



EMS PROGRAM STUDENT HANDBOOK

2024-2025

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Vernon College prepares students for licensure/certification in the State of Texas (unless otherwise notated). It is the student’s responsibility to ensure that they can take the licensure/certification exam in the career field of the State in which the student plans to work or live.

Mission Statement

“The Mission of the Vernon College EMS Program is to provide excellence in pre-hospital emergency medical education that will support quality patient care and promote lifelong learning.

Program Goal

“To prepare competent entry-level Basic and Advanced Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

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Disclaimer Clause

This Handbook is intended to provide guidelines and procedures for the Vernon College EMS Program and does not create a contract between the student and Vernon College, nor confer any contractual right upon the student. Vernon College reserves the right to make changes to this Handbook at any time without prior notice. Face coverings/masks will be required for labs/classrooms where 6 feet separation is not feasible due to the aspect of the skills that are being taught and/or performed.

Accreditation Status

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, the Associate of Science degree, and the Associate of Applied Science degree and certificates.

SACSCOC
1866 Southern Lane
Decatur, GA 30033
Phone: (404) 679-4501
www.sacscoc.org

The Vernon College EMS program and its course offerings are approved by the Texas Department of State Health Services (TxDSHS). The program curriculum has been established by the U.S. Department of Transportation, the National Highway Administration and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For further information, contact the Program Coordinator at 940.696.8752 ext.3314 or the following accrediting body:

Texas DSHS
1100 West 49th Street
Austin, TX 78756
888/963-7111
www.dshs.state.tx.us

Texas DSHS Functional Position Description

Qualifications

Successfully complete a department approved course. Verification of skills proficiency and achievement of a passing score on the written certification examination.

Must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to be unaffected by loud noises and flashing lights; ability to function efficiently throughout an entire work shift without interruption; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read English language manuals and road maps;

accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light and confined spaces.

Competency Areas

Emergency Medical Responder

Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/First Responder Training Course and the FEMA document entitled "Recognizing and Identifying Hazardous Materials", and to include curricula on aids to resuscitation, blood pressure by palpation and auscultation, oral suctioning, spinal immobilization, patient assessment, and adult, child, and infant cardiopulmonary resuscitation. The automated external defibrillator curriculum is optional.

Emergency Medical Technician

Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic curriculum and the FEMA document entitled "Recognizing and Identifying Hazardous Materials". EMT 1994 curriculum includes objectives pertaining to the use of the pneumatic anti shock garment, automated external defibrillator, epinephrine auto-injector, and inhaler bronchodilators.

EMT-Advanced (AEMT)

Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic and EMT Advanced curriculum. The curriculum will include objectives pertaining to endotracheal intubation.

Description of Tasks

Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician. May use equipment (based on competency level) such as but not limited to, defibrillator and electrocardiograph; performs endotracheal intubation to open airways and ventilate patient; inflates pneumatic anti-shock garment to improve patient's blood circulation.

Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to that facility, asks for direction from hospital physician or emergency department. Observes patient en-route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with facility. Assists in removing patient from ambulance and into emergency facility. Reports verbally and in writing observations about and care of patient at the scene and en-route to facility, provides assistance to emergency staff as required.

Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulances cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

Functional Job Analysis

EMS Provider Characteristics

The *EMS Provider* must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The *EMS Provider* must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the EMS professional's, and other workers' well-being must not be jeopardized.

Program Overview

Emergency Medical Services provide a vital link between the patient and the emergency room. These personnel become the “eyes and ears” for the physician, rapidly assessing and administering appropriate care and maintaining communications with the emergency facility. The EMT Basic courses provide a basic medical background in pre-hospital emergency medicine. The Advanced EMT courses provide advanced skills including trauma management, patient assessment and airway management, which builds on the EMT Basic courses.

The Emergency Medical Services field offers a vast range of opportunities in the medical profession. Emergency Medical Services are used by ambulance providers, fire-rescue, hospitals, industry, military, voluntary services, nursing homes, sport organizations and other recreational entities.

Program Goals

The Vernon College EMS Program is committed to preparing students to become competent entry level Emergency Medical Technician-Basic and Advanced Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Program Expectations

The EMS program is conducted at a professional level. Students are expected to behave professionally and dress appropriately for class; there are many times when students will be working on the floor, working outside or under less than ideal conditions. If you become uncomfortable, at any time, because of the hands-on nature of the practical sessions due to the actions of others, you have the responsibility to immediately inform the other student, the faculty and/or the program director of your concerns. The same is true for language or gestures that a student may find offensive. Sexual harassment, in any form or by any means, will result in immediate dismissal from class, forfeiture of recommendation for Texas DSHS/NREMT certification or licensure and other disciplinary action as based on Vernon College policy.

The laboratory and clinical sessions of this program will combine the material given in lecture with practical demonstrations, instruction, and performance of required skills on mannequins, models, other students, and patients. Participation in these sessions has some inherent risks. This program involves strenuous physical activity, the possible exposure to body fluids (including blood), the use of electrical and mechanical devices (including compressed oxygen cylinders, cardiac monitors and defibrillators), and performance of these activities, outside or under less than ideal circumstances.

Cell phones, pagers, radios, and other devices are NOT allowed during classroom instruction, student labs or during clinical internship. Faculty may authorize the use of electronic devices and computers as part of the classroom or lab methods of instruction.

Course Syllabi and Outline

At the beginning of each semester, students are provided a course syllabus and outline. The outline includes a schedule of classes, exams, special projects, and assigned readings, etc. Since a tremendous amount of information is discussed in all courses, students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus and outline will allow the student to come to class prepared thereby enhancing learning. Should changes to an outline be necessary, instructors will inform students of the changes as soon as possible. When applicable, special class meeting days are identified in the outline. Additional policies and procedures for the course may be added by the faculty member with the approval of the Program Director.

Students Rights and Responsibilities

You have the right to know:

- The learning objectives for all courses in which you enroll (Course Syllabi).
- How grades for all courses in which you enroll will be determined (Course Outline).
- The established policies, procedures, and academic and behavioral guidelines on which you are expected to base your conduct and performance (EMS Handbook).
- That you have the right to file an academic appeal or a grievance in accordance with approved policies and procedures (VC student Handbook).

Just as you have certain rights, you also have certain responsibilities. You are obligated to:

- Treat all patients, fellow students, faculty and staff, clinical facility staff, and the public in general with dignity and respect.
- Abide by all college and departmental policies and procedures listed in published handbooks and publications.

- Complete all required courses in a satisfactory manner as outlined in this handbook and corresponding course syllabi and course outline.
- Conduct yourself at all times in a manner that is conducive to learning.
- Prepare for and actively participate in all class, laboratory, clinical and other approved functions.
- Exhibit a professional manner in both attire and conduct.
- Hold in confidence information relating to any and all patients or events encountered during classroom, clinical, or field internship instruction.
- Accept responsibility for your actions and academic performance.

Program Requirements

Emergency Medical Technician Basic (EMTB)

In addition to being accepted by the College (see Vernon College Application for Admission), students must complete the EMS program required documentation in order to enroll in the EMS program. At Vernon College, the student will need to complete the admissions documents packet prior to registration. Upon successful completion of both EMSP 1501 and EMSP 1260, the student will be eligible to sit for the national and state certification examination conducted by the National Registry of Emergency Medical Technicians. State certification requires a candidate to be 18 years of age, and hold a high school diploma or GED.

The application must be submitted based on program-specific deadlines. Application portfolios will be accepted after the deadline if available slots still exist. The portfolio must include:

1. A completed application for admission.
2. Copy of high school graduation or a GED.
3. Copies of all relevant academic transcripts: high school, college or university, military service schools, and other proprietary schools.
4. Verification of immunization against TDaP, MMR, Varicella, and HepatitisB.
5. Negative results from a tuberculosis skin test (Mantoux or Gold) or chest x-ray performed within the last 12 months.
6. Copy of Background check, and drug screen results from CastleBranch Inc., Vernon College's approved vendor within the last 30 days of enrollment into the EMS program. No other criminal background or drug screen will be accepted.
7. Copy of Texas Driver's License or valid passport or official state ID.

A criminal background check through the college approved vendor (CastleBranch, Inc.) is required prior to admissions into EMS Program. Information on how to obtain an approved background check will be provided during the program admissions process.

