South Texas College
Emergency Medical Technology Program
Student Handbook

The South Texas College (STC) Emergency Medical Technology Program reserves the right to make any revisions, deletions, or additions to the Student Handbook or the procedures found in the Student Handbook, Syllabi or Department website which, in the opinion of the faculty and/or South Texas College, serve in the best interest of the program and its students.

The Emergency Medical Technology Program student is subject to the regulations in this handbook as well as the regulations and policies in the South Texas College Student Handbook and the Division of Nursing and Allied Health Student Handbook.

All applicants must meet the basic requirements for admission to the South Texas College and the Emergency Medical Technology Program.

Admission to the Emergency Medical Technology Program does not guarantee eligibility for the National Registry of Emergency Medical Technicians (NREMT) examination or certification by the Texas Department of State Health Services.

Applicants seeking academic advisement prior to application are encouraged to visit with their EMT Program Advisors. To set an appointment contact (956) 872-3178. The South Texas College EMT Department is located on the East Wing, third floor of the Ramiro Caso Nursing Allied Health Building, located at 1101 East Vermont in the McAllen Texas. Full-time faculty instructors maintain regular office hours; however, Students are strongly encouraged to arrange an appointment. Part-time instructors are available by appointment only. Students are also encouraged to utilize the EMT Program Faculty’s web site or STC Blackboard to obtain current program information.

The Program Coordinator and the Medical Director are the only entities that can clear a student for examination with the NREMT.

Department Goal:

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

Welcome to the South Texas College Emergency Medical Technology Program. In the early 1990’s, it was recognized that national trends in EMS education were moving towards higher-level education along with expanding the paramedic program content areas. This initiative created the foundation for providing EMS education through a branch from Texas State Technical Institute (TSTI). Furthermore, in the early 90s, EMS training was only offered in Brownsville through Texas Southmost College and in Harlingen through TSTI. Students from Hidalgo and Starr Counties had to travel to Cameron County or wait until one of the two programs offered a course in McAllen to receive EMS Training. The move from Adult Continuing Education Paramedic training programs to a college based EMS education program allowed a larger region to be served while increasing the number of students trained in EMS. TSTI became TSTC and started offering EMS courses from their Harlingen main campus then later from their McAllen campus under the direction of Ken Anderson, serving as Program Chair. On September 1, 1993, the Emergency Medical Technology Program was created through the Texas Senate Bill 251 that granted South Texas College (STC) the ability to teach EMS in the Hidalgo and Starr Counties. The EMT program at STC became one of the first two AAS degrees approved by the Texas Higher Education Coordinating Board to be offered by the College.

An Associate of Applied Science will allow Students to:

- Experience college level courses designed for paramedic education based on national EMS education trends and a national curriculum.
- Attain Texas paramedic licensure upon successful completion of the Emergency Medical Technology Associate of Applied Science degree and Texas Department of State Health Services licensure requirements.
- Take advantage of the Paramedic to RN track offered at STC Nursing Department.

The STC EMT program prepares students to apply for and successfully meet the requirements of the Texas Department of State Health Services EMT certification at all levels. EMT Basic and Advanced EMT (AEMT) courses at South Texas College are conducted at all campuses including the Mid Valley, Starr County campuses, and in the Nursing and Allied Health (NAH) Building located in McAllen’s District. However, paramedic courses are offered only at the NAH in McAllen Texas. Although some students choose to obtain only a paramedic certificate, they have the option of finishing with an AAS. All students must meet the criteria for enrollment at each level.

**EMT-Basic**

The first semester consists of a curriculum designed for EMT-Basic students. Instruction at the basic level will serve as a foundation for the AEMT and Paramedic levels, as well as concentrate on learning general anatomy and physiology along with general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications. Once all competencies have been successfully met, students will be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Basic exam. Successful completion of the NREMT exam will make a
student eligible to apply for the Texas Department of State Health Services (DSHS) Basic Certification.

Entry into the EMT program must meet the following:
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- 18 years of age by program completion/graduation date.
- Complio compliant.

**Intermediate/ Advanced EMT (AEMT)**

At the Intermediate/AEMT level, students will continue to use the competencies they learned as an EMT Basic while continuing to study patient assessment, anatomy and physiology of the circulatory system and the respiratory system in depth. AEMT students will practice, master competencies and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and advanced airways throughout the course. Once all competencies have been successfully met, students will be eligible to take the NREMT AEMT exam. Successful completion of the NREMT exam will make a student eligible to apply for the DSHS Intermediate Certification.

