



# Student Handbook

Emergency Medical Services Educational Program

## Policies and Procedures

*Including*  
Clinical/Internship Rules and Regulations



*Established 1988*

*Revised July 14, 2023*  
*Effective July 14, 2023*

# **1. Emergency Medical Services Department Program Information**

## **Welcome to Collin College EMS!**

The Health Sciences and Emergency Services Division at Collin College is committed to preparing healthcare professionals and first responders for optimal performance in challenging environments. The rules and regulations set forth in this handbook are designed to support the success of the student and will provide important information as you begin your coursework in EMS education. This handbook is constructed to be used as a supplement to the **Collin College Student Handbook** and serves to bridge the policies of the College with the policies specific to this program. A copy of the Collin College Student Handbook is available at this link:

[Collin College Student Handbook- 2021-22](#)

## **Collin College Core Values**

**We have a passion for: Learning • Service and Involvement • Creativity and Innovation • Academic Excellence • Dignity and Respect • Integrity**

## **EMS Education Program Mission**

*The Department of Emergency Medical Services at Collin College educates and develops quality emergency medical professionals in the science and art of pre-hospital emergency medicine. We accomplish this via blended instruction using advanced technology, experienced instructors, and evidence-based practices within a culture that emphasizes integrity, accountability, and responsibility. We offer the North Texas community proficient and patient-centered graduates who are prepared to meet the emergency needs of our neighbors."*

## **Program Accreditation**

The Texas Department of State Health Services and the Texas Higher Education Coordinating Board accredit the Collin College EMS Education Program. *The Collin College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).* We offer courses in the following areas: Emergency Medical Technician (EMT) - Occupational Skills Award (OSA) in EMS, Paramedic certificate program and an Associate of Applied Science Degree (AAS) in EMS.

## 2. General Requirements for a Career in Emergency Medical Services

The description of the professions and the required psychomotor skills for EMS professionals is outlined in the National Scope of Practice. Below are the descriptions and psychomotor skills required of each discipline as outlined in that document.

### **EMT - Description of the Profession**

The Emergency Medical Technician's scope of practice includes basic skills focused on the acute management and transportation of critical and emergent patients. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a healthcare facility, between healthcare facilities, or in other healthcare settings.

Emergency Medical Technicians' scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on assessment findings.

**Psychomotor Skills** - The following are the minimum psychomotor skills of the EMT:

- Airway and Breathing
  - o Insertion of airway adjuncts intended to go into the oropharynx or nasopharynx
  - o Use of positive pressure ventilation devices such as manually triggered ventilators and automatic transport ventilators
- Pharmacological Interventions
  - o Assist patients in taking their own prescribed medications
  - o Administration of the following over-the-counter medications with appropriate medical oversight:
    - Oral glucose for suspected hypoglycemia
    - Aspirin for chest pain of suspected ischemic origin
- Trauma Care
  - o Bleeding control
  - o Fracture stabilization to include the use of the pneumatic anti-shock garment.
  - o C-Spine Immobilization

### **Paramedic - Description of the Profession**

The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of the broad range of patients who access the emergency medical system. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a healthcare facility, between health care facilities, or in other health care settings.

The Paramedic's scope of practice includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on an advanced assessment and the formulation of a field impression. The Paramedic provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility

**Psychomotor Skills** - The following are the minimum psychomotor skills of the Paramedic:

- Airway and Breathing
  - o Perform endotracheal intubation
  - o Perform percutaneous cricothyrotomy
  - o Decompress the pleural space
  - o Perform gastric decompression
- Pharmacological Interventions
  - o Insert an intraosseous cannula
  - o Enteral and parenteral administration of approved prescription medications
  - o Access indwelling catheters and implanted central IV ports for fluid and medication administration
  - o Administer medications by IV infusion
  - o Maintain an infusion of blood or blood products
- Medical/Cardiac Care
  - o Perform cardioversion, manual defibrillation, and transcutaneous pacing

*It is the goal of Collin College EMS to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.*

**Americans with Disabilities Act:**

The Americans with Disabilities Act does not exempt the student from the career requirements necessary to obtain employment as an EMS provider. However, educational accommodations can be made for students with disabilities. The Collin College EMS Program uses the rules of the Texas Department of State Health Services along with the National Registry of Emergency Medical Technicians, as a template for what accommodations will be provided. Students must speak with the instructor during the first day of class in order to be considered for accommodation. **It is the student's responsibility to contact the ACCESS office and show legitimate documentation of the disability by the third day of class.** The ACCESS website is: [Collin College ACCESS Information](#)

**Prior Learning Assessment**

In accordance with college policy (see College Catalog [HERE](#)) Collin College EMS Program grants students the ability to utilize prior life experience/training for placement in our program. Students who have completed the requirements outlined in the College Catalog may submit their experience for audit to the Director. Once evaluated, the results will be conveyed to the Admissions Office for further processing.