Clinical facilities determine what constitutes an unacceptable background check. The student is responsible for working with the background check company to clear up any reporting discrepancies. Students cannot begin or continue their studies until the background check process is satisfactorily completed. Students are responsible for completing the background application process, paying all fees and ensuring that a copy is submitted to the Clinical Coordinator or Program Coordinator.

Applicants who wish to become certified or licensed with the Texas Department of State Health Services and/or the National Registry of EMTs need to be aware that any criminal history may also prevent them from such action. The Vernon College EMS Program is not able to, or responsible for, advise a student with criminal history on whether they are eligible for certification or licensure. All

questions regarding eligibility should be directed to both the Texas Department of State Health Services and the National Registry of EMTs.

Health history and verification of immunization against tetanus, diphtheria, pertussis, mumps, measles, rubella, varicella, and hepatitis B are required. Seasonal flu, influenza, or other immunizations and random drug screenings may be required based on clinical affiliate policies.

Program Requirements

Advanced Emergency Medical Technician (AEMT)

Applicants who are currently certified at the EMT Basic level are eligible for enrollment.

Applicants who have completed EMSP 1501 and EMSP 1260 but who do not yet hold EMT certification, may enroll with the provision that they obtain EMT certification prior to the first day of class. A student may reapply for entry into the next AEMT course upon successful National Registry Basic certification and successful submission of Vernon College EMS Program documentation.

The application must be submitted based on program-specific deadlines. Application portfolios will be accepted after the deadline if available slots still exist. The portfolio must include:

1. A completed application for admission.
2. Copy of high school graduation or a GED.
3. Copies of all relevant academic transcripts: high school, college or university, military service schools, and other proprietary schools.
4. Documentation of National Registry of Emergency Medical Technician EMT Basic certification and/or Texas Department of State Health Services certification as an EMT Basic.
5. Verification of immunization against TDaP, MMR, and Hepatitis B.
6. Negative results from a tuberculosis skin test (Mantoux or Gold) or chest x-ray performed within the last 12 months.
7. Copy of Background check, and drug screen results from CastleBranch Inc., Vernon College's approved vendor within the last 30 days of enrollment into the EMS program. No other criminal background or drug screen will be accepted.
8. Copy of Texas Driver's License or valid passport or official state ID.

Seasonal flu, influenza, or other immunizations and random drug screenings may be required by clinical affiliate policies.

Clinical facilities determine what constitutes an unacceptable background check. The student is responsible for working with CastleBranch Inc., to clear up any reporting discrepancies. Students cannot begin or continue their studies until the background check process is satisfactorily completed. Students are responsible for completing the background application process, paying all fees, and ensuring that a copy is submitted as part of their application.

Applicants who wish to become certified or licensed with the Texas Department of State Health Services and/or the National Registry of EMTs need to be aware that any criminal history may also prevent them from such action. The Vernon College EMS Program is not able to, or responsible for, advising a student with a criminal history on whether they are eligible for certification or licensure. All questions regarding eligibility should be directed to both the Texas Department of State Health Services and the National Registry of EMTs.

EMS students are admitted for advanced coursework based on program-specific course offerings. If there are more applicants who meet the admission criteria than space will allow, applicants will be ranked for placement in the class. Ranking for placement will be based on the point system listed below:

1 point	Vernon College 12 county service area resident.
1 point	1-year full time or 2 years part-time or volunteer service in EMS; or relevant military experience.
1 point	Employment by clinical affiliates
1 point	BIOL 2401 or equivalent
1 point	SCIT 1407 or equivalent
1 point	1--10 completed college credits (excluding BIOL2401, 2402)
1 point	11--20 completed college credits
1 point	21--30+ completed college credits
1 point	Per College Grade Point (Example: 3.5 GPA = 3.5 Points)

Advanced Placement

Equivalency and Reciprocity

These Standard Operating Procedures are to be used to assure students eligible for EMS certification through the equivalency or reciprocity process obtain the necessary education and assessment.

This policy applies only when the student meets the criteria for certification under established rules of the Texas Department of State Health Services. This includes:

- Those licensed by the appropriate Texas Agency as a Registered Nurse, Physician's Assistant, or physician.
- That personnel who have been, but are not currently, certified by the Texas Department of State Health Services as an EMT, EMT-I (AEMT), or paramedic, and who have continued to work in the medical environment in a direct patient care capacity.
- Certification of EMS Personnel, Registered Nurses, or physicians licensed and trained outside of the United States, including United States territories and possessions.

This policy does not apply to other certifications, licenses, or circumstances regardless of previous patient care experience, including military service.

Initial Review / Establishing Eligibility

1. Eligibility will be established by submission of an appropriate license or review of state databases.
2. Foreign candidates must submit transcripts in accordance with the established college policies for international students and foreign transcript evaluation.
3. A review of education and work history will be conducted to determine areas of program involvement necessary to achieve equivalency to the desired level of EMS Certification. It is recommended that all

students pursue the highest level of certification possible - as this is a one-time opportunity for each person.

Registration / Acceptance

1. Following review and the establishment of eligibility, the student will enroll in course for EMSP 1001 and EMSP 1060, or EMSP 2043 and EMSP 2064 (if currently certified as an EMT). These courses will be piggybacked on the established EMSP course schedules for the appropriate semesters, including starting and ending dates.

2. Prior to full acceptance the student must complete and submit all required assessments, prerequisites, and documents, including but not limited to:

- Health forms with immunizations complete
- AHA Healthcare Provider issued within the last 12 months
- Criminal background check
- Drug screen
- TSI requirements
- Proof of personal health insurance

3. Accepted students will be required to follow all policies and procedures of the program.

Didactic Expectations

4. Course completion requirements will be determined during the initial review. Students must complete all didactic requirements identified. Table 1 will serve as a guide to identify didactic requirements, but does not include all possible situations.

5. Students will be required to earn a passing grade on each final exam required to complete the required or desired EMS Certification. One retest will be permitted if the first attempt is within 5% (usually 4 points) of the passing score.

6. Failure to earn a passing score on the final exam negates all further equivalency processes. The student must complete the entire initial certification program in order to obtain the desired certification.

Laboratory Expectations

7. The initial review will determine areas needed for skills competency equivalency. This review will identify required laboratory practice and minimum hour requirements.

8. Students will be required to pass all psychomotor examinations for each required or desired EMS certification level. Retests will be permitted following the established Skills Proficiency Verification Policies and Procedures.

Clinical / Field Experience Expectations

9. The initial review will determine areas needed to assure clinical equivalency. This review will identify required clinical experiences and minimum hour requirements.

Awarding of Course Completion Certificate

10. Course completion certificates will be awarded upon successful completion of all Vernon College course requirements.

Table 1: Determining Didactic Requirements

Table 1: Determining Didactic Requirements								
	Registered Nurse Equivalency	Physician / Physician's Assistant Equivalency	Expired Paramedic Certification		Expired EMT- I (AEMT) Certification		Expired EMT Certification	
			<4 yrs	4 or > yrs	<4 yrs	4 or > yrs	<4 yrs	4 or > yrs
Cardiac Cert (ACLS)	X	X	X	X				
Trauma Cert (PHTLS / ITLS)			X	X				
Pediatric Cert (PALS / PEP)			X	X				
Medical Cert (AMLS)			X	X				
Paramedic Course Final Exams (7)				X				
EMT Program Summative Exam	X	X	X	X	X	X	X	X
EMT-I Program Summative Exam					X	X		
Paramedic Program Summative Exam	X	X	X	X				
Complete / Repeat Entire EMT Program								X
Complete / Repeat Entire EMT-I Program						X		
Complete EMSP 2043 - Assessment Based Management	X		X	X				

Course Withdrawal Policy

Withdrawal from a course after the official day of record and up to the last official withdrawal date will result in a grade of “W” on the student’s transcript and no credit will be awarded for the course(s). Prior to the last official withdrawal date, it is the student’s responsibility to initiate a request for withdrawal from any course. The withdrawal will only be processed if the student completes and submits for signature the required withdrawal form(s). The student is strongly encouraged to consult with the program coordinator and/or a counselor/advisor prior to submitting the request for withdrawal.