Entry into the AEMT program must meet the following:
- Successful completion of the EMTB STC curriculum.
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current successful completion of the American Heart Association’s CPR for Health Care Providers.
- 18 years of age by program completion/graduation date.
- Documentation of current EMT certification (DSHS).
- Complio compliant.

**Paramedic**

The Paramedic level is the highest level offered at STC for EMTs. At the Paramedic level, students will concentrate on successfully performing comprehensive patient assessments and learn advanced medical skills such as electrocardiogram interpretation and treatment. The paramedic student will also learn and administer the most current trends in pharmacology treatments, along with demonstrating the proper use of the Advance Cardiac Life Support protocols.

Students will be prepared for both the cognitive and psychomotor examinations by the NREMT by the completion of the paramedic program. These exams measure proficiency and competency in the standards set by the DSHS using the NREMT examination process. Once all competencies have been successfully met, paramedic students will be eligible to take the NREMT paramedic psychomotor and cognitive exams. Successful completion of the NREMT exams will make a student eligible to apply for the DSHS Intermediate Certification.
Entry into the Paramedic program must meet the following:

- Successful completion of the EMTB and AEMT STC curriculum.
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current successful completion of the American Heart Association’s CPR for Health Care Providers.
- 18 years of age by program completion/graduation date.
- Documentation of current EMT certification (DSHS).
- Documentation of passing AEMT Didactic National Registry Examination.
- Texas Success Initiative (TSI) Assessment Complete
- Completion of BIOL 2401 and BIOL 2402 with a C or Better
- Complio compliant.
- Upon completion of the application requirements, prospective candidates will be scheduled for an interview process.

EMT Associate of Applied Science candidates: Courses taken for the certificate program may be applied toward completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology. Upon completion of the degree, the student is eligible to apply to DSHS as a Licensed Paramedic.

All EMT labs and Clinical/Practicum are designed to promote the learning and application of clinical skills. These are also required as part of the EMT, Intermediate/AEMT, and Paramedic courses. They will provide exceptional opportunities for Students to learn and apply clinical skills in the hospital and pre-hospital environments.
Faculty and Staff

Department Chair EMT Program

Dr. Robert Gonzalez Jr. MD, BS, LP, Department Chair EMT Program NAH.

Robert Gonzalez started his EMS career in the fall of 1992 at SOUTH TEXAS COMMUNITY COLLEGE. Robert started working in 1993 in the Starr County Memorial Hospital EMS Division, working both in the EMS System and the ER as part of the Trauma Team. In 1993, Mr. Gonzalez received his Paramedic Certificate from STC and in 1994, he received his Instructor’s Certificate from the Texas Department of Health. In 1995, Dr. Gonzalez received both his Bachelor of Science from the University of Texas-Pan American in the field of Biology and his Associate of Applied Science in EMT-Paramedic, being one of the first to receive an A.A.S. from STC. In 1998, the Texas Department of Health awarded Mr. Gonzalez his Advanced EMS Coordinator Certificate. In 1998, he received his Paramedic Licensure. That same year, he was appointed to be a Faculty Presenter at the Texas EMS Conference held in Austin, lecturing in “Anaphylaxis Treatment in the Pre-Hospital Setting”. In 1999, he was asked to lecture at the Trauma Symposium at South Padre Island. That same year, he asked to lecture at the EMS Conference where his subject was “Illegal Drugs” and “Diabetic Emergencies”. Dr. Gonzalez graduated from La Universidad Mexico Americana del Norte (UMAN) in 2005 receiving a degree in Medico Cirujano Partero. Dr. Gonzalez did his civil service year across the border and attained his (Titulo) License as Medico Cirujano Partero. Dr. Gonzalez has been serving as Program Chair from 2008 to the present.

Medical Director

Roberto M. Gonzalez, MD, Chief of Staff Starr County Memorial Hospital, EMT Program Medical Director.