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### **3. Student Requirements and Expectations**

#### **Uniforms:**

Students are required to be in uniform while on this campus for classes, labs and during clinical/internships. All students are to wear the baby blue Class B shirt. EMT students must have the Collin College EMS patch secured to uniform per guidelines. Paramedic students must wear the Collin College EMS patch as well as the DSHS EMT patch per guidelines.

Uniform requirements are outlined on our [Uniform and Equipment website page](#).

Students are allowed to wear a plain navy-blue jacket or long sleeve navy blue shirt in cold weather or to cover tattoos.

#### **Students should comply with following when in uniform:**

- ❖ No jewelry
- ❖ No artificial nails or bright nail colors
- ❖ No perfume/colognes
- ❖ No visible tattoos during clinical rotations. During classroom and lab, visible tattoos may be left uncovered at the discretion of faculty.
- ❖ Male hair length must be above the collar line without the use of hair accessories.
- ❖ Women must have hair pulled back in a ponytail or bun of professional appearance.
- ❖ Hair is to be of natural hair colors only
- ❖ Professional facial hair is acceptable.
- ❖ No alcohol consumption or inappropriate social behavior in uniform
- ❖ Professional and considerate behavior is always expected while in uniform representing the Collin EMS program.

#### **Code of Ethics for EMS Practitioners:**

Collin College EMS students are expected to conduct themselves in accordance with *EMS Practitioner Code of Ethics* as laid out by [NAEMT.ORG](#). It states:

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

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

If students' actions are deemed to conflict with the EMS Code of Ethics, disciplinary actions will be initiated at the department level with the Program Director.

#### **Scholastic Integrity:**

Collin College EMS students are expected to maintain the highest standards of academic integrity. Evidence of dishonest academic behavior will be referred to the Program Director along with the Dean of Students. Please see the Collin College policies on scholastic dishonesty [HERE](#).

## 4. EMS Department Procedures

### Attendance

The Texas Department of State Health Services approves EMS courses based upon the total number of course hours. Students who miss lecture, lab and/or clinical hours due to absences or tardies would not meet the mandatory state requirements for certification and would not be eligible for course completion. **EMT students**, who accumulate **8 clock hours of absences total from 1371 and 1501** will be at risk of removal from the EMS program. **Paramedic students** who accumulate **8 clock hours of absences total during each section** will be at risk of removal from the EMS program. **In the event of an absence, students are required to email [emsabsences@collin.edu](mailto:emsabsences@collin.edu).** Include your full name, cohort (ex: P30), and reason for absence or tardy in the email. Students will be marked absent in Canvas and the student will fill out an attendance form for the Professor to sign upon returning to class. **Attendance will be checked at the beginning and end of each class. Students not present for both roll calls will be counted absent for the entire class unless prior permission is obtained.** That form will be signed by the EMS Director and filed in the student's personal file. It is the student's responsibility to notify the instructor of any foreseen absences, to find out what material was covered during missed class time, and to **make up any work missed within three (3) days.** Class lecture material may be obtained from other students or by contacting the instructor. **If you are absent on a day that a quiz, exam or skills exam etc. is given you will receive a grade of zero (0) for that activity unless you have an excused absence. It is not acceptable to come to class to take a quiz, exam or skills exam and then leave for the remainder of the class. In the event you are ill and come to class to take the quiz/exam and then leave, you will be required to produce a doctor's note upon returning to class or the time missed will be recorded as an unexcused absence and you will receive a (0) for that activity.**

Should the need arise for classes to be moved to a hybrid or online environment. Refer to your course syllabus for the most current attendance requirements.

#### **Excused Absences:**

Excused absence is defined as illness, immediate family member death, College approved religious holiday, court/jury summons official military leave, extreme personal emergency, or FD or EMS agency written/physical ability exam. However, appropriate documentation must be provided within one class period of your return date to class. Appropriate documentation includes; **physician return to work/school form, statement of attendance at a funeral from a mortuary services provider, a certificate of attendance as a juror or witness from a court of law, official military orders or official FD or EMS agency written/physical ability exam documents.** Students who miss class due to military obligation must present a copy of their orders to accompany the department student absent form. **Only one excused absence for an FD/EMS agency written/physical ability exam will be allowed during each course section, i.e. cardiology.**

**NOTE: A verbal explanation is appreciated but will not suffice as documentation. Furthermore, a note from your parent, spouse, partner, significant other, or roommate does not constitute proper documentation. Additionally, routine dental/doctor's visits, sick spouse/child, elective medical procedures, family vacations and court appearances resulting from your own negligence are not excused. This list is not all-inclusive as it is impossible to foresee every possible excuse. Extreme personal emergencies will be evaluated on a case-by-case basis. The EMS Program Coordinator/Director reserves the right to determine what is and is not an excused absence.**

#### **Grading:**

Students who are absent with an **unexcused** absence will receive a 5-point reduction in their section grade per occurrence.

A student who is tardy will receive a 3-point reduction in their section grade per occurrence. Extenuating circumstances will be evaluated on a case-by-case basis.