Prior to the official withdrawal date, faculty members may initiate requests for withdrawal of students for circumstances that the faculty member believes are appropriate. Any circumstances under which the student may be withdrawn by the faculty member will be included in the Program Handbook. Students may not automatically be withdrawn for non-attendance in a class. If a student registers and pays for a course(s), it is the student’s responsibility to drop/withdraw before the official withdrawal date. Satisfactory academic progress is required for continuing eligibility for financial aid. Students should consult the college’s financial aid office regarding the course completion requirements prior to withdrawing from any courses.

Under Section 51.907 of the Texas Education Code, “An institution of higher education may not permit a student to drop more than SIX (6) courses, including any course a transfer student has dropped at another Texas public institution of higher education.” This statute was enacted by the State of Texas in Spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall 2007 semester or later.

Students enrolled prior to Fall 2007 are not affected. Any course that a student drops is counted toward the six---course limit unless the student is completely withdrawing from the institution or meets one of the eligible criteria for a waiver. A “drop” in this instance is considered when a student is dropped or withdrawn from a course after official day resulting in a grade of “W.” Eligible criteria for a waiver include a) change of work schedule prohibiting attendance, b) active military, c) severe illness or debilitating condition, d) death of a family member, e) class cancellation, and f) complete withdrawal.

Program Graduation and Eligibility for Certification Testing

Eligibility for Certification Testing at the Basic (EMT) Level

- Successfully complete EMSP 1501 with an average of "C" (75%) or higher.
- Successfully complete EMSP 1260 with an average of "C" (75%) or higher.
- Successfully complete the departmental EMT Skills Exam. (See below)
- Demonstrate appropriate affective domain for an entry level provider.
- Must receive the approval of the EMS Program Director, Medical Director and meet the requirements of the Texas Department of State Health Services for EMT certification.

EMT Practical Exam

The Practical Exam is graded on a PASS/FAIL basis. Any student failing the skills exam will fail the EMSP 1501 course and will not be eligible for certification testing. Failure to complete the skills examination will disqualify the student for DSHS/NREMT certification. If a student should not pass one

of the skills, he/she will be allowed to take one retest. The EMS Program Coordinator reserves the right to require a student with multiple skills testing failures to repeat the initial course.

Eligibility for Graduation at the Advanced (AEMT) Level

- Successfully complete all courses in the Advanced EMT (AEMT) certificate or degree program with an average of "C" (75%) or higher. These courses include EMSP 1338; EMSP 1355; EMSP 1356; EMSP 1362.
- Successfully pass each semester's practical examination. One retest will be allowed per skill. If the student does not pass the retest, the student will have to meet with the EMS Program Coordinator to discuss options for additional training and possible re-testing. The Program Coordinator reserves the right to require a student with multiple practical examination failures to repeat the initial coursework.
- Demonstrate appropriate affective domain for an advanced (AEMT) level provider.
- Must receive the approval of the Program Coordinator, Medical Director and meet the requirements of the Texas Department of State Health Services for EMS certification
- .

Course Descriptions & Learning Outcomes for EMSP Courses EMERGENCY MEDICAL TECHNICIAN BASIC

SCIT 1407 An applied systematic of the structure and function of the human body. Includes anatomical terminology, cell, tissues and the following systems: integumentary, skeletal, muscular, nervous and endocrine. Emphasis on homeostasis.

LEAD 1100 Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement and promotion. Students will receive a grade of P=Pass or U=Unsuccessful for this course; however, the grade will not be calculated in the student's GPA.

EMSP 1501 is a preparatory course for certification as an Emergency Medical Technician (EMT). The course includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.

Upon successful completion of this course, the EMT student will be able to:

- Apply safety and operational principles in out-of-hospital environments.
- Demonstrate lifesaving care to patients at the Emergency Medical Technician (EMT) level.
- Display professional and ethical behaviors expected of emergency personnel.

EMSP 1260 is an intensive, precepted clinical internship designed to ensure the competencies required to successfully function as an EMT in the prehospital environment. In addition, through close interaction with an experienced preceptor, the student will gain a perspective of full-time employment in the EMS profession. Clinical rotations are designed to fine-tune clinical skills and give students the opportunity to observe and work in different areas of patient care.

Upon successful completion of this course, the EMT student will be able to:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and communicating in the applicable language of the occupation and the business or industry.

- Demonstrate the ability to perform a comprehensive assessment on a patient which could include pediatric, adult, geriatric, obstetric, psychiatric, and/or trauma patients.
- Demonstrate the ability to formulate and implement a treatment plan for pediatric, adult, geriatric, obstetric, psychiatric, and/or trauma patients.
- Demonstrate the ability to serve as a member of a team in a variety of prehospital emergency situations.
- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.
- Demonstrate the ability to safely administer medications.
- The student must demonstrate the ability to safely perform endotracheal intubation.
- Demonstrate the ability to safely gain venous access in a variety of age group patients.
- Demonstrate the ability to effectively ventilate un-intubated patients of all age groups.
- Demonstrate the ability to perform a comprehensive assessment on all adult patients.
- Demonstrate the ability to perform a comprehensive assessment on geriatric patients.

Course Descriptions & Learning Outcomes for EMSP Courses

EMERGENCY MEDICAL TECHNICIAN ADVANCED

EMSP 1338 is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

Upon successful completion of this course, the AEMT student will be able to:

- Describe and list the roles and responsibilities of advanced EMS personnel within the EMS system.
- Apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.
- Administer medications.
- Interpret the medical/legal issue.
- Employ effective communication.
- Demonstrate ethical behaviors.
- Discuss the well-being of the AEMT

EMSP 1355 is a detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

Upon successful completion of this course, the AEMT student will be able to:

- Integrate the pathophysiological principles and assessment findings to formulate a field impression.
- Implement the treatment plan for the trauma patient.

EMSP 1356 is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

Upon successful completion of this course, the AEMT student will be able to:

- Perform a history and comprehensive physical exam on all patient populations.
- Communicate with others.

- Establish and/or maintain a patient airway.
- Oxygenate and ventilate a patient.

EMSP 1362 is an intensive, preceptor clinical internship designed to ensure the competencies required to successfully function as an AEMT in the prehospital environment. In addition, through close interaction with an experienced preceptor, the student will gain a perspective of full-time employment in the EMS profession. Clinical rotations are designed to fine tune clinical skills and give students the opportunity to observe and work in different areas of patient care.

Upon successful completion of this course, the AEMT student will be able to:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.
- Demonstrate the ability to safely administer medications.
- The student must demonstrate the ability to safely gain venous access in all age group patients.
- Demonstrate the ability to perform a comprehensive assessment on adult patients.
- Demonstrate the ability to perform a comprehensive assessment on geriatric patients.
- Demonstrate the ability to perform a comprehensive assessment on trauma patients.
- Demonstrate the ability to serve as a team leader in a variety of prehospital emergency situations.

Program Costs

Basic EMT (8 semester credit hours)

	<u>District</u>	<u>Non-District</u>	<u>Non-Texas</u>
Tuition & Institutional Service Fees	\$2520.00	\$ 3000.00	\$ 3720.00
Lab & Program Fees	\$ 387.00	\$ 387.00	\$ 387.00
Malpractice Insurance Fee	\$ 66.00	\$ 66.00	\$ 66.00
NREMT Testing Fee (<i>Written Exam</i>)	\$ 104.00	\$ 104.00	\$ 104.00
Skills tracking Software Fee	\$ 90.00	\$ 90.00	\$ 90.00
Platinum Education Fee (<i>EMS Testing</i>)	\$ 52.00	\$ 52.00	\$ 52.00
Sterling Credentials (onboarding/charting)	\$ 35.00	\$ 35.00	\$ 35.00
Textbook	\$ 150.00	\$ 150.00	\$ 150.00
*Uniform (<i>Shirt, Pants, Belt, Boots, Jacket</i>)	\$ 275.00	\$ 275.00	\$ 275.00
*Scissors, Watch	\$ 50.00	\$ 50.00	\$ 50.00
*Drug/Background Check/ RMS Fee	\$ 86.00	\$ 86.00	\$ 86.00
*CPR Card	\$ 30.00	\$ 30.00	\$ 30.00
<i>State EMS Fees</i>			
Texas Basic EMT Certification Fee	\$ 64.00	\$ 64.00	\$ 64.00
State Fingerprint Fee (<i>IdentoGO</i>)	\$ 37.00	\$ 37.00	\$ 37.00
TOTAL	\$3,946.00	\$4,426.00	\$5,146.00

