedure, all students are required to be directly supervised by a qualified preceptor (nurse or paramedic). Direct supervision is defined as student supervision by a qualified preceptor who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure.

INDIRECT SUPERVISION

Following successful demonstration of advanced procedures, a qualified preceptor may indirectly supervise students. Indirect supervision is defined as student supervision by a qualified nurse or paramedic who is immediately available to assist students regardless of the level of achievement. Immediately available is interpreted as the physical presence of a qualified preceptor adjacent to the room or location where an advanced EMS procedure is being performed.

CLINICAL MEAL SCHEDULE

Students are allowed 30 minutes for a lunch break during the clinical day. These periods will be scheduled **daily** by, and at the discretion of, the assigned Clinical Instructor or Preceptor. Lunch periods are not cumulative and may not be used to shorten the clinical day.

STUDENT CONSULTATION

Each student will periodically meet with his/her Clinical Instructor, although students may request more frequent consultation as needed. The Clinical Instructor may, at any time, relieve a student of his/her work assignment for the purpose of counseling.

DAILY DISMISSAL

A student may be dismissed from clinical on any day for inappropriate uniform, not wearing the official name badge, arguing with clinical nurses or paramedics, staff, the Clinical Instructor, or other students. Daily dismissal may also result from refusal to perform assigned clinical procedures or other more serious breaches of conduct. A daily dismissal will be recorded as an absence, documented on a Student Counseling Form, and reflected on the clinical evaluation grade.

CLINICAL REQUIREMENTS –EMT

1. EMS - A minimum of 48 hours shall be done on the EMS providers under contract with Angelina College. Currently AC is using Lufkin Fire Department EMS, Nacogdoches County EMS, and Allegiance EMS in Livingston. During these 48 hours, a minimum of 8 – 911 calls shall be documented for evaluation of the writing of clinical narratives. The primary function of the EMT student during EMS clinical is as an assistant to the paramedic. The student will assist in care as directed and help with the logistics of lifting and moving the patient. The student will observe assessments and treatment and then write a narrative of the 911 call.
2. Hospital – A minimum of 32 hours shall be done with the hospital ERs. Hospital clinical hours will be done with CHI St. Luke's Health, Woodland Heights Medical Center, and Nacogdoches Medical Center. During this clinical, the student will assist the nursing staff with patient care and the running of the ER so that patients get optimal and efficient care. In addition, the student will visit with the patient in order to practice gathering a history. It is very important for the student to learn to establish a rapport with the patient and learn the interview techniques needed to assess and eventually treat the patient. The student will gather a history on 32 patients.
3. Clinical Instructors will evaluate students on the quality and completeness of the paperwork and will visit with each student to give feedback as narratives are turned in. EMS narratives will be rewritten and the second grade recorded. The student must return paperwork that has been rewritten 48 hours.
4. Clinical is scheduled by the student so as to not conflict with class or work. However, once a student schedules a clinical date, they are required to attend on that scheduled date. If they fail to attend, they will be counted absent. There are no excused absences from clinical.

CLINICAL REQUIREMENTS – AEMT

(SPRING AND SUMMER, I) SEMESTER

1. EMS –120 hours shall be done on the EMS providers under contract with Angelina College. Currently AC is using Lufkin Fire Department EMS, Nacogdoches County EMS, and Americare EMS in Livingston. During these 120 hours, a minimum of 15 – 911 calls shall be documented for evaluation of the writing of clinical narratives. The primary function of the EMT student during EMS clinical is as an assistant to the paramedic. The student will assist in care as directed and help with the logistics of lifting

and moving the patient. The student will observe assessments and treatment and then write a narrative of the 911 call. In addition, the student at the paramedic level shall start IVs and intubate the patient as the paramedic in charge directs. The paramedic first semester shall take a larger role in the assessment and management of the patient. This is all dependent on establishing a working relationship with the paramedic preceptor and on the comfort level of the paramedic with the abilities of the student.

2. Hospital – A minimum of 32 hours ER, 24 hours in simulation, and 16 hours in surgery shall be done with the Lufkin Hospitals. These hours in the ER may be split between CHI St. Luke's Health, Woodland Heights Medical Center, Nacogdoches Medical Center, and Nacogdoches Memorial. During this clinical, the student will assist the nursing staff with patient care and the running of the ER so that patients get optimal and efficient care. In addition, the student will visit with the patient in order to practice gathering a history. It is very important for the student to learn to establish a rapport with the patient and learn the interview techniques needed to assess and eventually treat the patient. As is with the EMS clinical, the paramedic student will start IVs and intubate patients as the physician and nurses direct and are comfortable with for that particular patient. The student will gather a history on 56 patients and will start 20 successful IVs and 2 live patient intubations.