#### **Tardiness:**

Class begins, in most cases at 0830. **If you arrive at 0831 you are tardy!** Tardiness will be handled as follows:

- 1 – 15-minutes late – Student will fill out a yellow tardy form.
- Any arrival after 15-minutes will be counted as a **4-hour absence.**
- **Three tardies will count as 8-hour absence.**

**A student who is tardy for any reason will, upon entering the class, fill out a yellow absence/tardy form and immediately report to the Program Coordinator. If the Program Coordinator is unavailable the student will report to the Clinical Coordinator. If the Clinical Coordinator is unavailable, the student will report to the Program Director.**

## Grading

Students should refer to their course syllabus for all grading inquiries. There are, however, broad grading policies that are universal for all Collin College EMS courses. If a student is absent on exam day, it **MUST** be an excused absence as outlined in your course syllabus. If the absence is unexcused, the student will receive a “0” for their exam grade. If the absence is excused, the student must test upon their return to class with an exam that has 25% more questions than the original.

- A minimum score of 70% is required for all major exams. Students who score below 70% on an exam are eligible for **one retest** per section. **There are no retests allowed for module final exams.** See your syllabus for Professor specific instructions on retests.
- A minimum score of 75% is required for the comprehensive final exam taken at the end of the Assessment Based Management. Students who score below 75% on the final will be allowed one retest IF they have a course average of 80% going into the final. See your syllabus for Professor specific instructions on final exam retests.
- Module final exam score must be a minimum of 75%. **There are no retests allowed for module final exams.**
- If a module final exam is below 75%, then the student does not continue with the paramedic program. In order to advance to the next paramedic program course, the student must make an 80% overall module average AND pass the module final exam with 75%. Both elements must be achieved to proceed with the program.
- A minimum class/module average of 80% is required for each section of your Paramedic course in order to advance to the next Module and continue the program. If a student scores a class/module final total average of below an 80% (C average), the student will get college credit for the class, but will NOT proceed with the next paramedic program course and must drop future EMS program classes with the registrar.

**Commented [KR1]:** We need to make sure that the professors know to address this in their course syllabus

**Commented [MW2R1]:** Agree

**Commented [KR3]:** I feel like this needs to say something along the lines of "you must have a minimum average of 80% in order to be allowed to sit for the Comprehensive Final Exam."

**Commented [MW4R3]:** That sounds good!

**Commented [MW5]:** @Kari Reed I added the part from my syllabus in green.

## Professional Behavior Evaluation (PBE) Policy

At the completion of the program, the student will be able to:

- a. Demonstrate personal behaviors consistent with professional and employer expectations for EMS providers.
- b. Practice knowledge, attitudes, and skills reflective of professionalism.
- c. Show an understanding of the roles and responsibilities of an EMS provider.
- d. Acquire a commitment to providing excellent patient care.
- e. Explain the concept of patient's rights.
- f. Practice implementation of patient's rights in all care situations.
- g. Illustrate the concept of acting as a patient advocate.
- h. Identify the needs of specially challenged patients.
- i. Demonstrate the ability to act as a team leader.

## Student Assessment

There are two primary purposes of an affective evaluation system: 1) to verify competence in the affective domain, and 2) to serve as a method to change behavior. Although affective evaluation can be used to ultimately dismiss a student for unacceptable patterns of behavior that is not the primary purpose. It is also recognized that there is some behavior that is so serious (abuse of a patient, gross insubordination, illegal activity, reporting for duty under the influence of drugs or alcohol, etc.) that it would result in immediate dismissal from the educational program (Refer to Professional Conduct Demerit System).

It is impossible to enumerate all the possible behaviors that represent professional behavior in each of the seven areas listed. Therefore, examples of acceptable and unacceptable behavior in each of the seven attributes are listed but emphasize that these are examples and do not represent an all-inclusive list.

Lab instructors, lab leads, or primary instructors will perform a PBE on each student a minimum of two times per semester.

When patterns are reflected in the PBE with a score rating of “1” (unsatisfactory) or “2” (needs improvement) or if there is a specific incident (i.e. lying, falsification of documentation, disrespect/insubordination, etc.), then the student will be counseled by a lab lead or a faculty member using the Counseling Form and a performance improvement plan will be initiated. There will be a

reevaluation of the behavior at a later date and any continued unacceptable behavior will result in disciplinary action according to the Professional Conduct Demerit System and/or by the decision of the Program Coordinator or Program Director.

**PBE Grading**

The Professional Behavior Evaluation will count for 10% of each module’s overall grade. All students begin each module with a grade of 100%.

The Professional Behavior Evaluation includes 4 levels of achievement:

- Exceeds Expectations (score of 4)
- Meets Expectations (score of 3)
- Needs Improvement (score of 2)
- Unsatisfactory (score of 1)

There are seven assessed categories: Integrity & Accountability, Quality of Work, Conduct & Communications, Self Confidence & Motivation, Attendance & Time Management, Safety, and Appearance.

Evaluations are graded according to the rubric below. On each PBE, for grades of 21 – 28, the 100% grade will remain. A five point deduction will occur for each “1” or “2” score on an evaluation and a counseling session with a performance improvement plan will be implemented.