Advanced EMT (12 semester credit hours)

	<u>District</u>	<u>Non-District</u>	<u>Non-Texas</u>
Tuition & Institutional Service Fees	\$2520.00	\$3000.00	\$3720.00
Lab & Program Fees	\$ 441.00	\$ 441.00	\$ 441.00
Malpractice Insurance Fee	\$ 66.00	\$ 66.00	\$ 66.00
NREMT Testing Fee (<i>Written Exam</i>)	\$ 144.00	\$ 144.00	\$ 144.00
Skills tracking Software Fee	\$ 181.00	\$ 181.00	\$ 181.00
Platinum Education Fee (<i>EMS Testing</i>)	\$ 70.00	\$ 70.00	\$ 70.00
Sterling Credentials (onboarding/charting)	\$ 35.00	\$ 35.00	\$ 35.00
Textbook	\$ 327.95	\$ 327.95	\$ 327.95
*Uniform (<i>Shirt, Pants, Belt, Boots, Jacket</i>)	\$ 275.00	\$ 275.00	\$ 275.00
*Scissors, Watch	\$ 50.00	\$ 50.00	\$ 50.00
*Drug/Background Check/ RMS Fee	\$ 86.00	\$ 86.00	\$ 86.00
*CPR Card	\$ 30.00	\$ 30.00	\$ 30.00
State EMS Fees			
Texas Advanced EMT Certification Fee	\$ 96.00	\$ 96.00	\$ 96.00
State Fingerprint Fee (<i>Identigo</i>)	\$ 37.00	\$ 37.00	\$ 37.00
TOTAL	\$4,358.95	\$5,103.95	\$5,824.95

Program Policies, Procedures and General Information

EMS Chain of Command: In order to develop workforce-related professional skills, we employ Chain of Command policies similar to those seen in the workplace.

1. If you have a problem or question, first consult the syllabus and program handbook.
2. Verbally discuss the issue with the Lead Instructor.
 - a. Follow up with an email TO the LEAD INSTRUCTOR summarizing the meeting and your understanding of the outcomes.
 - b. If you were dissatisfied with the outcome, proceed to Step 3.
3. Forward your summary of initial meeting to the Program Director (Casey Potter, cpotter@vernoncollege.edu) and Lead Instructor. You should also state your desired outcome and justifications for that outcome.
 - a. You will likely be asked to meet in person with the Program Director.
 - b. As before, prepare a follow-up email summarizing the outcome of the meeting.
 - c. If you are dissatisfied with the outcome, you should proceed with Step 4.
4. Forward your summary of initial meeting to the Dean of Instructional services, (Bettye Hutchins, bhutchins@vernoncollege.edu) the Program Director and the Lead Instructor. You should also state your desired outcome and justifications for that outcome.
 - a. You will likely be asked to meet in person with the Dean of Instructional services
 - b. As before, prepare a follow-up email summarizing the outcome of the meeting.

- c. If you are dissatisfied with the outcome, you should refer to the Student Handbook for next steps.

****NOTE:** This process is not meant to be a barrier to you, but instead to provide the following benefits:

- preparation for the workforce
- proper complaint/incident process
- practice in professional documentation
- ensures that issues are managed as close to the source as possible

Academic Appeals and Student's Rights

Please refer to the current Vernon College Catalog or Vernon College Student Handbook for the Student Complaints/Grievance Procedures and Appeal Process and Student's Rights information.

Academic Integrity Policy

Vernon College is a comprehensive community college that promotes a culture of success for all who are a part of the institution. It is in this learning environment that the ethical growth and development of students can best be facilitated. The success of their experiences at Vernon College is contingent on the existence of an environment that requires adherence to a set of values that includes but is not limited to honesty, fairness, excellence, freedom responsibility, achievement, civility, and community. Therefore, behaviors that contradict these ideals are unacceptable and will promote values that are in opposition to our mission and vision for the future. Academic integrity is the foundation of the respect and worth of our instructional efforts including the degrees and certificates we award.

Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, administration, and their peers and to follow the *Honor Code of Conduct* of Vernon College:

By virtue of being a student of Vernon College. I pledge to behave ethically by

- *following the standards of academic honesty and scholastic expectations;*
- *refraining from giving or receiving any unauthorized aid or engaging in collusion;*
- *refusing to take the work of others and submit it as my own;*
- *notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.*

Violations of academic integrity are serious academic violations and will not be tolerated. Violations of academic integrity and forms of scholastic dishonesty include, but are not limited to the following: plagiarism, collusion, cheating, and other acts designed to give an unfair academic advantage to the student.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own. It also includes failure to properly document sources used in research.

“Collusion” includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

“Cheating” includes, but is not limited to:

1. copying from another student’s work, e.g. test paper or assignment, or allowing another student to copy from one’s own without authority;
2. possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed “crib notes”, calculators, electronic devices, etc.;

3. Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
4. Collaborating with or seeking aid from another student during a test or other assignment without authority;
5. Discussing the contents of an examination with another student who will take the examination;
6. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student;
7. Substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;
8. Registering for and taking a class for which the student does not have the formally required prerequisite classes or a written waiver from a Division Chair, Program Director, or Instructional Dean;
9. Falsifying academic records, including, but not limited to altering or assisting in the altering of any official record of the College.

When there is clear evidence of plagiarism, collusion, or cheating, a faculty member will take disciplinary action which may include, but is not limited to:

- Requiring the student to retake or resubmit an exam or assignment, or repeat a clinical;
- Assigning a grade of zero for the exam or assignment;
- Assigning a grade of “F” for the course.
- Administratively withdrawing the student from the course and/or the program with possible recommendation of disciplinary sanctions

Additional sanctions may include the student being reported to Texas Department of State Health Services.

Student Academic Performance

Student grades, conduct, professional behavior and psychomotor skills are factors in successful completion of each course. The student must prove competent in each of these areas to continue in the program and obtain successful course completion. In summary, successful completion of each course and the EMS Program requires that students must:

- Achieve and maintain an overall course average of 75% or higher (*Student will be dismissed from the EMS Program if a 75% average becomes mathematically unobtainable at any time during the duration of any EMS course.*)
- Score a 75% or higher on the comprehensive final examination. Students who score below 75% on the final examination will not successfully complete the program.
- Successfully demonstrate all required psychomotor skills
- Satisfactorily demonstrate all required affective/behavioral competencies
- Successfully complete all clinical rotation and field internship objectives and hours

Grading Scale:

The following grading scale is used for all EMS courses:

A	100% – 94%
B	93% – 84%
C	83% – 75%
F	< 75% (<i>Unsuccessful Course Completion</i>)

Decimal Points & Rounding

- Quiz grades and final exam grades may be recorded with 2 decimal points if applicable.
- Students scoring 74.49% or lower on a quiz or final exam are considered to fail that exam or quiz.
- Students who score 74.50% or higher will be considered to pass that exam or quiz.
- For the calculation of the final course grade, the unrounded grade with 2 decimal points for quizzes and final exam are used.
- No extra credit exams or assignments will be administered unless authorized by the Program Coordinator.
- A rolling test average of 70% that is calculated off your last 3 Module Exams is in place, your average for your last 3 tests must be a 69.50% or higher. If your average is 69.49% or lower you will be dismissed from the program for academic failure.
- Students must demonstrate mastery of skills during “Skills Testing” sessions.
 - If a skill is failed on the first attempt, the student will be allowed to retest--not necessarily on the same day. **A failure on the second attempt results in dismissal and a course grade of “F.”**
 - If a student **fails 6 skills in the course of the semester**, he or she will be dismissed from the program and receive a **course grade of “F.”**

Student Grading Policy

The Vernon College EMS Program utilizes several components to determine a student’s overall average in a course: *(Each of these items are defined in detail on the following pages.)*

Didactic Learning Grading

Exams	25%
Final Exam	20%
Quizzes	15%
Activity/ Participation & Affective All at the discretion of the instructor	15%
Homework/ Preparation	15%
Affective	10%

Clinical Grading

Charting and Documentation	100%
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Assignments

The assignments grade includes all items except written unit examinations and the final examination. These items include: homework assignments, group activities, research papers, case studies. Late work will not be accepted.