3. Clinical Instructors will evaluate students on the quality and completeness of the paperwork and will visit with each student to give feedback as narratives are turned in. EMS narratives will be rewritten and the second grade recorded. The student must return paperwork that has been rewritten within 48 hours.

4. Clinical is scheduled by the student so as to not conflict with class or work.

PARAMEDIC

1. EMS –208 hours shall be done on the EMS providers under contract with Angelina College. During these 390 hours, a minimum of 52 – 911 calls shall be documented for evaluation of the writing of clinical narratives. The student will work towards a final 27 runs in which the student is in charge with a paramedic in observation role. The remainder of student responsibilities is still in place.

2. Hospital – A minimum of 72 hours ER and 24 hours in surgery, 8 hours in telemetry, 8 hours in cardiac Cath lab, 8 hours in ICCU, 24 hours in labor and delivery, 8 hours in ER/Pedi, 8 hours in ER/Medical Director, and 80 hours in Angelina College simulations. These hours in the ER may be split between CHI St. Luke's Health, Woodland Heights Medical Center, and Nacogdoches Memorial. During this clinical, the student will take a larger role in patient assessment and care. As is with the EMS clinical, the paramedic student will start IVs and intubate patients as the physician and nurses direct and are comfortable with for that particular patient. The student will meet the required minimum number of skills as directed the CoAEMSP.

3. Clinical/lab Instructors will evaluate students on the quality and completeness of the paperwork and will visit with each student to give feedback as narratives are turned in. EMS narratives will not be rewritten during the final semester and the original grade is recorded.

4. Clinical is scheduled by the student so as to not conflict with class or work. However, once a student schedules a clinical date, they are required to attend on that scheduled date. If they fail to attend, they will be counted absent. There are no excused absences from clinical.

ATTENDANCE INFORMATION AND POLICIES

DIDACTIC CLASS ATTENDANCE

Students are expected to be punctual and attend all classes on a regular basis. Attendance will be recorded promptly at the beginning of all classes. Students who must miss class on the day of an examination should notify either the Emergency Medical Services Program office or the course instructor in advance of the absence. Students should expect to take missed exams on the day they return to class, but should contact the instructor by phone or email to make that determination. There are no make-ups on quizzes or homework assignments. One quiz may be dropped at the discretion of the instructor.

All students are required to follow the published college schedule for final examinations. Changes in the final examination schedule are only allowed with permission from the Vice President of the college.

CLINICAL ATTENDANCE

Students are required to attend all clinical assignments as scheduled by the Program and Clinical Coordinators. Daily attendance records will be used to document clinical attendance and tardiness. Attendance records will be verified daily by the Clinical Instructor or Preceptor. Falsification of any attendance records is grounds for dismissal from the EMS program.

If unavoidable circumstances arise that will prevent clinical attendance or result in being tardy, **the Clinical Instructor** of the student's assigned clinical education setting **must be notified prior to** the scheduled arrival time.

Habitual tardiness and/or absenteeism represent a lack of responsibility and will not be tolerated. The following absence and tardy guidelines will be enforced in all clinical courses.

Clinical Absence

For each clinical absence one (1) letter grade will be deducted from the final course grade. Example: A student with an "A" average for the final course grade, but having one (1) absences will have his/her grade reduced to a "B." A student with an "A" average for the final course grade, but having two (2) absences will have his/her grade reduced to a "C." A student with a "B" average for the final course grade, but having two (2) absences will have his/her grade reduced to a "F." Since attendance represents dependability, absences will also affect the clinical evaluation grade.

Bereavement Absence

Students are permitted up to three (3) days per year if death of an immediate family member occurs. Immediate family includes: spouse, child, mother, father, brother, sister, mother or father-in-law, brother or sister-in-law, stepparents, stepchild, or grandparent. Any absence in excess of the allowed days (3) will be considered as routine clinical absences (2 per clinical semester).

Other bereavement requests for those not listed above will need to be approved on a case-by-case basis by the Program Director. Proof of bereavement absence may be required by the Clinical Instructor.

DIDACTIC AND CLINICAL COURSE DROPS/WITHDRAWALS

Absences from didactic classes and/or from clinical courses follow the college policy regarding attendance as contained in the AC Student Handbook and can subject the student to being “dropped” from the course and/or program when three consecutive absences or four cumulative absences are recorded for a Fall or Spring semester. The number of absences decreases to two consecutive or three cumulative for dismissal from a course during a Summer Session.

If a student is permanently "dropped" from a lecture course(s) or a clinical course(s) for excessive absences, the Program Coordinator will determine if the student should be removed from the program due to a lack of didactic and clinical integration.

