EMT Program

Student Policies and Procedures Handbook
Course Objectives

The objectives of the EMT Program have been identified as follows:

1. To develop in the graduate EMT an understanding of Emergency Medical Systems, with an emphasis on the roles and responsibilities of the EMT.

2. To prepare the graduate EMT to provide quality patient care and to function competently and effectively in the pre-hospital environment. The graduate EMT will be able to demonstrate Basic Level skills and knowledge in his/her patient encounters.

3. To prepare the graduate EMT to successfully complete National Registry testing.

4. To assist the graduate EMT in the recognition of his/her need for continuing education.
Program Entry Requirements

1. Minimum 18 years of age.
2. Hold a high school diploma or equivalent.
4. Complete course registration.
5. CBI background check.
6. Proof of immunizations.
7. Pass a drug screen.
Program Testing Policy

1. To qualify for the National Registry Exam, a score of 75% is required for all written tests. In addition an overall final class grade of 75% must be achieved in order to take the National Registry Exam.

2. There will be at least seven (7) Module tests and a Final exam.

3. There are on-line quizzes for each chapter of the text book that are due prior to class. The course schedule specifies which quizzes are due and when. In order to get full credit, quizzes must be completed in advance of presentation of the topic in class. These will be utilized to reinforce knowledge and will, therefore, have significant impact on your grade. Quizzes will account for 50% of each course grade.

4. One retest will be permitted for a maximum of three (3) of the module tests. Failure of a retest constitutes ineligibility for National Registry testing. Upon approval of the EMS Program Coordinator, a student who fails a test twice may stay in the course for college credit but will not be eligible for National Registry testing. If a student fails more than three (3) tests, the student will not be eligible for National Registry testing; however, the student may be able to complete the course for college credit.

5. For the course letter grade, when a retest is required, the initial test score will be averaged with the retest score. This new average will then be averaged with the quiz score for the course for the student’s final course grade. Retests must be taken promptly. Schedule these through the EMS Course Coordinator or Lead Instructor and have them completed prior to the next class exam.

6. The final exam may NOT be retested and is not part of the individual course grades. The Final Exam is a requirement of the State of Colorado EMS Division. Failure of the Final Exam constitutes failure of the program. A student is not eligible to take the National Registry Exam if they fail the Final Exam.

7. Practical assessments are given at intervals throughout the course and a Final Practical exam will be given at the end of the course. Each student must demonstrate proficiency in these practical skills on a pass/fail basis. Proficiency judgment is made by the testing instructor through the use of National Registry approved skill evaluation sheets.
EMT Practical Exam Student Expectations

In order to successfully complete the EMT Program the student must pass the State of Colorado EMT Practical Exam. This practical exam will be offered at TSJC upon completion of each initial and refresher course, with a minimum of practical exam offerings to be one during each semester. The student cannot take the practical exam until the student has completed all required components of the program for successful course completion.

The State EMT Practical Exam consists of six (6) stations which are:

1. Patient Assessment—Trauma
2. Patient Assessment—Medical
3. Cardiac Arrest Management and AED
4. Bag-Valve-Mask—Apneic Patient
5. Spinal Immobilization
6. Random Basic Skill Verification to include any one of the following:
   a. Long Bone Injury
   b. Joint Injury
   c. Traction Splint
   d. Bleeding Control/Shock Management
   e. Upper Airway Adjuncts and Suction
   f. Mouth-to-Mask with Supplemental Oxygen
   g. Supplemental Oxygen

Each station will be supplied with several pieces of equipment for your selection. You will be allowed time at the beginning of the skill station to survey and select the equipment necessary for the appropriate management of the patient. Each station will be manned with EMT partners that will perform tasks to assist you by your direction. The student is evaluated on multiple criteria as listed on the National Registry approved evaluation forms. The evaluators are selected from a group of EMS professionals in the community. The student must pass each station on a pass/fail basis. If a student fails from one to three stations, the student is allowed one additional opportunity to pass each failed station on the same test day. A student who fails four or more stations must repeat the entire practical examination on a different day with different preceptors. When the station(s) will be retested will be determined by the student and the coordinator. Retesting is done with different scenarios and different evaluators. Any student that fails the second attempt is required to repeat the entire course. Any student who is required to repeat the practical examination will only be allowed to do so after completing approved remedial training.
Attendance