Affective Grade

This grade includes several components. These include student dress (uniform), **punctuality**, neatness, cleanliness, respectful participation, preparedness, remaining mentally alert during class, professionalism, etc.

Affective grading is done daily during each semester. The percentage and points will be calculated and added into the student's final course average at the end of the semester.

Remediation may be issued in the form of additional community service hours. Infractions may include but are not limited to: tardiness, leaving class early without notice, non-productive behavior and unprofessional attitudes or actions. A grading rubric will be available in canvas.

Exams

Unit exams may consist of multiple choice, scenario-based, completion and short essay questions. Questions are based on the knowledge objectives for each chapter in the course textbook.

In Order for a student to be eligible to begin clinical rotations the student will need to pass the Airway written examination with a score of 75% or better and pass a competency psychomotor examination of all Airway skills. The airway exam will be the ONLY exam multiple attempts are allowed.

Final Exam

The final exam may consist of multiple choice, scenario-based, completion and short essay questions. Questions are based on the knowledge objectives for each chapter in the course textbook and questions from prior unit exams.

Students will also have a final psychomotor examination and must perform all skills as assigned by the program coordinator.

The final course examination for all levels will be a comprehensive exam. The comprehensive exam will need to be passed with a 75% or better to complete the program.

Exceptions to ANY guideline or policy: If you would need to request an exception to any guideline in the syllabus, submit:

- A written request for an exception or variance via email to the program coordinator.
- Justification—why should you get an exception? The request states/illustrates why you “deserve” the exception
- The request details what you **HAVE** done to avoid needing the exception
- If you are requesting a deadline exception, give your proposed completion deadline and why that one will be achievable
 - **IMPORTANT NOTE:** once you are more than 60 days past your class Final Exam (for ANY reason), **you will be required to successfully pass a Competency Exam** with a grade of 75% to prove you have retained the information **prior to being awarded a Course Completion OR Authorization to Test.**

Readmission or Transfer to the Advanced Program

Readmission or transfer into the advanced program (AEMT) will be considered if the student left or was dismissed in good standing from their former program. If eligible, readmission is based upon seat availability and decisions are made on an individual basis. Readmission or transfer is not guaranteed.

A student who wishes to apply for readmission or transfer must do so by completing the EMS Program application packet and submitting it to the Program Coordinator by the established deadlines each

semester. An interview with the Program Coordinator is required before readmission or transfer. The Program Coordinator may require the applicant to repeat the previous course or clinical work, and/or place additional requirements on the applicant.

Reentry of Students Who Have Failed

Students who fail a course the first time and do not have documented behavioral counseling or unsuccessful affective evaluations are allowed to apply for reentry to the EMS Program. Such students must complete an EMS program application and all initial EMS entry requirements detailed in the EMS Program Handbook. In other cases, reentry will be reviewed on a case-by-case basis.

Individuals who have behavioral counseling or unsuccessful affective evaluations in class must request reentry from the Vernon College EMS Program Reentry Committee. This may be done at any time after failure of a course. Such a request should be made in writing and mailed to Vernon College EMS Program Coordinator, 4105 Maplewood Ave., Wichita Falls, Texas 76308.

The Vernon College EMS Program Reentry Committee is comprised of the EMS Program Medical Director or other physician appointee, the Program Coordinator or designee, and other appropriate educational institution representatives such as an Admissions Office staff member. A minimum of three and a maximum of five committee members should be present to conduct a meeting. All reentry hearings will be conducted privately in order to protect the confidential nature of the proceedings. Decisions of the Committee are final and are not subject to appeal.

Confidentiality

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information or clinical situation/experience outside of the classroom setting is NOT permissible. Information concerning the clinical or field internship site is not to be discussed with any unauthorized individual under any circumstance. Violation of confidentiality will result in disciplinary action.

Students in a Vernon College EMS Program may have access to confidential information during their clinical experiences. Confidential information includes patient information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the computer systems of the clinical facilities or through your student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act (HIPPA). The intent of these laws and policies is to assure that confidential information, that is, Patient's Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential.

Students are required to comply with the applicable policies and laws governing confidential information. Any violation of these laws will subject the student to disciplinary actions, which may include administrative withdrawal from the course and/or the program and/or federal felony charges.

Dress Code

As healthcare professionals, EMS students are expected to maintain the highest possible standards of appearance and grooming at all times. Students are to be neatly and appropriately dressed and groomed throughout all phases of their training. The following guidelines have been established to assist you.

Students will STRICTLY adhere to the following dress standards:

- Navy blue or black EMS pants. (*Must be purchased through approved vendor.*)
- Blue polo shirt with the *Vernon College EMS Program* logo with the option for student's first initial and last name embroidered on the right chest. (*Must be purchased through approved vendor.*)
- Approved photo ID badge must be worn at all times.
- Dark colored (navy or black) socks.
- Solid black boots that have absolutely no markings and **MUST** be polished at all times.
- Black tactical belt with no markings or designs.
- Jackets are optional but if you decide to wear a jacket at any time, it **MUST** be navy with the *Vernon College EMS Program* patch sewn on the left sleeve and the option for student's first initial and last name embroidered on the right chest.
- Stethoscope, trauma shears, and penlight are required.
- All uniforms must be kept in good repair and clean at **ALL** times. Due to the frequency of classroom meetings and clinical rotations, more than one uniform may be required to comply with this rule.

PERSONAL GROOMING STANDARDS

Students, both male and female, shall conform to the following grooming standards as established by the Vernon College EMS Program. These standards reflect those of the industry and the public we serve.

A. All Students –

1. **Hair** – Hair shall not extend below nor shall it touch the uniform collar. Hair shall be cut short enough to comply with this standard or must be kept up to conform with this standard. Barrettes, bands and combs used in the hair must blend with the hair color. No decorative patterns (insignias, slogans, “mohawk”, etc.) shall be cut into the hair. Hair color shall be a single naturally occurring shade. Any acceptable hair style, color, length, etc. must be established by the beginning of the course and must be maintained for the duration of the course.

2. **Sideburns** – Sideburns shall be neat and not excessively thick. Sideburns shall not extend below the middle of each ear and shall be a maximum of ½” in width.

3. **Facial Hair** – Facial hair may be worn, but not started while in the program. Moustaches shall not extend beyond the lowest part of the top lip and shall not exceed a width of three-fourths inch to the side of the corner of the mouth. **NO** beards will be allowed. The moustache may cover the vermillion on the top of the lip, but cannot extend beyond it. Goatees or other facial hair must be kept neatly trimmed and clean at all times. Any acceptable facial hair pattern must be established by the beginning of the course and be maintained for the duration of the course. Notwithstanding an existing facial hair pattern,

students shall be clean shaven at all times while in attendance of any training program activity (class sessions, clinical experience, mentoring experience, etc.) The student must adhere and follow all clinical site guidelines.

4. **Make-up** – The wearing of facial make-up shall be kept subdued and at a minimum. Highly contrasting make-up is not permitted. No false eyelashes shall be worn.

5. **Jewelry** - No jewelry of any kind, except wedding rings is permitted. No earrings or other visible body jewelry are to be worn (this restriction includes tongue rings, posts, “industrials”, lip, nose or eyebrow studs or rings and any other jewelry not specifically exempted by this policy) at any time during training, clinical experience or while on Vernon College grounds. Provider agency policy may dictate more stringent requirements, and shall become the rule while with that provider.

6. **Fingernails** - Fingernails should be kept short in order to avoid injury during manual skills & activities.

7. **Tattoos, Body Art, Piercings, etc.** – No vulgar or profane tattoos or body art should be visible at any time. Students are permitted to wear flesh colored or black “sleeves” to cover body art which is on the arms, or opt for long sleeve uniform shirt. Alternatively, students are permitted to wear a long sleeve navy blue T shirt (no logos, etc.) under their short sleeve uniform shirt. **NO** body jewelry is permitted. Students may utilize clear “spacers” to prevent piercings from closing.

C. General - All students are required to maintain proper personal hygiene. Dirty fingernails, bad breath, body odor, dirty or unkempt hair, unshaven or poorly shaven faces or facial hair that does not comply with the standards of this policy are all conditions that do not meet Vernon College EMS Program standards. Vernon College EMS Program uniforms are to be worn at ALL times when present for class. Uniforms are NOT to be worn when off-site unless it is during official Vernon College EMS program activities (e.g. field ride-along time)

If you have any questions regarding compliance with the dress code, check with a faculty member or the program coordinator.