If a student is considering withdrawal or has been dropped from a course in the Program, he or she must report to the Emergency Medical Services Program office for withdrawal and re-admission information. Students are also required to officially withdraw in the Angelina College Office of Admissions. Official withdrawal from the College will possibly prevent the student from receiving a grade of "F" for the course(s) in progress at the time of withdrawal. Institutional policies as listed in the AC General Bulletin under "System of Grading" and "Schedule Changes" will govern all final decisions.

Duties

EMTs and paramedics typically do the following:

- Respond to calls for medical assistance, such as at the scene of a car accident in which someone is injured
- Assess people's condition and determine what treatment, if any, is needed
- Provide treatment, such as first aid or life support care, to sick or injured patients
- Prepare patients for and safely transport them to the emergency department of a hospital or other healthcare facility
- Document and report observations and any treatment provided, to physicians, nurses, or other healthcare staff
- Inventory and replace medical supplies and clean equipment after use

Work Environment

EMTs and paramedics care for sick or injured patients in a prehospital setting.

Emergency medical technicians held about 169,700 jobs in 2023. The largest employers of emergency medical technicians were as follows:

Ambulance services	46%
Local government, excluding education and hospitals	25
General medical and surgical hospitals; private	15
General medical and surgical hospitals; local	4
Outpatient care centers	2

Paramedics held about 100,600 jobs in 2023. The largest employers of paramedics were as follows:

Ambulance services	38%
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Local government, excluding education and hospitals 38

General medical and surgical hospitals; private 13

General medical and surgical hospitals; local 5

Offices of physicians 1

These employment data exclude volunteer EMTs and paramedics, who share many of the same duties as paid EMTs and paramedics.

EMTs and paramedics work both indoors and outdoors, in all types of weather. Their work is physically strenuous, and they spend much of their time standing or moving. Their work also may be stressful, especially when it involves life-or-death situations. Some paramedics must fly on helicopters or airplanes as part of an air ambulance flight crew.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, EMTs and Paramedics, at <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm> (visited March 06, 2025).

Injuries and Illnesses

EMTs and paramedics have one of the highest rates of injuries and illnesses of all occupations. EMTs and paramedics spend considerable time kneeling, bending, and lifting while caring for and moving patients. They may be exposed to serious diseases and viruses, such as HIV. EMTs and paramedics may reduce the risk of injury and illness by following proper safety procedures, such as waiting for police to clear an area in violent situations or wearing a mask and gloves while working with a patient.

Work Schedules

Most EMTs and paramedics work full time. Some work more than 40 hours per week. Because EMTs and paramedics must be available to work in emergencies, their schedules may vary to include nights, weekends, and holidays. Some EMTs and paramedics work extended shifts, such as ones lasting 12, 18, or 24 hours.

IMPORTANT QUALITIES

Communication skills. EMTs and paramedics must listen to patients describe their injuries and illnesses and to dispatchers and others conveying information. They also need to provide clear instruction and explain procedures.

Compassion. EMTs and paramedics must be able to provide care and emotional support to patients who may be in life-threatening situations or under extreme mental distress.

Interpersonal skills. EMTs and paramedics must be able to coordinate activities with other members of their team. They also interact with a variety of people when responding to calls for assistance.

Physical strength. EMTs and paramedics must be comfortable bending, lifting, and kneeling over the course of their shift.

Problem-solving skills. EMTs and paramedics must evaluate patients' symptoms and determine the appropriate treatment.

PAY

The median annual wage for emergency medical technicians was \$38,930 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$29,910, and the highest 10 percent earned more than \$59,390.

The median annual wage for paramedics was \$53,180 in May 2023. The lowest 10 percent earned less than \$38,520, and the highest 10 percent earned more than \$79,430.

In May 2023, the median annual wages for emergency medical technicians in the top industries in which they worked were as follows:

Outpatient care centers	\$65,660
General medical and surgical hospitals; private	41,690
Local government, excluding education and hospitals	39,270
General medical and surgical hospitals; local	38,410
Ambulance services	37,620

Citation:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, EMTs and Paramedics, at <https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm> (visited March 06, 2025).

In May 2023, the median annual wages for paramedics in the top industries in which they worked were as follows:

General medical and surgical hospitals; private	\$54,620
Local government, excluding education and hospitals	53,960
Ambulance services	52,270
Offices of physicians	51,850
General medical and surgical hospitals; local	49,780

Most EMTs and paramedics work full time. Some work more than 40 hours per week. Because EMTs and paramedics must be available to work in emergencies, their schedules may vary to include nights, weekends, and holidays. Some EMTs and paramedics work extended shifts, such as ones lasting 12, 18, or 24 hours.