CRITERIA					
	1	2	3	4	Total
<b>Integrity &amp; Accountability</b>	Does not participate, constantly makes excuses, or blames others for actions.	Frequently makes excuses, debates if skills or performance was adequate	Acknowledges some mistakes and is determined to take corrective action.	Consistently answerable for actions of self and agrees to areas of improvement.	
<b>Quality of Work</b>	Work is frequently inconsistent and has many errors due to poor judgment, is very unorganized, needs to be told every step.	Needs to be prompted more than others, is sometimes unorganized, and appears disinterested.	Quality of work is equal to most students	Produces work that is above standards and has little to no errors.	
<b>Conduct &amp; Communications</b>	Creates conflict due to inappropriate conduct and/or communication as outlined in this manual and is asked to leave class or a clinical site because of behavior or communication.	Contributes to conflict or conduct deemed inappropriate as outlined in this manual. Has some difficulty communicating correctly in a professional manner.	Interacts well with others. Conduct and communication are appropriate.	Has exemplary behavior and serves as a role model for other students. Conduct is appropriate, and communication is clear and concise.	



<b>Self Confidence &amp; Motivation</b>	Overconfident, unaware of limitations or surroundings.	Indecisive, difficult proceeding at task without reassurance	Occasionally uncertain, rarely needs reassurance	Approaches assignments, program, and peers with assurance. Does so without appearing or sounding arrogant.	
<b>Attendance &amp; Time Management</b>	Consistently late, prolonged breaks, leaves class, lab, or clinical frequently OR has exceeded allowable absences or tardies.	Often late to class, lab, or clinical. Takes extended breaks. Occasionally departs early. Reached maximum allotted absences and/or tardies.	Usually on time. Takes breaks appropriately. Does not depart early from class, lab, or clinical. Has few absences and/or tardies	Always on time. Seldom takes extended breaks. Never departs early and has no absences or tardies.	
<b>Safety</b>	Unsafe. Has been told several times to stop during a procedure due to dangerous acts.	Sometimes unsafe. Verbally counseled about safety.	Performs most of the time safely. Rarely reminded of safety.	Maintains a safe work environment for themselves and others.	
<b>Appearance</b>	Consistently out of uniform. Must be told frequently about adhering to dress code.	Often out of uniform. Often told about adhering to dress code.	Complies with dress code regularly and rarely in violation.	Consistently maintains a professional appearance. Never violates the dress code.	

### Online and Hybrid Courses

- Refer to the course syllabus for online/hybrid course attendance expectations.
- Exams and Quizzes will be monitored through online monitoring software. The use of non-approved resources is prohibited. Use of non-approved resources will result in immediate removal from the program.

### Online Course Instruction due to unforeseen circumstances:

- If the college must discontinue face to face classes and move to an online format, your professor will provide updated requirements for completion of the class.
- Students are ultimately responsible for learning the material despite the class format.

### Student Minimum Competencies – (SMC)

The Student Minimum Competencies (SMC) is meant to measure student progress against certain educational goals representing a broad spectrum of patient ages, complaints, diagnoses, learning environments, and specific procedures. Paramedic students must show 100% compliance with all required goals in order to qualify for course completion.

### Student Grievance Procedure

Students with an EMS Education Program complaint should follow the following chain of command:

1. Speak with the Professor regarding your concern.
2. Speak with the EMS Program Coordinator.
3. Speak with the Program Director.
4. Speak with the Dean of Health Sciences and Emergency Services.

Students should refer to the Collin College Student Handbook with all other complaints. The handbook can be found [HERE](#).

### Student Work Policy

While students are encouraged to focus solely on their academic work, we acknowledge the fact some students must work to support themselves through school. Therefore, we do not prevent any student from working while attending any of our courses.

**Commented [MW6]:** No need to mention Appendix G anymore.

**Commented [MW7R6]:** This line is redundant - this IS the student handbook

**Commented [KR8R6]:** Actually, this is only our department student handbook. The College has a separate one [https://www.collin.edu/studentresources/personal/student\\_handbook\\_pdf\\_documents/2022-2023%20Student%20Handbook.pdf](https://www.collin.edu/studentresources/personal/student_handbook_pdf_documents/2022-2023%20Student%20Handbook.pdf)

**Commented [MW9R6]:** Ah, gotcha. Okay disregard the initial comment.

### Guidelines for Non-Student/ Minor Children in EMS Classes

It is not appropriate for non-student or minor children of any age to be in the classroom or laboratory at any time instruction is scheduled unless noted in the exception below. These areas involve: a quiet learning environment for students, subject matter not appropriate for non-paramedic students, hazards to children (equipment and some dynamic scenarios).

The exception for non-students or minor children: Trauma Day or specific laboratory scenarios. Under these two circumstances, prior approval from the EMS Program Coordinator and/or the EMS Program Director must be given.

**Commented [MW10]:** @Kari Reed I added this (the green highlight of minors in class) to the handbook because of the incident today. Fix it if needed.  
Question: When we do have non-students and minors participate in Trauma Day - do they fill out a liability waiver?  
If so, then we can add that to this part of the policy.