Student Attendance Policy

Regular attendance is required for all scheduled classes, labs and clinical rotations. Students are responsible for all material that is presented during classroom lectures or lab sessions, whether they are present or absent. Students will..

Students may not have more than 16 hours of excused/unexcused absences from scheduled classroom hours. Students who have more than 16 hours of documented absences will be administratively withdrawn from the Vernon College EMS Program. Students may reapply to the Vernon College EMS Program but will need to complete another program application and all prerequisites to re-enter into the EMS program.

All hours missed during assigned clinical rotations must be made up in order to complete the program. Field internship hours and all required team leads must be made up prior to passing the course and taking the NREMT exam. Students will only be allowed to reschedule two (2) clinical rotations per semester. Students absent for more than 2 clinical rotations in a given semester may be administratively withdrawn from the program whether the absence is excused or unexcused. See clinical guidelines for additional policies regarding clinical rotations.

Scheduling of any physician appointments, elective procedures, surgery or other necessary personal appointments must be cleared with an instructor in advance of the date. A surgical procedure will require approval from the Program Coordinator (particularly if an absence or a physical limitation will be expected after the surgical procedure).

Students are required to fully function during clinical rotations and laboratory exercises. (See Functional Job Analysis in Program Handbook.) Students may not be able to continue in the course if not able to fully function in all required activities. Verification of necessary/required absence may be required for absences of 8 hours or more.

Student Attendance Responsibilities

Students are expected to complete all assignments, tests and clinical rotations. Students who are absent are responsible for consulting with the assigned faculty member regarding completion of assignments and tests. Quizzes and exams missed for an unexcused absence cannot be made up.

Notification: Students are responsible for informing the program instructor, clinical coordinator or the Program Coordinator (and employer, if applicable) if he or she is going to be tardy or absent from class at any time. Students must make this notification by calling the department and leaving a message on voicemail or with the individual who answers the phone. No other means of notification is official (email, instructor phone, text, etc.) This notification should be done prior to the beginning of the class or clinical assignment and should be done each day of absence or tardiness.

Absences: Excused absences will be handled on an individual basis by the program faculty, but are generally limited to the following:

- Illness
- Death or illness in the immediate family
- Major personal problems/needs

Other absences are generally considered unexcused.

Specifically the following rules apply to absences:

- A student who is absent more than 8 hours because of illness may be required to submit a physician's statement regarding the absence.
- Students are only eligible to attend class virtually if they provide a positive COVID -19 test.
- A student who is unable to continue in clinical rotations and/or internship due to an illness or injury will not be able to continue in the course.
- Excused absences of more than equivalent to 16 hours of classroom, lab or clinical may require that the student withdraw and repeat the entire course at a later date.
- Quizzes and exams missed for an unexcused absence cannot be made up.
- Individuals who have experienced an extended absence (90 days or more) from school for extended illness or any other reason will need to re-verify cognitive and skills competency before

returning to the program and continuing clinical care. This includes final course exams or capstone exam and skills proficiency exams. Failure to demonstrate proficiency will require the course components be repeated and the exams passed.

Tardiness:

Classes and labs are to begin at the scheduled times and promptness is required at the beginning of each day and after breaks. If you are late returning from break you will be counted tardie for an amount of time equal to that of instruction you miss due to your tardiness. These tardies will be counted as hours, i.e. any time from 5-60 mintues late is 1 hour off of your 16 hours of allowable missed class time. 61 mintues to 120 mintues will be counted as 2 hours and so forth. Any student leaving early will be docked the amount of time they leave by an hour count from their total hours of allowable missed instruction. If you leave 5 min early you will be docked 1hour, if you leave 1 hour and 1mintue early you will be docked 2 hours and so forth. Attendance is key to a students sucsefull completion and understanding of the material.

Pregnancy or Temporary Disability

For the safety of the student, notification to the Program Coordinator and Clinical Coordinator is required for pregnancy or other disabling injury or illness. Any restrictions set forth by the student's physician will be followed at all times. Additional reasonable restrictions may be placed upon the student by the Program Coordinator.

Pregnant students may continue with EMS rotations as long as their Obstetrician agrees. The student must provide a written physicians release upon confirmation of pregnancy, at 20 weeks and with every physicians visit thereafter. The student will be required to wear the approved EMS Professions Program uniform during the pregnancy. Due to the changes in center of gravity associated with pregnancy, participation in patient care in the back of a moving ambulance is ill advised. Does this need to change based on new laws

Infection Control

Students are required to comply with the infection control policies at each clinical site.

At a minimum, students should:

- Wash their hands before and after contact with patients and patient care equipment.
- Wear gloves when in contact with blood, body fluids, tissue, or contaminated surfaces is anticipated.
- Wear gowns, masks, and eye protection when spattering of blood/body fluids or other potentially infectious material is likely.
- Clean all blood and body fluid spills promptly with the appropriate disinfectant or germicidal agent.
- Consider all specimens of blood or other body fluids as potentially infectious. Promptly properly dispose of all sharps in sharp containers.

A student who has a known or suspected exposure to an infectious disease during the performance of their academic responsibilities will follow the employee exposure policy at the facility at which the exposure occurred. In addition to following the employee exposure procedure, the student should notify the EMS Clinical Coordinator immediately. The student will also be referred to their private physician or the appropriate public health facility. The care of an infected student is the financial responsibility of that student and their medical insurance.

Infection Control Officer: Brian Deason, (940) 733-5085

Drug and Alcohol Abuse Policy and Procedure

The Vernon College EMS Program must maintain a safe and efficient academic environment for students and must provide for the safe and effective care of patients while students are in a clinical setting. The use of substances, lawful or otherwise, which interferes with the judgment, ability or execution of skills while in any educational setting, poses an unacceptable risk for fellow students, patients, faculty and staff, the college, and the health care agency. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or over the counter drugs, or being under the influence of such substances while engaged in any portion of the educational experience is strictly prohibited.

Drug and Alcohol Testing

Testing prior to the clinical experience:

Students should be aware that clinical agencies with whom Vernon College contracts may require successful completion of a drug/alcohol test prior to commencement of the clinical experience.

Students receiving negative drug screens or positive drug screens due to permissible prescription drugs will be permitted to begin/continue clinical class experiences unless specifically prohibited by the clinical agency. In the latter case, medical review and documentation will be required.

Students testing positive for illegal substances or for non-prescribed legal substances will be administratively withdrawn from the Vernon College EMS Program. The student would be eligible to reapply in one year.

Reasonable Suspicion Testing:

Students engaged in clinical activity may be requested to undergo a blood or urine screen for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific basis which indicates the student is using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspicion may include but is not limited to:

- Observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms of manifestations of being under the influence of such; or abnormal conduct or erratic behavior.

In situations in which an instructor/preceptor has basis to believe that reasonable suspicion exists or that the student may endanger the safety of patients, employees or self, the instructor will immediately remove the student from the clinical situation before taking further action.

The instructor will provide detailed documentation of the basis for reasonable suspicion and the subsequent steps taken immediately following the clinical event. Documentation should include date, time, behavior, observations and persons involved. A copy should be provided to the Program Coordinator.

The student will be presented with the basis for reasonable suspicion and requested to undergo a blood/urine drug screen within 24 hours. The costs of all testing done on a reasonable suspicion basis shall be incurred by the student. The EMS Program Coordinator may require a specific test panel and/or vendor for testing. The student will have to give consent for such testing, and authorization for results to be made available to the Program Coordinator. A student who refuses to undergo testing or release of information will be subject to administrative withdrawal from the program.

If it is determined that the student cannot safely continue with assigned tasks, the student will not be allowed to return to the classroom or clinical setting that day regardless of whether reasonable suspicion is corroborated or if the student is tested or not. Students dismissed from the classroom or clinical rotation for reasons above must contact another person to take them home. Students are not to drive and must leave the facility immediately upon instructor's request.

The student who is requested to undergo drug testing must provide results from the drug test to the Program Coordinator within seven days from the incident. Students who are drug tested may not return to the classroom or clinical rotation until results from the drug screen are provided.