Citation:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, EMTs and Paramedics, at <https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm> (visited March 06, 2025).

EMS Paramedic Information Session

Name: _____
Email Address: _____
Phone Number: _____
Return this packet by _____

Admission Requirements and Costs

All of the following documentation must be completed prior to registration.

- Apply to Angelina College and choose EMS as a major.
- New students must attend a college new student orientation session.
- Must take the TSI test unless you are exempt through the military or other scores.
- Attend an EMS information session.
- Complete the EMS Packet:
 - EMS Program application
 - High School Diploma, Transcript or GED
 - **CPR Card – MUST BE AMERICAN HEART ASSOCIATION HEALTHCARE PROVIDER**
 - **Current EMT State Certification**
 - **Health Requirements**
 - **Required Health Form**
 - Fill out the form and return it with your packet. There is no physical required.
You just need to answer the questions on the page and sign it on the bottom.
 - Proof of a **tetanus** shot within the last 10 years
 - **Meningitis vaccine** within the last 5 years and at least 10 days prior the classes starting if you are 22 years of age or younger.
 - **Varicella Vaccine X 2**
 - **MMR vaccines X 2**
 - **3 Hepatitis B vaccines**
 - **Flu Shot** for current flu season
 - **TB test** with results

Ride-out releases from Lufkin Fire Department, Nacogdoches EMS, and Allegiance EMS.

The release from Lufkin Fire must be notarized.

All paramedic students must attend an interview with the Program Director prior to registration.

Required prior to attending clinical

Castel Branch – this program is required to complete a background check and drug screen.

Price: \$121.00

Platinum Planner – This program is used for tracking clinicals and skills

Price: \$175 Paramedic

MyBradyLab Code and Textbooks– This code should be purchased with the Text Book. It is required for all quizzes, exams, and homework assignments.

Price: Approximately \$300 (Price varies depending on where you purchase it.)

Clinical Uniform: This uniform must be purchased before **(Enter Date Here)** so that starting clinical is not delayed.

Navy Blue Slacks and Light Blue Button-down Shirt (*Cost is included in Tuition and Fees*)

Black Scrubs with AC Logo (*Cost is included in Tuition and Fees*)

The cost of the following items will vary depending on where the student chooses to purchase. The students are advised to choose those items with the lowest costs.

Black shoes or boots (No canvas)

Black Belt

Other Supplies: A watch with a second hand (no smart watches)
 A stethoscope
 A clipboard

Clinical:

EMS - Be prepared to complete 208 hours of EMS clinical. The paramedic student can choose between EMS service locations. These include Allegiance EMS in Polk County, Nacogdoches County EMS, and Lufkin Fire Department.

Hospital - You must be able to travel to both CHI St. Lukes's Lufkin and Woodland Heights for clinical in the ER (72), L&D (24), OR (24), Cath Lab (8), ICU (8) and Telemetry (4) for a total of

FIRST CLASS DAY – EMT (Enter Date Here), Paramedic (Enter Date Here),

EMS CAMP DAY - Friday, (Enter Date Here)

This is a mandatory day for all students. It is scheduled from 8:00 a.m. until 5:00 p.m. Please make arrangements to be there. We will go over all of the program policies and procedures at that time. We will also cover every computer program that is required for the program.

Tuition and Fees

EMT

In District - \$648.00

Out of District - \$978.00

Paramedic

In-District

Out of District

Spring	\$1188.00	\$1783.00
Summer	\$1296.00	\$1956.00
Fall	\$1620.00	\$2445.00

Signature: _____

Date: _____

Angelina College
Health Careers Division

STUDENT AND FACULTY AGREEMENT

The Health Careers Division at Angelina College works diligently to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester. **To inform yourself of all policies, Angelina College and the Health Careers Division expects you to read the college catalogue, college handbook and program handbook.**

You should expect the following from the instructor:

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

- Be in class 100% of the time. If you are absent or late more than 12.5% of the course, you may be dropped from the class. (Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
 - ◆ While the instructor is lecturing, there should be no talking to other students
 - ◆ Leaving the classroom during class is not acceptable
 - ◆ You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
 - ◆ Working on other class work during class lecture or discussion time is not acceptable.
 - ◆ Children are not allowed in class.
 - ◆ Phones or beepers must be turned off during class.
 - ◆ Bringing food or drink into classroom is forbidden.
 - ◆ Bringing weapons to class is not permitted.
 - ◆ Sleeping and dozing in class is not permitted.
 - ◆ Using derogatory or vulgar language is not permitted.
 - ◆ Purchase required textbook and other equipment during the first week of class.
 - ◆ Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
 - ◆ Check on grades often and discuss concerns early. **Do not wait until the last week of semester.**
 - ◆ Seek the assistance of available tutoring services.
 - ◆ Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If the problem is not resolved, please contact the Program Coordinator/Director, Janice Hartsfield:

Phone: 936-633-5420 Email: jhartsfield@angelina.edu

Faculty Signature/Date: _____ **Student Signature/Date:** _____

ANGELINA COLLEGE PARAMEDIC PROGRAM FIELD INTERNSHIP

FIELD INTERNSHIP POLICY

At the end of the paramedic curriculum, the students are required to complete the capstone clinical. Before they are allowed to participate in the capstone clinical, they must complete all clinical hours on the ambulance and in the hospital. Students are not allowed to start the capstone clinical until all didactic, skills, and clinical requirements are complete. They must also be 100% complete with all of the CoAEMSP Student Minimum Competencies (SMC). This will be monitored using the Platinum Planner Student Minimum Competency Summary Tracking (SMC) table.

SHIFT/PATIENT REQUIREMENTS - The students are required to complete thirteen (13) shifts at sixteen (16) hours each for a total of 208 hours. During the Capstone Clinical, the students are required to assess, treat, transport, and document 40 patients. Of these 40 patients, the student must be fully in charge of the patient's assessment and treatment plan for the run to count as a team lead. The minimum number of team leads for each student is 27. Of these 27 teams leads, 20 must be advanced life support (ALS) runs.

IN CHARGE/TEAM LEADS - The students will be supervised by a trained paramedic preceptor for the capstone clinical rotations. For a run to count as a team lead, the student must complete the assessment and treatment plan with no prompting from the paramedic preceptor. The paramedic preceptor must indicate by writing on the preceptor form that the student was completely "in charge" of the patient. If the preceptor does not indicate that the paramedic student was "in charge" of the patient, the student is not allowed to document that patient as a team lead.

DOCUMENTATION REQUIREMENTS - The student is required to document a patient care report for each of the 40 patients that are transported to the hospital. These patient care reports will be graded according to the Angelina College EMS Program policy. The student must make a grade of 70% or better for the run to be counted in the 27 team leads. The student must have an average of 70% on patient care reports to pass the capstone clinical. ***REWRITES ARE NOT ALLOWED DURING THE CAPSTONE COURSE.***

ATTENDANCE – Field Internship absences will follow the same guidelines as the clinical absences.

OTHER POLICIES AND PROCEDURES - During the field internship, the paramedic is required to follow all of the clinical policies and procedures as outlined covered during the clinical orientation. Any violation of these policies or procedures will result in immediate dismissal from the program. If a student falsifies documentation by creating false patients or forges a preceptor's signature, he/she will be immediately dismissed from the program with **no chance of reentry** into the Angelina College EMS Program.

Students are required to schedule capstone in a manner that would allow time for make-up clinical dates if it becomes necessary. The student must complete all capstone clinical rotations before the on-time graduation date as listed in the college's academic calendar.

PARAMEDIC FIELD INTERNSHIP CONTRACT

The field internship is the capstone clinical. This is where I must demonstrate the knowledge and skills to show that I am trained as an **entry level paramedic**.

_____ I understand that I must continue to follow the clinical policies and procedures of the Angelina College EMS Program.

_____ I understand that I will not be allowed to start field internship until all lab skills, simulation labs, and clinicals are completed.

_____ I understand that clinical absences for this semester are cumulative and three absences will result in a failing grade. I also understand that each absence will result in a 10-point deduction from my clinical grade.

_____ I agree to complete 13 full (16 Hours) shifts before (*insert graduation date*).

_____ I have been informed of the state rule that I must finish my field internship on time as required by Texas Department of State Health Services. I understand that if I do not complete 13 shifts before (*insert graduation date*), I will not complete the course. Nor will I be able to take the National Registry Exam.

_____ My instructors have explained the criteria for an “**in charge**” run and I fully understand that criteria.

_____ I have been informed that I must be completely in charge of patient assessment and care decisions for the run to count as in charge. If I am not allowed (by my preceptor) to conduct the run according to the national standard that particular run cannot count as an “in charge” run.

_____ I understand that my instructor will read the patient care report and (with the Program Director) decide if it meets the criteria as an “**in charge**” run. If my preceptor does not document that I was in charge, this run will not be counted as an “in charge” run.

_____ I understand that my patient care reports must be turned in on time per The EMS Program policy or they will not count.

_____ I understand that falsification of patient care reports will result in automatic dismissal from the program.

_____ I agree to complete a minimum of 40 runs during my field internship. I understand that I must be completely in charge of at least 27 of these and 20 in charge runs must be ALS.