The rest of this page was intentionally left blank.

## Professional Conduct Demerit System

If a student accumulates a total of 30 or more conduct points for the entire program, he or she will be at risk of removal from the EMS program.

The following is a list of possible point deductions per offense:

### 5 points

- Disruptive or discourteous behavior
- Inappropriate appearance/uniform
- Sleeping in class
- Failure to follow an instructor or clinical preceptor's directives
- Failure to participate in an assignment or activity
- Failure to turn in assigned make-up work

### 10 points

- Failure to follow clinical or internship site schedule, rules and/or instructions
- Inappropriate/discriminatory conduct or language
- Violation of any program rule/ policy/ procedure (not specifically listed in this rule)
- Disrespect to instructor or clinical/internship preceptor
- Out of uniform at classroom or clinical/internship sessions
- Failure to register and pay for courses within stated deadlines
- Failure to document Laboratory, Clinical and Field Internship within 72 hours after lab/rotation

### 15 points

- Leaving class, skills practice, testing, or school grounds without instructor's permission
- Leaving a clinical/internship without preceptor's permission
- Misuse or abuse of any College property/ equipment
- Unsafe acts or safety procedure violations with no resulting injuries/ property damage
- Providing information to other students regarding simulations and/or scenarios recently performed.
- Failure to upload immunization and clinical readiness documents into BlueStar Diagnostics within stated deadline

### 25 points

- Inappropriate conduct or use of Collin College affiliation/EMS uniform on or off campus including clinical/internship sites
- Willful and/or malicious abuse of any Collin College property/equipment
- Willful and/or malicious unsafe acts or safety procedure violations with or without resulting injuries/ property damage
- Harassment- i.e. sexual, racial, religious etc.

### 30 points and/ or dismissal

- Inappropriate conduct- i.e. fighting, scholastic dishonesty
- Unsafe acts resulting in injuries and/or property damage
- Attendance of class or clinical/internship while under the influence of illegal drugs and/or alcohol
- Violation of any criminal law (in or out of class)
- Violation of any Student Code of Conduct in the Collin College Student Handbook
- Acting outside of scope of practice
- Complaints from clinical/internship sites
- Failed or Non-negative Drug Screen

In the case of a student becoming violent, abusive, or exhibiting disruptive behavior, Collin police will be notified as will the Dean of Students. The student will be removed from class until which time the Dean of Students determines the consequence for said behavior.

### Final Program Completion

To successfully complete the program and establish eligibility for the certification examination students must:

1. Successfully complete all applicable classroom, clinical, and field internship requirements.
2. Complete and document all applicable patient contact requirements as listed in the current records management system within 72 hours of the clinical shift.
3. Completed and signed Preceptor Forms must be uploaded into the current records management system to validate the hours on each shift. (Sterling Credentials is the current platform)
4. Demonstrate and document skills competence as required in the laboratory, clinical, and field settings.
5. Discharge all financial obligations to the EMS Education Program and to the College.
6. Not be under investigation or subject to disciplinary action with the department or College.
7. Paramedic students must have a complete Student Minimum Competency (SMC) in the appropriate records management system, currently Sterling Credentialing, that includes a 100% graduation requirements report.
8. All students must fill out and submit an application for Certificate of Completion to the Admissions and Records Office.
9. All students must complete a Petition for Graduation and submit it to the department Administrative Assistant.
10. All students must receive a grade of 80% on all sections of the program and pass the summative exam with a 75%.

**Commented [MW11]:** Add a #10 - Receive a grade of 80% on all sections of the program and pass the summative exam with a 75%.

### EMS Program Readmission

If a current student scores below 70% on a major exam retest or does not pass an EMS course with a “B” or above, the student must repeat the entire EMT or Paramedic program as a new student. If a student receives permission to withdraw due to extenuating circumstances, readmission within 6 months will be considered on a case-by-case basis. Readmission is considered on a space available basis. Readmission will be considered the student’s second admission into the EMS program. If the student withdraws, is dismissed or fails again for any reason, the student is not eligible for another admission into the EMS program. Any student who fails an EMS course because of unsatisfactory clinical performance will not be considered for readmission.

## 5. Practicum

The practicum experience represents the capstone of your training. Students are expected to act professionally and treat each preceptor with respect. You will abide by all rules set forth by the department with which you are riding in addition to the rules outlined in this Student Handbook. If you feel you are being treated unfairly or the department personnel have been abusive in any way, you are to bring this to the attention of your instructor, Chief Cox, and Chief Mock immediately.

**The student is required to have their preceptor fill out a shift evaluation for that shift prior to leaving the station for the day NO EXCEPTIONS!**

There may be occasions where the student is not performing to a satisfactory level. In those instances, it may be necessary to give the student additional shifts in order to complete the practicum phase. In this event, the student will be counseled as to why the remediation was deemed necessary and a performance improvement plan will be provided to and signed by the student, the Program Coordinator, and the Program Director.