Faculty

Joseph Archer, BS, LP, Faculty

Joseph Archer has been at South Texas College (STC) since 2003. He began his relationship with STC as a lab assistant for the basic, intermediate and paramedic lab classes. In 2005, Joseph became a Texas EMT Instructor, thus began teaching EMT basic labs. He has taught Emergency Care Attendant class in conjunction with the VIDA program at STC. Joseph has been a licensed paramedic since 1995 and has an Associates degree as a paramedic. He also has received a Bachelors degree in Biology with a minor in Chemistry from the University of Texas-Pan American. He was listed in the National Deans list for 2003 for his academic achievements and has been involved in a research project in Organic Chemistry with Dr N Bhat at UTPA in 2002. He can be reached at 872-3032.
Adriana Benson, DDS, BAT MHSM, AAS, AS, RRT, NREMT-P, LP Faculty
Adriana Benson started her education at UANL (Universidad Autonoma de Nuevo Leon). She obtained a degree as a Médico Cirujano Dentista (1984-1992). She worked as a dentist for the DIF of Monterrey for 9 years. She obtained an Associates of Applied Sciences in Paramedic (August 2006 – December 2010). South Texas College, Associates of Applied Sciences in Respiratory Therapist (August 2011 – August 2013) South Texas College, Bachelor of Applied Technology in Medical Health Services, (August 2013 – December 2014), South Texas College, Associates of Sciences in Biology (August 2015). She began her career as an EMT on 2006. She worked for AAA Ambulance (2006- 2014). She began her relationship with STC as a lab assistant for the basic, intermediate and paramedic lab classes. In 2011 she became a full time faculty instructor. She can be reached at abenson_7681@southtexascollege.edu or (956) 872-3054.

Janelle Billings, BACJ, NREMT-P, LP, Faculty
Janelle Billings began her career in 1994 when she became an EMT-B, then later that year an EMT-I. Her first job was with Frontline EMS as a field Medic. In 1995 she obtained her Paramedic certification. In 1996 after obtaining her A.A.S. degree in EMT she was hired as adjunct faculty clinical instructor. In 1997, Janelle was employed by Valley EMS (Edinburg EMS) as a field Medic. She has also obtained certifications in Tactical Medic, ACLS, and PHTLS. Janelle also works part-time as a Medic at Valley EMS. She wanted to grow up to be a paramedic ever since watching her first episode of the TV Show “EMERGENCY”. She can be reached at billings@southtexascollege.edu or (956) 872-3168.

Henry Cortez LP, RN, A.A.S., A.D.N., Faculty
Henry Cortez began his EMS career in 1993 obtaining his initial training at Texas State Technical College – McAllen, TX. Mr. Cortez started teaching for the EMT Department at South Texas Community College in 1996. He has worked in the field for both emergency and non-emergency services since 1993. Mr. Cortez has been a guest lecturer for the Texas EMS Conference on three separate occasions. He has also lectured at the TRAC V Trauma Symposium. He received his ADN and his Registered Nurse License in 2011 and is currently working on obtaining his BSN. He can be reached at (956)-872-3172 and at hcortez@southtexascollege.edu

Oscar Cortez BSHA, EM, LP, NRP, Faculty
Oscar Cortez is a McAllen High School graduate born and raised in South Texas. He enlisted in the US Army National Guard while in high school and then following graduation went to active duty with the United States Marine Corps for the next 6 years. Mr. Cortez is a veteran of Desert Storm and Desert Shield and has received numerous service medals and commendations including the Combat Action Ribbon, joint Meritorious Unit Award, Navy Unit Commendation Ribbon and the Saudi Arabia Medal and several meritorious masts.

Mr. Cortez has been in the Emergency Medical Service field since 1994 and is currently a Texas Licensed Paramedic, National Registry Paramedic and EMS Instructor. He holds a Bachelor of
Science degree in Health Administration with a concentration in Emergency Management and is currently attending Capella University pursuing a Master of Science degree in Emergency Management with a concentration in behavioral psychology. He will be starting the Ph.D. in General Psychology program at Capella University on April 2018. His primary research will include first responder stress during emergencies and disasters along with studies in behavioral adaptation due to post traumatic stress disorder in emergency settings.