_____ I understand that I must write a patient care report for every patient transported to the emergency department or transferred to a helicopter.

_____ I have looked at my reports in Platinum Planner with my instructors and I have been given the opportunity to ask any questions regarding those reports. My reports are current and accurate as of today.

Print Name: _____

Sign Name: _____ Date: _____

**PARAMEDIC STUDENTS
AMBULANCE CLINICAL/FIELD INTERNSHIP POLICIES**



PRECEPTOR/STUDENT EXPECTATIONS

Clinical/Field Internship Safeguard Policy (Per CAAHEP Standards)

For all educational activities, individuals must be clearly identified as students. This is accomplished through verbal introduction to patient as well as a visible Student Identification Badge. The ID badge must be worn at all times. The student acts under the auspices of the program Medical Director. At all times, students must function under direct supervision of a preceptor. The individual must remain in the student capacity when rendering patient care.

The students are required to have completed all required immunizations, health and background clearances, and post-injury/exposure processes. Students are notified that the hospital may have additional requirements.

The students are required to complete the onboarding process required by the hospital prior to requesting permission to attend clinical at the facilities.

Attendance: Students are expected to show up on time, in the Angelina College required uniform. The student is not allowed to leave a clinical site early unless it is an absolute emergency. In the event that there is an emergency that requires the student to leave the clinical facility early, the student must document the **actual** time they leave and the *actual* number of hours completed. The students are not allowed to claim attendance for a complete 16-hour shift.

Identification Badges: Students must have an identification badge that identifies them as an "EMS Student". The ID badge must be displayed on the front of the student with the name and picture visible to the patient. The student is not allowed to use any other form of identification other than the badge issued by Angelina College. If a student arrives at a facility without an ID badge, they are not allowed to complete the clinical. Preceptors are expected to send them home immediately.

Patient Care: Students are required to document a patient care report for every patient that is taken to an Emergency Department or to a helicopter flight crew. Students are not allowed to refuse to go on a call for any reason. There is **no maximum number of EMS calls** that the student will take. Each student is required to go on **every** available emergency call, and complete a patient care report for every patient taken to the hospital ER.

Preceptor Evaluation Form: The student must present a preceptor evaluation form and an envelope. After the student hands the form and envelope to the preceptor, the student should walk away and allow the preceptor the opportunity to complete a private evaluation. When the evaluation is completed, the preceptor should place the form in the envelope, seal the envelope, and sign across the seal of the envelope. This ensures that the preceptor's evaluation will reach the instructor without being tampered with. Paperwork that is submitted without the proper signatures on the form or envelope will not be accepted.

Visitors: Students are not allowed to have visitors at any clinical site.

Cell Phones: Students are not allowed to have cell phones at the clinical facility at any time. Preceptors should contact the Program Director if the student does not follow this rule.

Computers: Students are not allowed to use the facility's computer under any circumstances. The student is allowed to use their personal laptops, but **only** for study purposes.

Sleeping is not permitted at the clinical facility. Under no circumstances is the student allowed to lay in a bed or recliner. If the student falls asleep, the preceptor should send the student home. If the EMS service is not busy with calls or other duties, the student is allowed to study or work on homework.

Meals: The student is required to take food or money to the clinical facility. The student is not allowed to borrow money or accept money from members of the EMS crew. The student is not allowed to leave the facility in a personal vehicle during the clinical hours. The student is only permitted to leave the station with the EMS crew.

PARAMEDIC CLINICAL/FIELD INTERNSHIP OBJECTIVES

After the student demonstrates proficiency in the class/lab, he/she will be required to skills under direct supervision of the preceptor. The student will be given credit for only clinical skills that are documented on the preceptor evaluation form with the preceptor's signature.

- Complete an orientation of expected behavior before, during, and after a response with the EMS crew.
- Locate, inspect, and prepare to use each piece of equipment on the ambulance.
- Observe radio operations and be prepared to operate radio equipment.
- Practice loading and unloading the ambulance stretcher with and without a load.
- Locate and become familiar with emergency equipment such as fire extinguishers and triangular reflectors.
- Perform patient assessment on a progressive basis. That is, on each successive patient the student involvement should become greater and greater. These assessments should include developing relevant medical histories and conducting physical examinations. As with all clinical considerations, patient well-being should not be compromised, and patient care should be carried out under direct supervision.
- Review with the EMS personnel the treatment of trauma and medical emergency cases.
- Assist with the triage of patients.
- Assist in hemorrhage control and splinting.
- Assist in cases of cardiac arrest, including the performance of CPR.
- Assist in basic airway management.
- Assist in advanced airway management.
- Perform or assist with Peripheral IV insertions.
- Draw blood samples.
- Perform or assist with Endotracheal intubation.
- Perform or assist with preparation and administration of medications.