## **5. Clinical Expectations**

### **Clinical Experience Overview**

Clinical placement is a critical phase of EMS education, but it is also a privilege that should not be taken lightly by students. To qualify for clinical placement, students must maintain a minimum of an 80% average in all EMS Education courses. Students with less than an 80% average are not eligible to attend clinical/internship rotations, and therefore, will not be eligible for certification. Protection of patients is the foremost responsibility of the Collin College EMS Program and the clinical/internship sites. Students must have demonstrated acceptable professional conduct throughout their EMS program to be admitted to the clinical/internship sites. Students demonstrating questionable character may not be allowed to begin or continue their clinical experience. Complaints from clinical/internship sites are taken very seriously and will result in suspension of clinical/internship privileges. Pending the outcome of an investigation, a determination will be made as to whether the complaint will result in a reduction of grade for the course and/or dismissal from the program.

### **Immunization and Documentation Requirements**

Required immunizations and documentation are as follows:

- Measles, Mumps & Rubella- (MMR) - documentation of 2 MMR shots or a positive titer result.
- Varicella (Chicken Pox) – documentation of at least 1 varicella shot or a positive titer result.
- Hepatitis B (Hep B) – documentation of 3 Hep B shots OR a positive titer result. **IF YOU DO NOT HAVE RECORD OF 3 HEPATITIS B SHOTS IN YOUR IMMUNIZATION RECORD, PLEASE CONTACT OUR OFFICE FOR INSTRUCTIONS**
- Tuberculosis (TB) test - this skin test **MUST** be done within 12 months of your **LAST** possible clinical date. Documentation **MUST** include the date that the test was started and the date that the test results were read. Test must be **NEGATIVE**. If you get a positive TB skin result, you **MUST** get a chest x-ray to confirm if the TB is active or not. If the TB is considered active on the x-ray, you will not be able to go to clinicals.
- Tetanus, Diphtheria & Pertussis (TDaP) – documentation must show a TDaP booster within the last 10 years. Not to be confused with the DTaP shot, they are not the same vaccine.
- Influenza (Flu) Shot - seasonal flu shots are required if a student will complete clinical shifts any month between October and May. Flu shots are not required for summer clinical courses. A flu declination waiver is not acceptable for our hospital partnerships. The new flu vaccines release at the end of September and are widely available.
- Health Insurance (FRONT AND BACK OF CARD) – proof of health insurance is required. If a student's name is **NOT** on the card, the student will need to contact the insurance company or visit their patient portal to obtain a Verification of Benefits with their name on it. BlueStar Diagnostics will **ONLY** clear a submission that includes the front **AND** back of the insurance card. If you do not have insurance, please contact your clinical coordinator for options.
- CPR Certification - you must show certification in American Heart Association Basic Life Saver CPR or AHA BLS. Our clinical partners **DO NOT accept Red Cross certification**.
- Professional License: For Paramedic students only. Upload a copy of your NREMT certification and TDSHS EMT license that is current/not expired.

Please note: All students must have the correct documentation uploaded into Bluestar Diagnostics by their class deadline date. This date will be given to students by the Clinical Coordinator at the beginning of the course. Due to the complex nature of clinical placement along with the expectation of our clinical partners, students who do not meet the deadline will **NOT** proceed into the clinical portion of the course. Students will be notified at approximately 30 days, 15 days and 5 days prior to the deadline date as to whether or not they are in compliance. Any student who has not met the requirements by the deadline **WILL BE** removed from the class. It is the student's responsibility to communicate with the Clinical Coordinator, well in advance of the deadline, if they have any issues, questions or concerns.

### **Background Check Process**

All Students will be required to pay for, initiate and pass a background check to qualify for the clinical portion of the class. This background check covers county criminal records, nationwide federal criminal, nationwide record indicators with sexual offender inquiry, and residency history. The EMS department encourages students to divulge any issues that might be uncovered by the background check early in the program. Clinical site regulations as well as state certification regulations may need to be reviewed to ensure that the student can successfully complete the program and gain their state EMS license.

## Drug Screen Process

Students accepted into the Collin EMS Education Program will be subjected to mandatory random drug screening. Proof of drug screen payment is a part of the clinical readiness documentations that are subject to the clinical readiness deadline. The drug screen collection may occur at any time from the orientation day up to the start of clinical/internship rotations. Students may be randomly drug tested at any time with or without cause. Any student that fails a drug screen or refuses to be tested will be immediately dropped from the program. If a student is on prescription drugs that show a positive result on the drug screen, the student will be asked to contact the testing lab and produce a verifiable prescription to be considered negative. If a student is absent on the day of the drug screen, the student will have 24 hours to report to the testing laboratory to submit their sample. If they do not comply within this timeframe, they will not qualify for clinicals. If you have any questions on the drug screen process, please contact the EMS Clinical Coordinator.

## Exposure Policy

Due to the nature of EMS and emergency medical services in general, students may unknowingly participate in procedures which would expose them to blood or body fluids from a patient with an infectious disease, while on a clinical rotation. Students must, therefore, be ever vigilant and exercise extreme caution while providing medical care.