Mr. Cortez believes in challenging others to accomplish the impossible with the minimum resources. His inspiration for leadership success comes from several theorists including John Maxwell, and Steven Covey. Oscar is an accomplished FCC Amateur Radio Operator by holding the 2nd highest license level in the FCC Amateur Radio Operator field. Mr. Cortez is also member of the National Society of Collegiate Scholars having achieved undergraduate graduation with Presidential Honors. He can be reached at ocordova_9215@southtexascollege.edu

Edgar Flores, LP AAS, Faculty
Edgar Flores Began his EMS career in 1995 when signing up for the EMT-Basic program with South Texas Community College. He proceeded to work as a basic in a 911 Edinburg EMS (Valley EMS) in Edinburg, TX. While working, he continued and earned his EMT-Intermediate 1996 and then EMT-Paramedic in 1997. He stayed doing emergency and non-emergency calls until the year 2005. He worked himself up and held titles as field supervisor and field training officer. He also did the public relations with the company doing presentations for the community and local schools informing about 911. He then worked with Medic 1 EMS and earned his Air Medical Crew certificate and did fixed wings flights throughout the state and country. He began working with South Texas College as a Lab Assistant and is currently an Instructor with the EMT department. He has obtained his A.A.S. in EMT and certificates in ACLS, PALS, PEPP, Air Medical Crew and EMS Instructor. He can be reached at eflore@southtexascollege.edu or Phone number (956) 872-3169.

Miriam Garza, NREMT-P, LP, AAS, BAT, MHSM, Faculty
Miriam Garza began her career in 2009 when she became an EMT-P. Her first job was with Med Care EMS as a field Medic/Supervisor in a 911 setting. She began her relationship with STC as a lab assistant for the basic, intermediate and paramedic lab classes. In 2010 after obtaining her A.A.S. degree in EMT she was hired as adjunct faculty clinical instructor. In 2014 she became a full time faculty instructor. She also has received a Bachelor’s degree in Medical Health Services Management from South Texas College. She can be reached at mgarza46@southtexascollege.edu or (956) 872-3058.

Amanda Honor, AAS, NRP, LP, RMA, Faculty
Amanda Honor was born and raised in central California. After graduating high school, she joined the US Coast Guard with dreams of going into the medical field. She spent two years on an 87-foot patrol boat in Northern California. After receiving orders to Petaluma, CA she began her career in Health Services Technician A School where she spent the first three weeks becoming an EMT Basic. After graduation in May 2010, she was stationed at US Coast Guard
Air Station Port Angeles, WA where she completed a 4-year tour. She separated from Active Duty in 2014 and transitioned into the Active Reserves. She was stationed in Corpus Christi, Texas in January 2015 when she moved down to the Rio Grande Valley with her boyfriend and son. She began working at Harlingen Medical Center Emergency Department where she was an ER Tech. She worked closely with nurses and physicians for critical patient stabilization, and assisted with non-critical patient care. She began school in August 2015, taking pre-requisite courses for the Associate Degree of Nursing program. She learned about the Paramedic Program and the Paramedic to RN transition program that was offered through South Texas College. In spring 2016, Amanda began the Advanced EMT course, and following that the two semesters of Paramedic. She graduated with her Associates of Applied Science EMT Paramedic in May 2017 and became an Instructor with STC EMT Program teaching Basic Labs, Clinical, and Practicum. She can be reached at ahonor@southtexascollege.edu

David Martinez, EMT-P, RN, A.D.N., Faculty
David Martinez started his EMS career in 2002 when he joined the Odem Volunteer Fire Department. David immediately knew he wanted a career in public service. He attended the fire academy and EMT-Basic school at Del Mar College in Corpus Christi Texas where he graduated with a certification in Basic firefighting through the Texas Commission of Fire Protection and his EMS EMT-Basic. On July 7th of 2003 he was hired at the Weslaco Fire Department where he started his career. In 2006 David became a Paramedic within the department and has many years of 911 experience. He slowly earned his way up the ranks and when he retired in 2014 he was a Lieutenant. Throughout his career at the fire department David would help instruct classes and officially became an EMS instructor in 2015. In 2013, He graduated from South Texas College with an Associates degree in Nursing and became a Registered Nurse. Currently David is an EMS instructor with South Texas College EMT Program. He also works as a registered nurse in a local emergency department. David holds many certifications including CPR, ACLS, PHTLS, PALS, TNCC, and ENPC. David can be reached at 956-872-3048 or at dmarti74@southtexascollege.edu