The Colorado Department of Health EMS Division states that students are responsible for material covered in all scheduled classes, including lectures, reading assignments, practicals, clinicals, and testing sessions. Everything covered in class cannot be written in notes; therefore, it will be advantageous to attend every session. If an absence is unavoidable, the student is responsible to:

1. Contact the course instructor or coordinator prior to the absence. The course instructor may be reached at (719)589.7175.

2. Make up the missed sessions prior to the next scheduled class, if at all possible, in order to be prepared for quizzes. The student will be required to demonstrate competency relative to lesson objectives to ensure adequate make up work has been completed. All lab time missed will be made up hour for hour.

3. Tardies will be taken 15 minutes after the class begins. Three (3) tardies will equal one (1) absence.

4. After eight (8) hours absent the student receives a warning and is placed on probation in the EMT course. If a student misses twelve hours (12) or more the student is no longer eligible for National Registry Certification. The student, with approval from the coordinator, may continue in the class for college credit but will not be eligible for National Registry Certification.

5. If a student misses a scheduled clinical rotation it will count as an absence from class.
Requirements of Students

It is the responsibility of the student to comply with the following requirements. Certificates of course completion will not be issued until these requirements have been met.

1. Provide the course coordinator documentation of all pre-requisites: including a copy of a current BLS CPR Card and a copy of a high school diploma or equivalent, and proof of immunizations.

2. Attend all lectures. When an absence must occur, the student will notify the course instructor or coordinator at (719)589.7175. This allows for missed material to be provided. Excessive absences may be considered as cause for dismissal from the program. A maximum of twelve (12) hours of absence during the course will be allowed before possible dismissal from the program and the student will lose the possibility of National Registry Certification eligibility.

3. Provide a CBI background check prior to attending any clinical hours. Background checks can be completed at the following website: https://www.cbirecordscheck.com/CBI_New/CBI_newIndex.asp Your class instructor will have more detailed information and directions. Background checks cost $6.85 and are the responsibility of the student.

4. Compete all clinical experience and turn in all documentation.

5. In the event that a make-up exam is necessary, it is the responsibility of the student to schedule this exam with the EMS Lead Instructor and/or course coordinator.

6. When an illness or emergency prevents the student from reporting for a clinical experience, he/she must give notification. Notify the agency involved or the clinical area and speak with the individual in charge.

7. All tuition must be paid or arrangements made for payment prior to completion of the fifth class session. Special arrangements may be made for those who need additional time and for those waiting for financial aid information. You will not be cleared to set for the National Registry exam until all bills have been paid.

8. All text books must be paid for when you receive them.

9. All books checked out of the library or other borrowed materials must be returned before the end of the course.

10. Students will report promptly for class and clinicals. If the student expects to be late, notification to the appropriate individual or agency is again required.

11. Students will report for class, practicals, and clinicals properly attired. Improper attire may result in refusal of clinical experience. A TSJC EMS Student polo shirt is required to be worn in all classroom and clinical settings.

12. The student must follow the appropriate grievance mechanism and lines of authority in the event of a dispute concerning the program or problems that arise.

13. Evaluation of speakers may be required occasionally and evaluation of the course must be completed.
14. Students may not arrange their own clinical rotations. All clinical time must be determined with the TSJC EMS Coordinator by signing up for clinicals on the clinical schedule located in the classroom. For clinicals at areas other than the Alamosa Ambulance District or SLVRMC meet with the TSJC EMS Coordinator to make arrangements.

15. Unprofessional conduct in the class or during the clinical situations may result in dismissal from the program.

16. All evaluation forms from the clinical and field experiences must be completed and submitted to the EMT Lead Instructor.

17. Lecture rooms must be left clean and in the order that they were found. Pop cans, coffee cups, etc. must be disposed of at or before the end of class.