**INFECTION CONTROL:** It is the intent of Collin College that all students enrolled in a health-related curriculum meet the objectives necessary for successful completion of that program. This enrollment is inclusive of clinical experiences, which entails potential exposure to individuals with communicable diseases and other dangers. Because the student must know how to prevent the spread of infectious diseases for his or her safety and for the safety of others, the policy of Collin College is that principles of infection control be included in the curricula of health occupation programs. It is then the responsibility of students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, hand washing, and the use of gloves, masks, protective glasses and gowns as indicated by the circumstances involved in the treatment of a particular patient.

Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients. Students assigned to affiliated clinical sites must comply with the infection control policy of the entity to which they are assigned. As new information becomes available, instructors will disseminate the finding to all students.

Skill practice sessions will be conducted with the intent of preparing students for the practice of patient care on known or suspected infectious patients. All students will wear gloves at all times when in skills practice sessions. Eye protection will be worn during all skills practice/testing, especially the practice of airway control procedures, peripheral venipuncture, medication administration, or other procedures which could potentially expose the student to the splash or spray of blood or body fluids. At the completion of each skill practice session students must remove their gloves and wash their hands before handling personal equipment. Gloves should not be worn in the hallways between practice sessions.

### DEFINITIONS

**INFECTIOUS MATERIALS:** Pathogenic microorganisms or viruses that are present in human blood, emesis, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, in some instances sweat, and/or any other body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids and/or other potentially infectious material that can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) or Ebola Virus Disease.

**EXPOSURE INCIDENT:** A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with any potentially infectious material that results from the employee's performance of their duties.

**DECONTAMINATION:** The use of physical or chemical means to remove, inactivate or destroy human pathogens to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**BIOHAZARD WASTE:** Waste products such as body fluids/tissue or any contaminated disposable equipment which may have the risk of carrying human pathogens.

**DEFINITION OF AN EXPOSURE:** An exposure occurs when a patient's blood or other bodily fluids enter the employee's body either:

- Percutaneously - Through the skin from a blood contaminated needle or a break in the skin (cut, abrasion, healing wound, etc.).
- Mucocutaneous - Through the mucus membrane by the spraying or splattering of blood or other body fluids into the eye, nose, or mouth.

Inhalation Exposure:

- Inhalation of bacteria, virus, or other products directly or indirectly during patient contact. Examples include, but are not limited to, meningitis, tuberculosis, etc.

#### **Examples of Non-exposure Events:**

- Blood on intact skin
- Blood on clothing or equipment
- Touching an infected person
- Talking to an infected person

#### **If an Exposure Occurs:**

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to the appropriate person as described in the reporting process in this policy. Clinical sites provide emergency treatment in case of accident or illness to students while on site for clinical training. Students, however, are responsible for personal insurance coverage and/or charges related to treatment, if any. While on clinical/internships, the incident reporting procedure for the entity involved will be followed. This is in addition to the EMS program documentation which will be available upon request. Students are hereby mandated to become aware of the necessary process for the clinical site(s) to which they are assigned. The EMS Program Coordinator must be notified as soon as possible. As soon as any danger or threat has passed, the student must complete an incident report outlining the events immediately preceding, during and any action taken following the incident. This report must be submitted to the EMS Program Clinical Coordinator as soon as practical.

#### **HIPAA Considerations for Students:**

In 1996, HIPAA was passed and made patient health information legally private and secure information. Please review the HIPAA website for any questions related to the HIPAA act: [HIPAA Guidelines for Healthcare Professionals](#). A violation of patient privacy is a federal offense which carries substantial fines as well as the potential loss of professional licenses. Any complaint of a student violating HIPAA privacy laws will be investigated by the department and could result in removal from the program.

## **6. Student Resources**

### **Collin College Resources**

- **Library Services**
  - Collin College libraries hold more than just books—they are hubs for collaboration, innovation, and enrichment. As a member of the Collin community, the library can provide research support, print and digital resources, computer labs and printers, and knowledgeable, helpful librarians and staff to assist you. Log into Cougarweb to access the online sources and more information on what the library has to offer.
- **Computer Labs**
  - Students have access to the computer lab in the Health Science building on the 2nd floor, along with any library on any campus and various other computer labs across the Collin district.
- **Counseling Services**
  - Once you begin classes at Collin College, you are eligible for counseling services. Collin College counselors aim to support student success by offering counseling services to help maintain a safe and healthy learning environment.
  - Students seek counseling for a variety of reasons, which include but aren't limited to depression, anxiety, relationship issues, trauma, general wellness, domestic violence/abuse, academic concerns, alcohol/drug addiction, gender identity, eating/body image, stress, etc.
  - All issues are taken seriously, and no problem is "too small" to discuss. Please refer to the Counseling website for more information or to schedule a session: [Collin College Counseling Services](#)
- **Cougar alert system**
  - When an emergency occurs, the CougarAlert system can send email, text messages and voice messages to students and employees in as little as 90 seconds. CougarAlerts will be sent in emergencies that require unscheduled closure or evacuation of a campus or the district. This includes but is not limited to weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures. All students should go to [Sign up for CougarAlert](#) and ensure they are enrolled to receive alerts.