REQUIRED ASSESSMENTS	REQUIRED CLINICAL SKILLS	CAPSTONE CLINICAL
Assessment and Plan RX of Abdominal Pain	Basic Skills (ALL)	During the capstone course, the paramedic student is required to complete a minimum of 40 calls. For a minimum of 27 of these calls, the patient must (without prompting) complete the assessment, form a clinical impression, and develop an appropriate care plan under direct supervision of a paramedic preceptor.
Assessment and Plan RX Altered Mental Status	Oxygen Administration	
Assessment and Plan RX of Chest Pain	BVM Ventilations	
Assessment and Plan RX of Respiratory Problems	CPAP	
Assessment and Plan RX of Syncope	Vital Signs	
Assessment and Plan RX of Adolescents	Basic Trauma Skills	
Assessment and Plan RX of Adults	Basic Medication Administration	
Assessment and Plan RX of Geriatrics	Advanced Skills	Student are required to complete all skill requirements prior to starting the capstone/field internship. However,
Assessment and Plan RX of Infants	12-Lead ECG Acquisition	
Assessment and Plan RX of Medical Patients	Airway Management	
Assessment and Plan RX of Newborns	Glucometer	
Assessment and Plan RX of Obstetrics	IV Fluid Therapy	
Assessment and Plan RX of Preschoolers	Safely administer IV Push Medication	
Assessment and Plan RX of Psychiatric Patients	Safely administer IM/SC Medication	

Assessment and Plan RX	Endotracheal Intubation	students are encouraged to continue to integrate advanced skills while completing the assessment and p
Assessment and Plan RX	Supraglottic Airway Administration	
	Intraosseous Infusion	

PARAMEDIC CAPSTONE CLINICAL OBJECTIVES

After the student has completed the Clinical portion of the program, he/she will move to the capstone course. In the capstone clinical the student will complete a minimum of 40 runs. Of those 40 runs, the student is required to acquire 27 team leads of which a minimum of these team leads must be ALS runs.

The CoAEMSP definition of a team lead is as follows:

Team Lead: occurs during the capstone field internship experience in which students apply the concepts acquired and demonstrate that they have achieved the terminal goals for learning established by their education program, and are able to demonstrate entry- level competency in the profession including the cognitive, psychomotor, and affective learning domains. The capstone experience occurs after the didactic, lab and clinical, and optional field experience components have been completed and of sufficient volume to show competence in a wide range of clinical situations. A successful team lead should be clearly defined for preceptors and students to assist in inter-rater reliability.

The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, other responders or crew. (Preceptors should not agree to a "successful" rating unless it is truly deserved. As a general rule, more unsuccessful attempts indicate willingness to try and are better than no attempt at all.) To be counted as a Team Lead the student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, and direct and participate in the transport of the patient to a medical facility, transfer of care to a higher level of medical authority, or termination of care in the field. For the capstone field internship to meet the breadth of the profession, team leads must include transport to a medical facility and may occasionally include calls involving transfer of care to an equal level or higher level of medical authority, termination of care in the field, or patient refusal of care. Capstone field internship team leads cannot be accomplished with simulation.

Preceptor Training Video

The preceptor is required to watch the training video and take the accompanying exam. The student must make an 80 or above on the exam.

<https://vimeo.com/showcase/5018770>

Print Name: _____

Preceptor Signature: _____

Date: _____

Preceptor Email Address: _____

Hospital Clinical Preceptor/Liaison Orientation



Hospital Clinical Safeguard Policy (Per CAAHEP Standards)

For all educational activities, individuals must be clearly identified as students. This is accomplished through verbal introduction to patient as well as a visible Student Identification Badge. The ID badge must be worn at all times. The student acts under the auspices of the program Medical Director. At all times, students must function under direct supervision of a preceptor. The individual must remain in the student capacity when rendering patient care.

The students are required to have completed all required immunizations, health and background clearances, and post-injury/exposure processes. Students are notified that the hospital may have additional requirements.

The students are required to complete the onboarding process required by the hospital prior to requesting permission to attend clinical at the facilities.

Rules for Hospital Clinical (*All Departments*)

Attendance: Students are expected to show up on time, in the Angelina College required uniform. The student is not allowed to leave a clinical site early unless it is an absolute emergency. In the event that there is an emergency that requires the student to leave the clinical facility early, the student must document the **actual** time they leave and the *actual* number of hours completed.