18. Smoking is NOT allowed in school buildings or on school grounds.

19. In the event that a student drops the EMT class, it is the student’s responsibility to notify the Lead Instructor and/or the Course Coordinator in writing and to complete the necessary paperwork for the school.

20. All cell phones or other electronic devices must be off, if the student must be available for emergencies, prior to the start of any class, lab or clinical session. Any infraction of this rule, including “texting” will count as an unexcused absence for the offending student.

21. Except for “stud” style pierced earrings, all other forms of visible body jewelry are not permitted while attending any class, lab or clinical session. When attending any class, lab or clinical session students are required to be in appropriate dress for an EMS setting. The Lead Instructor also reserves the right to require that any tattoos of questionable taste be covered by appropriate attire.

22. A drug testing policy is in place for all pre-hospital care students. Testing will be arranged by the Coordinator. Students will be required to pay for their screening. Failure to pass the drug screening will mandate your removal from the program.

23. All students will be evaluated on the “CTE Professionalism Rubric” which follows.
CTE Professionalism Rubric

Professionalism entails a set of skills that are critical for workplace success in competitive technical industries. Professional behavior creates an environment that promotes safe and high quality training environments that promote constructive learning. Students are expected to show professional behavior with or in front of clients, members of the community, and others in the professional environment (college, clinic, lab, garage) including members of the faculty and administration, other students, and staff. TSJC students are expected to conduct themselves in a professional manner including, but not limited to, arriving on time with a professional attitude and appearance, engaging in ethical behavior, resolving conflicts in an appropriate manner at all times, holding client information confidential, and using discretion in communications.

6-Level Analytic-Type Professionalism Rubric

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<th>DIMENSIONS</th>
<th>Mastery</th>
<th>Emerging / Progressing</th>
<th>Developing</th>
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<tr>
<td>1. Demonstrates Self-Control</td>
<td>Student maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry. Never expresses anger physically. Student works productively individually, or in teams, with minimal distraction to task.</td>
<td>Student usually maintains professional demeanor, although may be inconsistent. Student can verbally explain expected professional behavior, but may have difficulty acting accordingly. May have difficulty expressing anger or emotions appropriately. Student may need reminders to stay on task in order to avoid disruption to the class.</td>
<td>Student exhibits disruptive behaviors. May distract other students, or instructor. May talk to others instead of working. May argue in front of classmates or clients. Expresses anger in verbal outbursts, or physically. May engage in physical actions that threaten others, such as throwing or knocking down objects.</td>
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<td>2. Professional Appearance</td>
<td>Student’s appearance and dress adhere to professional norms for industry. Student consistently maintains a clean, neat appearance and appropriate personal hygiene.</td>
<td>Student often requires reminders about professional and personal hygiene, but accepts and incorporates feedback into appropriate dress code or hygiene.</td>
<td>Student does not adhere to professional norms for industry, or does not maintain personal hygiene.</td>
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<td>3. Positive Attitude</td>
<td>Student consistently demonstrates a positive attitude, and accepts responsibilities and constructive criticism willingly (is not resistant or defensive). Is not arrogant or insolent.</td>
<td>Student may generally demonstrate a positive attitude, but may be inconsistent. Typically accepts responsibilities and constructive criticism without resistance or defensiveness. May display arrogance or insolence at times.</td>
<td>Student exhibits arrogance or insolence. May be publicly critical of other students, instructors, or college staff. Student tends to reject or not follow constructive criticism.</td>
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<td>4. Attendance and Punctuality</td>
<td>Student is consistently early - or on time - to class, lab, training, and other professional or student functions. Is early, or on time, for meetings and appointments. Rarely to never misses class or training. Student always submits projects or assignments on or before due date.</td>
<td>Student is generally on time to class, lab, training, meetings, and appointments, but may be inconsistent. Student has several absences, but may be able to complete training or assignments on time. Student often submits projects or assignments on or before due date.</td>
<td>Student is consistently late to class, lab, training, meetings or appointments. Student consistently fails to submit projects or assignments by due date. Student has excessive absences that interfere with ability to complete training or assignments on time.</td>
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<td>5. Communication</td>
<td>Student consistently communicates respectfully with students, staff, and public by using professional communication and appropriate language. Always refrains from using foul language in work areas, or public. Student encourages and initiates positive interactions, and demonstrates leadership in collaboration with both individuals and groups.</td>
<td>Student often requires reminders about using foul language in work areas or public, but is attempting to accept and incorporate feedback. Participates positively in team interaction but may not initiate.</td>
<td>May avoid collaborating with individuals or groups. Displays disrespectful behavior by using foul language in work areas, and in public. Student may use insults, verbal comments, or criticism intended to belittle or berate others. Student may make racially or sexually inappropriate remarks. Does not participate positively in team interactions.</td>
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<td>6. Honesty and Integrity</td>
<td>Student is always truthful in all verbal and written communications, and avoids engaging in any unethical behavior. Student always takes appropriate steps to maintain confidentiality of client information, whether in verbal, written, or electronic format.</td>
<td>Student typically displays appropriate ethical behaviors, but may require reminders or re-education related to plagiarism or misrepresentation of information. Student usually takes appropriate steps to maintain confidentiality of client information, but may need reminders, or is inconsistent.</td>
<td>Student misrepresents or falsifies information and/or actions (i.e. cheating). Student may display inappropriate communication of protected, private, or confidential information, whether in verbal, written, or electronic format.</td>
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<td>7. Substance Use</td>
<td>Student refrains from substance abuse, or drugs that interfere with workplace safety. Strictly conforms to TSJC policies governing use of drugs and alcohol, and any other existing policies for the industry.</td>
<td>Student can explain how using mind-altering substances may interfere with workplace safety. May not strictly conform to TSJC policies governing use of drugs and alcohol, but does not exhibit characteristics of drug use during class or training.</td>
<td>Student does not conform to TSJC policies governing use of drugs and alcohol, or other existing policies for the industry. Student’s use of illicit or prescription substances jeopardizes workplace safety during class, lab, or training.</td>
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Professionalism Defined