## National Registry

### EMT and Paramedic Students:

The process for student clearance done at the end of the student's clinical experience is as follows:

- Students create an account with the National Registry, <https://www.nremt.org/rwd/public>, then create an application for certification and **pay for the exam**.
- Students then bring their clinical badge and vest to the EMS department where they attest that they have completed all course requirements by filling out a course completion form.
- The completed form is given to the clinical Professor who grades the course work and verifies that all requirements have been fulfilled.
- Once a grade has been assigned to the student, the Professor gives the completion form to the Program Coordinator who approves the student for testing with the National Registry.
- Upon approval from our department, the National Registry will email the student with detailed instructions on how to schedule the National Registry Cognitive Exam with Pearson Vue.
- The student takes the National Registry exam and can expect results to be emailed to them within 24-48 hours.

## Texas EMS License and Certification

Once students have successfully received their National Registry Certification, they will need to obtain their Texas EMT/Paramedic License. Please visit the Texas Department of State Health Services and follow the instructions to apply. Their website is: [Texas DSHS EMS License Application](#).

## FERPA

FERPA is a Federal law (Act) that protects the privacy of student education records. It provides students the right to:

- Inspect and review their education records;
- Request to amend inaccurate or misleading records;
- Consent to disclosures of personally identifiable information contained in their records;
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law.

While FERPA gives parents certain rights with respect to their children's education records, these rights transfer to the student when they reach the age of 18 or begin attendance at Collin College, either on site, through distance learning, or in high school as a dual enrollment student (regardless of age).

Parents can obtain directory information only at the discretion of the institution. Parents can obtain non-directory information only with the written consent of the student.

**Directory Information**— Public information considered not harmful or an invasion of privacy. The following information has been defined as directory information at Collin College, and can be given to third parties without written consent from the student:

- Student name, address, and home telephone number;
- Major field of study; • Participation in officially recognized activities and sports;
- Weight and height of athletic team members;
- Dates of attendance/enrollment;
- Most recent educational institution attended;
- Degrees and awards received;
- Photograph

**Non-Directory Information** -Any student education record not listed above. Disclosure to anyone without the written permission of the student is not permissible.

**Request for Non-Disclosure** -Student may submit a request, in writing, to the Office of the Registrar to prevent the release of directory information to third parties. This request remains in effect until the student revokes it in writing. However, Collin College may disclose this information to college staff who have a legitimate educational interest.

**Legitimate Educational Interest** -The justifiable need of a college official to view an educational record to enable them to complete their job responsibilities as defined by the institution.

If you have a question about how to prevent the release of student records, the process to review or amend your educational records, or how to revoke your statement of non-disclosure, please contact the Office of the Registrar.

*Due to FERPA regulations, All EMS faculty and staff will use Collin email to contact and correspond with students. We ask that all students use their Collin email address or Canvas to contact the EMS department by email.*





# Acknowledgment of EMS Student Handbook

I, \_\_\_\_\_, have received a copy of the *Collin College EMS Education Program Student Handbook* and Course Syllabus. I understand and agree to abide by the rules of Collin College (COLLEGE), the Collin College EMS Education Program (EMS) and their clinical affiliates.

I understand that EMS education is emotionally, psychologically, and physically demanding.

I accept the risks associated with this education and agree to hold harmless and free of all courses of action Collin College, its clinical affiliates, internship affiliates, and individuals associated with the program as instructors, examiners, and preceptors.

I will conduct myself with honesty and integrity in all my actions while participating in the EMS program.

I understand that I am ultimately responsible for the course material regardless of delivery method.

I agree to keep ALL patient information confidential in accordance with local, state, and federal law, including the 1996 HIPAA law.

I understand that in order to receive a course completion certificate and be eligible for National Registry (NREMT) testing that I must:

- Have a minimum of an 80% average at the completion of each EMS Program course, along with a clinical/internship final grade of a minimum 80%.
- Successfully complete all applicable classroom, clinical, and field internship requirements.
- Complete and document all applicable patient contact requirements as listed in the records management system that applies to your class. (i.e. Platinum, FISDAP or Sterling).

I understand that I am responsible for the information contained in this and all subsequent editions of the student handbook.

I agree to surrender my EMS ID badge after completion of the clinical/internship rotations or in the event I should be dismissed for any reason from the EMS Program.

By signing this document, I acknowledge that I have read and understand, and that I will abide by the Student Handbook and Course Syllabus:

_____ <i>Student Printed Name</i>	_____ <i>Student Signature</i>	_____ <i>Date</i>
_____ <i>Witness Printed Name</i>	_____ <i>Witness Signature</i>	_____ <i>Date</i>
_____ <i>Instructor/Coordinator Printed Name</i>	_____ <i>Instructor/Coordinator Signature</i>	_____ <i>Date</i>

**Commented [MW12]:** Needs clarification on the minimum grade for clinical & practicum. If it is a 70% (a grade of C), then we need to add that to the section on grades.

What is the medication mastery exam??

Also - where did #1 go?

This document, once changed, needs a review of grammar and punctuation & cleaned up.