Identification Badges: Students must have an identification badge that identifies them as an “EMS Student”. The ID badge must be displayed on the front of the student with the name and picture visible to the patient. The student is not allowed to use any other form of identification other than the badge issued by Angelina College. If a student arrives at a facility without an ID badge, they are not allowed to complete the clinical. Preceptors are expected to send them home immediately.

Patient Care: Students are required to interview a minimum of 10 patients. The student must document the history of the present illness, past medical history, medications, allergies, and vital signs for each of the 10 patients.

Hospital Clinical Evaluation Form: The student must present a preceptor evaluation form and an envelope. After the student hands the form and envelope to the preceptor, the student should walk away and allow the preceptor the opportunity to complete a private evaluation. When the evaluation is completed, the preceptor should place the form in the envelope, seal the envelope, and sign across the seal of the envelope. This ensures that the preceptor’s evaluation will reach the instructor without being tampered with. Paperwork that is submitted without the proper signatures on the form or envelope will not be accepted.

Visitors: Students are not allowed to have visitors at any clinical site.

Cell Phones: Students are not allowed to have cell phones at the clinical facility at any time. Preceptors should contact the Program Director, Janice Hartsfield at 936-633-5420 or jhartsfield@angelina.edu, if the student does not follow this rule.

Computers: Students are not allowed to use the facility’s computer under any circumstances.

Sleeping is not permitted at the clinical facility. If the student falls asleep, the preceptor should send the student home immediately.

Meals: The student is required to take food or money to the clinical facility. The student is not allowed to borrow money or accept money from members of the EMS crew. The student is not allowed to leave the facility for meals or breaks.

Emergency Department Student Expectations:

Emergency Department Objectives:

The paramedic student is required to attempt and successfully assess the following pathologies to satisfy the student minimum competencies set the CoAEMSP, the accrediting agency for the Angelina College EMS Program.

- Trauma
- Psychiatric/Behavioral
- Distressed Neonate
- Cardiac pathologies or complaints
- Cardiac Arrest
- Cardiac dysrhythmias
- Medical neurologic pathologies or complaints
- Respiratory Pathologies or complaints
- Other medical conditions or complaints

The paramedic student is required to attempt and successfully achieve the following skills to satisfy the student minimum competencies set the CoAEMSP, the accrediting agency for the Angelina College EMS Program.

- Establish IV access
- Administer IV infusion medication
- Administer IV bolus medication
- Administer IM injection
- Establish IO access
- Perform PPV with BVM
- Perform oral endotracheal intubation
- Perform endotracheal suctioning
- Perform FBAO removal using Magill Forceps
- Perform cricothyrotomy
- Insert supraglottic airway
- Perform needle decompression of the chest
- Perform synchronized cardioversion
- Perform defibrillation
- Perform transcutaneous pacing
- Perform chest compressions

Inpatient Surgery (OR) Objectives: The Angelina College Paramedic Program requires paramedic students to complete 24 hours of OR clinical. The shifts are 8 hours each. AC does not schedule more than one student per rotation.

Pathologies: N/A

Skills:

- Direct oral intubation
- Supraglottic Airway Insertion
- BVM Ventilation

Labor and Delivery (OB) Objectives

Pathologies:

Assessment of the Pregnant Female

Assessment of the Neonate

Assessment of the Newborn (Normal Delivery)

Assessment of the newborn (Abnormal Delivery)

Skills: N/A

The following departments are scheduled so that the student can see the continuum of care for the emergent patient that the EMS personnel transport to the hospital.

ICU

Cardiac Cath Lab

Telemetry

The following hospital personnel agrees to be the Preceptor/Liaison for the Angelina College EMS/Paramedic Program:

Print Name: _____

Preceptor/Liaison Signature: _____

Date: _____

Preceptor Email Address: _____

CELL PHONE POLICY

SCHOOL OF HEALTH CAREERS POLICY AND PROCEDURE CELL PHONE USAGE

Objective: To create an uninterrupted learning environment for all students.

Purpose: Prohibit the use of cell phones during all classes (unless approved), campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

POLICY

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

Students are prohibited from carrying and/or using cell phones (including smart watches) during clinical hours. During clinical hours, cell phones are to be left in vehicle and not to be found on student.

During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones (including smart watches).

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*
- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*
- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

PROCEDURE: Clinical Setting

- Student will be dismissed from clinical with an absence for each incident. Absences will be documented and cumulative. I fully understand this policy and procedure and will comply.

Student Printed Name

Student Signature

Date

HANDBOOK SIGNATURE PAGE

I hereby affirm that I have received, read and agree to abide by all policies and procedures of the Angelina College Emergency Medical Services Program as contained in the Student Handbook.

Student Name (Printed)

Student Signature

Date