Professional is defined by Merriam-Webster’s dictionary as "characterized by or conforming to the technical or ethical standards of one’s profession."

LEVELS

**Developing**

0 – Student consistently demonstrates inappropriate or unprofessional behavior or is extremely weak in selected components. Has no knowledge of expected professional behaviors. No professional behaviors exhibited.

1 – Student lacks required components; is developing competence and knowledge in selected components, but continues to exhibit unprofessional behaviors that are representative of poor or inappropriate workplace etiquette.

**Emerging / Progressing**

2 – Student includes some of required components. Is beginning to exhibit professionalism, but is inconsistent. Student can verbally explain expected professional behavior, but has difficulty translating knowledge into expected behavior.

3 – Student typically satisfies expectations, includes most of required components. Student can verbally explain expected professional behavior, but may have difficulty acting accordingly.

Generally exhibits professionalism, but may be inconsistent.

**Mastery – GOAL FOR TSJC GRADUATES**

4 – Student consistently explains, and demonstrates, all required components of desired professional behaviors. Representative of professional behavior. Emerging role model and leader.

5 – Student clearly explains, and exhibits, outstanding professional behaviors; includes extra components, goes beyond expectations; representative of exemplary professional behavior in which the student is a role model for professionalism and leadership.

DIMENSIONS

**Dimension 1: Demonstrates Self-Control**

Assesses whether student is able to consistently exhibit a professional demeanor. Does student demonstrates self-control by maintaining composure and keeping emotions in check even in very difficult situations? Does student deals calmly and effectively with stressful situations?

**Dimension 2: Professional appearance**

Assesses whether student’s appearance and dress follow generally accepted professional norms or industry standards. Does student dress appropriately for occupation and its requirements, and maintain appropriate personal hygiene?

**Dimension 3: Positive Attitude**

Assesses whether student can successfully project a professional image of oneself and the organization. Does student demonstrate a positive attitude towards work, other students, instructors, and clients? Does student accept responsibilities and constructive criticism willingly?