Negative Screening Test

If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the Program Coordinator to discuss the circumstances surrounding the impaired classroom or clinical behavior. Based on the information presented during this meeting, the Program Coordinator will make a decision regarding the student's return to the classroom or clinical rotation. If returned to the clinical setting, the student must make up any clinical absences incurred.

Positive Screening Test

If the results of the drug screening test are positive and the student provides documentation of a prescription for the substance, the Program Coordinator will consider the case in collaboration with the student and their healthcare provider. Each student will be asked to disclose prescription and/or over-the-counter medications they are taking at the time of testing.

If the test is positive for alcohol, illegal substances, or medications not prescribed for that individual, the student will be administratively withdrawn from the program. If administratively withdrawn, the student will be notified within seven days from program coordinators receipt of drug screen. After dismissal, the student may appeal the decision in accordance with Vernon College policies.

Student Conduct

Students may be disciplined at any time for scholastic dishonesty, unprofessional conduct or any violation of the Vernon College Student Code of Conduct. Students should refer to the Code of Student Conduct and the Academic Integrity policy contained in the current Vernon College Student Handbook.

Disciplinary Actions

Students may be counseled at any time regarding their conduct if, in the judgment of the EMS Professions faculty or administration, the student's behavior indicates they are at risk of committing an act that could lead to disciplinary action. **The following actions may result in disciplinary action.**

- Violation of the Vernon College Code of Student Conduct.
- Breach of Confidentiality (HIPPA violations).
- Excessive absenteeism or tardiness as outlined in course outline.
- Failure to adhere to the EMS Program dress code and program expectations.
- Conduct or attitudes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to a professional code of conduct.
- Violation of any clinical affiliate or Vernon College rule, regulation, or policy.
- Violation of the laws of the State of Texas or its rules and regulations pertaining to EMS personnel established by the Texas Department of State Health Services.
- Unsatisfactory affective evaluations in the classroom or clinical setting.
- Violating any rule or standard that would jeopardize the health or safety of a patient or that has a potentially negative effect on the health or safety of a patient.
- Failure to follow the standard of patient care.
- Obtaining or attempting to obtain any benefit to which the student is not otherwise entitled, by duress, coercion, fraud, or misrepresentation while in engaging in activities related to an EMS Professions course or activity or under the guise of engaging in such courses and/or activities.

- Failure to comply with lawful instructions, orders, or directions given by college faculty, staff, or clinical and field internship site personnel.
- Failure to act in a professional, reasonable, prudent, courteous manner, or otherwise engaging in activities that reflect poorly on Vernon College or the EMS Program.

Disciplinary action may include, but is not limited to, one or more of the following:

- Oral reprimand by instructor, Clinical Coordinator, or Program Coordinator.
- Written reprimand by instructor, Clinical Coordinator, or Program Coordinator.
- A period of disciplinary probation that may include special stipulations in the event that there is/are unique problem(s) that need to be addressed.
- A requirement that the student repeat a clinical rotation or other instructional activity.
- Suspension from clinical activity either permanently, for a specified time, or until specific academic deficiencies, adjustment problems, or disciplinary issues are addressed.
- Receiving a failing grade for an assignment or course.
- Restitution for damages or restitution for misappropriation of property.
- Administrative withdrawal (dismissal) from the program.
- Ineligibility for readmission to the program either permanently or for a specified period of time.

Reasons why a student may be administratively withdrawn (dismissed) from the program include, but are not limited to:

- Violation of the Vernon College Code of Student Conduct.
- Violation of the Academic Integrity Policy.
- Violation of the Attendance Policy.
- Violation of the Alcohol and Drug Abuse Policy.
- Stealing, including but not limited to appropriating or possessing without authorization medications, supplies, equipment, or personal items from Vernon College, the EMS Professions program, any clinical site used by the program or any student, patient, or employee of the above mentioned.
- Discriminating on the basis of national origin, race, color, creed, religion, gender, gender orientation, sexual orientation, age, disability, or economic status while engaging in activities related to the program.
- Abandonment of a patient.
- Misstating or misrepresenting a material fact on the application for admission to the college or department or any other documentation required for admission.
- Materially altering any certificate or license issued by an EMS licensing agency or any other certification required as a condition for admission to or successful completion of any course offered by the EMS Professions program.
- Representing himself/herself to be qualified at any level other than his/her current EMS certification level.
- Falsification of any records or clinical report.
- Attempting to satisfy course requirements or otherwise obtain certification by fraud, forgery, deception, misrepresentation, or subterfuge.
- Conviction of a felony or Class A or Class B misdemeanor while enrolled in the program.
- Failing to maintain confidentiality of information regarding patient care or other events that occur at clinical or field internship sites.
- Sexual misconduct, including sexual harassment, sexual assault, obscene jokes or gestures, or inappropriate touching.

- Disruption of classroom, laboratory, or clinical/field instruction or interference with the orderly operation of the EMS Program or the college.
- Failure to remain in good standing with the TDSHS. Students receiving any disciplinary actions against their certificate and/or license must notify their Program Coordinator within five (5) school days.
 - Any Student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) or any Federal exclusion list must notify their Program Coordinator within (5) school days.
 - Any student who incurs an arrest and or conviction must notify their Program Coordinator within (5) school days.
 - The Program Coordinator reserves the right to dismiss or restrict the student's participation in clinical experiences and involvement in patient care and ongoing enrollment in the Program if the student cannot show "Pass" status on required supplemental or clinical agency background check, or obtains new conviction or placement on federal exclusion list.

Student Travel Policy

To achieve an effective and efficient educational experience, a significant portion of clinical rotations may take place at sites that provide access to a larger number of patients presenting scenarios commonly encountered in the delivery of prehospital care. Additionally, some didactic experiences may require use of facilities or specific EMS educational activities available off campus. The Vernon College EMS Program assumes no liability or responsibility for expenses incurred as a result of travel or transportation that must be arranged by students to satisfy course requirements.

Equal Opportunity Statement

It is the policy of Vernon College to provide equal employment, admissions, and educational opportunities without regard to race, color, religion, national origin, sex, age, sexual orientation, gender orientation, or disability. Vernon College strives to provide an excellent learning environment free from harassment or intimidation directed at any person's race, national origin, sex, age, or disability. Any form of harassment will not be tolerated.

Americans with Disabilities Act

Vernon College provides appropriate accommodations to qualified students in accordance with the Americans with Disabilities (ADA) Act. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the Proactive Assistance Student Success Department Director/Office for Students with Disabilities (OSD) Coordinator as early as possible. Early notice is required to prepare for and provide certain accommodations during the first week of class. All requests for special accommodations due to a disability **must** be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. The student is also responsible for providing current and accurate contact information and for meeting with PASS Department personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance education students who never travel to one of the Vernon College locations. Students must complete the request process before any accommodations are made.

More information may be obtained from the Vernon College website at www.vernoncollege.edu/ADA-home.

Students may also email jshoemaker@vernoncollege.edu or rwhite@vernoncollege.edu or call (940) 552-6291, ext.2307

Student Resources

MyVC (www.vernoncollege.edu)

MyVC is your primary tool to access information through Vernon College Student Information System. It allows you to:

- Look up a course schedule
- Search for classes
- Register or add classes
- Drop classes
- View class schedule
- Get information on financial aid status
- Make payment via credit card
- Check account balances
- Get grades and GPA
- View an unofficial transcript
- Request an official transcript
- View your entire VERNON COLLEGE record
- Check your progress in an academic program

Vernon College Learning Management System (Canvas)

All EMS Program courses have online companion courses which allow students 24 hour access to the course syllabus, outlines, schedule, course materials, internet links, and communication tools. Your companion course should be checked at least daily and will be used for official communication between the faculty and student. Additionally, the companion course site will be used for didactic testing of course materials.

Student Email Accounts (www.vernoncollege.edu/email.htm)

Currently enrolled credit or CE students will automatically receive an email account. Vernon College emails can be forwarded to another personal email account (Hotmail, Yahoo!, Gmail). Use of the account will not expire after completion of study at the college. All official communication from Vernon College will be sent to your student email account.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using external storage devices on more than one computer creates the possibility of infecting computers and devices with a computer virus. This exposes the computers of the college, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use to ensure that each storage device you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping copies of data (backups) is extremely important.

Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Vernon College for use in laboratories. Vernon College administration will take appropriate disciplinary action against anyone violating copyright laws.

Student ID Cards

A student ID card is needed to check out library books and study material in the Learning Centers, access the Fitness/Wellness Center, register for classes, and take advantage of student discounts. The student ID card is also required to be displayed on your uniform during all clinical rotations. This ID card will serve as both your college and EMS program identification. Visit the business office to obtain Vernon College Student ID card.

Sterling Credentials

The EMS Program utilizes this software for clinical and practical laboratory sessions.

Microsoft Teams

Microsoft team's online virtual classroom will be available only to students that provide a positive COVID 19 test.

National Highway Traffic Safety Administration (www.nhtsa.gov)

NHTSA maintains the National Standard Curriculum (NSC) for all EMS certification levels in the United States. Texas has adopted the 2012 EMS Educations Standards.

National Registry of EMTs (www.nremt.org)

The State of Texas utilizes the NREMT for testing purposes only. In order to become certified and approved to work in Texas, you must first successfully become NREMT certified. Certification requirements, application information, and testing processes can be found on this site.

Texas Department of State Health Services – EMS/Trauma Systems

(www.dshs.state.tx.us/emtraumasystems/default.shtm). Texas DSHS is responsible for all things related to EMS in Texas. Rules, policies, statutes, laws, application and certification procedures are all contained on this site.

Website: <https://www.dshs.texas.gov/emtraumasystems/default.shtm>

Professional Liability Insurance/Health Insurance

All EMS students are required to carry professional liability insurance from a Vernon College-approved vendor. This insurance is provided and paid for by the fee which is collected once each academic year as part of the clinical class. This insurance fee covers annual malpractice insurance and is not health insurance.

Students should carry their own personal health insurance as neither Vernon College nor its clinical affiliates assume any liability for accidents/injuries/illnesses incurred by the student while engaged in the classroom, lab, or clinical activities. Health insurance for students, via policies issued by private agencies authorized by the College, is available. Policy brochures may be obtained by contacting the Student Services office or may be picked up during registration.

Clinical Rotation

Clinical rotations are essential components of the Vernon College EMS Program and are intended to offer positive and applicable learning opportunities from exposure to real life scenarios and experiences and will require students to apply patient assessment and skills including the:

- Collection and documentation of pertinent medical information/history of patients
- Application of basic and advanced skills, based on student enrollment in the EMS Program.
- Documentation of hospital and ambulance internship procedures performed.

While on clinical rotations

- Students are to be dressed in the Vernon College EMS Program Uniform.
- Students are to display a professional attitude and abide by all rules and regulations of the host clinical site. It is important to remember that Vernon College students and faculty are invited guests in the clinical setting and will be subject to the policies and procedures of the host clinical site. Failure to follow the policies and procedures of the host clinical site may result in the student not being allowed to participate in educational activities at the clinical site and may subject the student to administrative withdrawal from the Vernon College EMS program.
- Students shall not be on a mobile device except for documentation of clinical paperwork into sterling credentials. No posting on or reviewing social media while on clinical rotation or field internship.

While in the clinical setting, students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Students shall not be substituted for paid personnel.

To receive a passing grade in the clinical, students must:

- Complete the required number of clinical hours.
- Complete all clinical requirements no later than the last scheduled clinical shift per the student's course outline.
- Successfully complete all mandated requirements relating to skills and patient assessment skills outlined in the student's clinical handbook and sterling.
- Perform assessments and interventions to the satisfaction of the preceptor.
- Successfully complete all required documentation in sterling relating to the student's clinical experience within 24 hours of clinical rotation.
- Meet the standards of professionalism set by the Vernon College EMS Program.

Clinical Grading

Charting and Documentation

100%

Rescheduling Clinical Rotations

- Students are allowed to reschedule two (2) clinical shifts per semester.
- Students must complete the request in TEAMS no later than 14 days prior to the scheduled clinical.
- Further absences from clinical rotations will result in the student receiving a failing grade for the clinical component of the class.

Allowable Reschedules

Prior to the Rotation:

- Unexpected work schedule changes
- Change of jobs
- Unexpected family events.
- Unexpected medical tests and procedures.

Missed Rotations (must contact the EMS Program Clinical Coordinator BEFORE missing the rotation - Call Brian Deason 940-733-5085 or the EMS Education office, 940-689-3877 due to:

- Illness.
- Mandatory employment responsibilities (documentation required).

Medical Clearance / Physical Ability

- Students initially entering into the Vernon College EMS Program are identified as physically able to perform clinical activity based on their Immunization and Health records, including meeting the functional job responsibilities described in this handbook.
Students must submit current copies of all required vaccinations that are listed in the program's current records managing software. Students must also have a licensed physician, physician's assistant or nurse practitioner complete the Vernon College EMS Program medical evaluation document and return it to the program coordinator before the Thursday class during the first week.

Documentation – Sterling Credentials

- Students will have 24 hours to enter into Sterling their clinical shift information.
- Students will follow the Vernon College Documentation practices for their course.
- Failure to enter information after 24 hours of rotation will result in a 5 point deduction from your clinical internship grade.
- Failure to correctly document your clinical rotation may result in the student being required to complete another clinical shift.
- Students who fail to document clinical rotation assignments may have their clinical-grade reduced below the minimum 75% average resulting in failure of their clinical rotation.

Clinical Rotation Grade Deductions:

- Failure to enter information after 24 hours of internship will result in a 5 point deduction from your clinical rotation grade.
- Failure to inform the clinical coordinator or program coordinator of a missed clinical shift will result in a 20 point deduction from the student's clinical grade.
- Failure to successfully complete clinical rotation based on the student's course outline, will receive a 10 points deduction per day up to 2 days.
- Students who fail to successfully complete clinical rotation requirements within 2 days of the clinical rotation deadline without authorization from the EMS program coordinator and or the EMS clinical coordinator will receive a failing grade for clinical internship.
- **Student must maintain a minimum grade of at least 75% to successfully complete clinical internship.**

Conflicts - Clinical Rotation

Conflicts and escalated situations should be immediately reported to the student's immediate supervisor at the clinical site (usually the assigned preceptor). This includes situations in which the language, attitude, and behavior of other students, clinical personnel and program faculty may innocently or maliciously be offensive or derogatory based on race, religion, gender, ethnic background, national origin, age, veteran status, or disability.

Students should be open and accepting of issues regarding

- Differing protocols.
- Treatment modalities.
- Patient care philosophies.

In the event, the problem cannot be resolved at the clinical site

The student should report the situation to

- VC Clinical Coordinator
- VC EMS Program Coordinator

It will be the prerogative and responsibility of the clinical site to report problems and resolution decisions to the Vernon College EMS Program.

Chain of Reporting:

- Parties involved
- Assigned Preceptor
- Duty Supervisor / Station Officer / Charge Nurse
- Clinical Coordinator
- Program Coordinator

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: <http://www.dshs.state.tx.us/emstraumasystems/qicriminal.shtm?terms=criminal%20background>

Should you wish to request a review of the impact of criminal history on your potential EMT Certification prior to or during your quest for a degree, you can visit this link and request a "EMS Criminal History Pre-Screening": <http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm>

This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

EMT Oath

Written by: Charles B. Gillespie, M.D.

Adopted by the National Association of Emergency Medical Technicians, 1978

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

**VERNON COLLEGE EMS PROGRAM
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

These procedures prescribe standards of conduct for students enrolled in the Vernon College EMS Program. The standards are in addition to those prescribed for students under Vernon College's Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other disciplinary action.

By signing this acknowledgement, I accept that it is my responsibility to follow the policies and procedures outlined in the *Vernon College EMS Program Student Handbook*. I understand that I am also expected to know and comply with all current policies, rules, and regulations as printed in the course catalog, class schedule, and *Vernon College Student Handbook*.

I have received a copy of the *Vernon College EMS Program Student Handbook* and I have been shown how to access the *Vernon College Student Handbook* on the Vernon College website.

By signing below, I hereby acknowledge that I have completely read and fully understand the policies and procedures contained within the *Vernon College EMS Program Student Handbook*.

Student's Name (*Print*)

Date

Signature of Student

Date

Signature of Primary Instructor or Clinical Coordinator

Date

Signature of EMS Program Coordinator

Date