**Dimension 4: Attendance and Punctuality**

Assesses whether student arrives on time, and consistently participates, during class, meetings, and trainings. Does frequent tardiness and/or absences interfere with the student’s learning, or the functioning of teams or customer service during labs/meetings/trainings?

**Dimension 5: Communication**

Assesses whether student consistently communicates respectfully with students, staff, and public by using professional and appropriate language. Does student use foul or discriminatory language? Does student encourage and initiate positive interactions, or collaborate well with individuals and groups?

**Dimension 6: Honesty and Integrity**

Assesses whether student communicates and behaves with honesty and integrity. Does student avoid engaging in unethical behavior? Does student takes appropriate steps to maintain confidentiality of client information?

**Dimension 7: Substance Use**

Assesses whether student can contribute to a safe workplace environment by abstaining from substance use, or abuse. Does student conform to TSJC policies governing use of drugs and alcohol, and any other existing policies for the industry in which they are being trained? (NOTE: if student is suspected of being under the influence of mind-altering substances while on the TSJC campus, student will be referred immediately to the Vice President of Student Affairs, which may result in disciplinary action; see TSJC Student Handbook).
Clinical Objectives

The objective of the clinical experience for EMTs is to solidify for the student the course theory and lab training through actual patient contacts. Because student exposure to patients cannot be predicted, these objectives have been kept as minimal as possible while yet providing some basic standard. Therefore, the following minimum criteria must be met in order to successfully complete the clinical component of the EMT course:

1. A **minimum** of **fifteen (15)** monitored patient contacts in an acute care facility and/or ambulance service.

2. Obtain a patient history and relate it to the patient's chief complaint or present condition. This is to be included in a minimum of fifteen (15) patient care reports.

3. Auscultation of breath sounds for fifteen (15) patients.

4. Obtain a set of vital signs for fifteen (15) patients.

5. Spend thirty-six (36) hours of individual clinical time in an acute care setting.
EMT Clinical Rotation Guidelines

1. Students are expected to arrive at the clinical area fifteen minutes prior to their scheduled time.

2. Dress code will consist of black or navy pants, TSJC EMS clinical polo shirt, appropriate under garments, shoes, and a name tag. No casual tennis shoes or hiking boots. Inappropriate dress or personal grooming will result in dismissal from the clinical area.

3. If the student is unable to keep his/her scheduled appointment date for clinical time s/he must notify the appropriate person or agency as soon as possible (prior to the appointed time).

4. The student and preceptor will complete an evaluation of the clinical rotation experience. These evaluations will be used to evaluate the effectiveness of the program and to guide any necessary alterations.

5. Confidentiality of patient information must be maintained at all times. Questions and discussions of patient cases are encouraged for educational purposes, but are to be conducted away from the patient and family members and done in a confidential manner at the clinical site with the preceptor. Breech of confidentiality may be cause for dismissal from the program. If confidentiality is broken the student may also face legal charges.

6. Proper decorum is expected of students at all times.

7. The preceptor and student should establish jointly what their working relationship will be throughout the rotation. Review of preceptor and student activities and rotation objectives will be helpful in determining student activities and rotation objectives will be helpful in determining how educational activities will be established. It is appropriate at this time for the preceptor to also give the student a brief orientation to the unit, define relevant operational procedures and regulations and other pertinent information which will help the student understand his/her role within the unit.

8. All TSJC EMT students will be covered by Liability Insurance through the college. The student is NOT covered by Workman’s Compensation Insurance through this institution.

9. We at Trinidad State Junior College wish to make this a valuable educational exchange. We encourage your comments, positive or negative, about the program. You may direct them to the EMT Lead Instructor, EMS Coordinator, or the Dean of the EMS Program via their designated communication path.
Grievance Mechanism

If a situation arises in which a student feels that he/she has received an unfair grade on a written examination or practical examination, has received an unfair evaluation or has been dealt with in an unfair or inappropriate manner, he/she will pursue the following grievance mechanism. The grievance must be pursued by the student himself/herself and not an intermediary.

1. Discuss the matter with the EMT Instructor. If the incident involves a grade or evaluation given by one of the instructors, approach that individual. If the problem has occurred with a clinical evaluation then discussion should be with the EMS Coordinator.

2. If the grievance has not been satisfactorily resolved in Step 1, it may now be taken to the EMS Coordinator for review. The complaint must now be submitted in writing along with an oral statement. The EMS Coordinator will investigate the complaint and respond to the student within five (5) working days.

3. If the grievance has not been satisfactorily resolved in Step 2, the student may appeal to the Dean of Trinidad State Junior College. The complaint must again be submitted in writing and accompanied by an oral statement. Following his/her review of the situation, the Dean will respond to the student within five (5) working days. The decision of the Dean is final and may not be appealed.
Dismissal from the EMT Program

Cause for dismissal from the program includes the following:

1. Failure to meet the minimum grades required as outlined in the Testing Policy. (Dismissal in this case would not necessarily mean dismissal from class and class participation. At the discretion of the Instructor, you may continue in the class and could receive college credit. However, you will not get a Course Completion Certificate and you will not be allowed to take the National Registry Exam.)

2. Cheating on any examination.

3. Falsifying information on student records or evaluations.

4. More than twelve (12) hours of absence. (In this case a student may still be eligible to earn the college grade/credit but would not be eligible for national registry testing).

5. Disclosing to outside sources confidential information obtained from a patient or their family or friends, medical charts, or other medical personnel.

6. Unprofessional conduct, including but not limited to: lying about or falsifying patient care information, failure to follow policies and procedures as set forth in this handbook, disruptive or aggressive behavior directed at instructors, fellow students, clinical staff and especially patients that the student may encounter.

7. Failure of the drug screening.
Counseling and Learning Resources Available

All EMT students have access to the learning resources of:

1. Additional assistance/practice sessions with the lead or assistant instructors. In order to have access to this option, the student must arrange a mutually agreed upon time with the instructor.

2. The Learning Resource Center is available for students on Monday-Friday from 8AM – 5 PM. Tutors are available during all hours that the resource center is open.

3. Students may also schedule specific assistance with tutors through the EMS Program. If you desire tutoring specific to the course content, contact the EMS Coordinator for arrangements for a tutor.

4. Students may receive counseling from the EMS Coordinator, EMS Instructor, or TJSC counselor.

These learning assistance options are open to all students at no additional cost.
EMT Continuing Education

Trinidad State Junior College (some of these courses/resources may not be available at both campuses):

Courses through TSJC that an EMT can take for CE hours include, but are not limited to:
- EMT Refresher
- BTLS or PHTLS
- Topics in Cardiac Emergencies
- Topics in Pediatric Emergencies
- EMS Symposium
- Topics in EMT Emergencies—Medical and Trauma
- Wilderness EMT
- Farm Medic
- Hazardous Materials Awareness
- Incident Command Systems
- Weapons of Mass Destruction
- Driving the Emergency Vehicle

Non-instructor Contact Materials:
Videos are available at TJSC from PULSE or Emergency Medical Update. Students may utilize these for self-study, non-instructor contact hours. Post-testing must be completed for any videos for which the student is claiming CE hours. The testing must be completed at TSJC, through the EMS Coordinator and kept on file at the college. These CE hours can be utilized for one-half of required CE hours of each of the three categories.

Outside Sources of Continuing Education:
Students may submit documentation of attendance from outside sources of continuing education. The EMS Coordinator reviews the documentation and approves or disapproves the CE hours. The decision of approval is based on several factors including: EMS focused content, measurable objectives, length of class, etc.
EMT Student Signed Statement

I, ______________________________________________________________, have received a copy of the Trinidad State Junior College, EMS Program Policies and Procedures, and the EMT Functional Position Description. I understand and agree to abide by the requirements, policies and procedures for this course.

Signature:________________________________

Date:_________________

I further understand that I am not covered by any Workmen’s Compensation Insurance Policy and, as such, accept full financial responsibility in the event of an injury while participating in the EMT Program.

Signature:________________________________
Date:_________________.