Steven Miller, AAS, LP, Faculty
Mr. Steven Miller was born and raised in the Rio Grande Valley and has been involved in EMS since 1993. He acquired his Associates of Applied Science from South Texas Community College Emergency Medical Technology Program as a Paramedic and began teaching in 1997. He has worked at LifeLine EMS, Catalina Ambulance Service, City of Brownsville EMS, Preferred Ambulance Service and City of Port Isabel EMS in both emergency and non-emergency settings. He is currently an Instructor with South Texas College Emergency Medical Technology Program. In addition to teaching in the paramedic program, Mr. Miller also is certified as an American Health and Safety Institute instructor teaching CPR and First Aid. He also teaches with the Texas Parks and Wildlife Service. Mr. Miller can be reached at smiller@southtexascollege.edu or (956) 872-3004.
Carlos E. Tello, LP, AAS, Faculty

Mr. Tello started his EMS career in 1988 when he joined the Hidalgo Volunteer Fire Department (HFD) in Hidalgo, Texas. Through HFD he attended Catalina EMS Academy and obtained his Emergency Care Attendant and EMT-Basic training in McAllen, Texas during that year. Mr. Tello practiced as an ECA and EMT with HFD and Catalina Ambulance Service (McAllen, Texas). In 1989, he continued his advanced level training with Texas Southmost College in Raymondville, Texas and obtained his EMT-Special Skills (EMT-SS) certification. In 1990, Mr. Tello obtained employment with Harlingen Community Emergency Care Foundation, Inc. (HCECF) and continued practicing as an EMT-SS in Cameron County, Texas. In 1992 he obtained his paramedic training and practiced as EMT-Paramedic in Hidalgo and Cameron Counties with several EMS Providers including Catalina Ambulance Service, City of Brownsville EMS and City of Los Fresnos EMS. During late 1992, Mr. Tello joined South Texas Community College as program instructor/skill examiner during the college’s inception of the EMT Program. In 1996, Mr. Tello continued his EMS career as he joined the Texas Department of Health - EMS Program as a Program Specialist. As a state regulator, Mr. Tello conducted compliance inspections for EMS Providers and EMS training programs across Public Health Region 11 in Deep South Texas. That same year, Mr. Tello obtained his Advanced EMS Coordinator certification. In 1997, he graduated from South Texas Community College with an Associates Degree in Emergency Medical Technology. He received his second Associates Degree in Business Administration in 2002 through South Texas Community College. He is currently pursuing a Bachelors Degree in Organizational Leadership through Texas A&M University Commerce. Currently Mr. Tello is an EMT Program instructor at South Texas College. He has held many certifications including CPR, ACLS, PHTLS, PPCP, ABLS, EVOC, Haz Mat, ICS, EMD and Non-Profit Management. Mr. Tello can be reached at 956-872-3048 or at ctello3@southtexascollege.edu

Part Time Faculty/Adjunct

Leonel Lopez, LP, RN, A.A.S

Leonel Lopez began his career in 2008 when he became an EMT-P. His first job was with Med Care EMS as a field Medic/Supervisor in a 911 setting. He began his relationship with STC as a lab assistant for the basic, intermediate and paramedic lab classes. In 2011 he was hired as adjunct faculty clinical instructor. In 2015 he became a full time faculty instructor. He received his ADN and his Registered Nurse License in 2015 and is currently in the process of obtaining his BSN. He can be reached at llopez_6984@southtexascollege.edu or (956) 872-3058.
Licensure, Regulations, Accreditation

1. STC EMT program is officially approved and regulated by the Texas Department of State Health Services EMS and Trauma Systems.
2. This program is accredited by Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
3. Program Chair, instructors and examiners are certified by the Texas Department of State Health Services EMS and Trauma Systems.

Clinical Affairs Specialist

Students must be cleared by the Nursing Allied Health Clinical Affairs Specialist through Complio prior to entering program. Complio is American DataBank’s comprehensive tool for student screening and compliance. It is the students responsibly to make sure they are compliant. Failure to do so, student could be dropped from program. The signup is found at http://nah.southtexascollege.edu/clinical_affairs/

Course Schedules

At the beginning of each semester, Students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. 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 will allow the Student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform Students of the changes as soon as possible. Special classes, meeting days, when applicable, are identified in the syllabus.

Students are not allowed to change or switch schedules. If a student’s schedule requires any change it must be reviewed and approved by the Course Instructor and Program Chair. Note: if schedule changes are required and approved, the schedule change may involve switching all classes and sections. This process will require the proper college documentation at your own expense.

Program Completion

EMT Program Students are informed of the course completion requirements at the beginning of each course. Students must meet all academic and clinical course requirements to successfully complete the course. Successful completion (e.g. all course requirements are met) of each course is required in order for the Student to proceed to the next EMT course and to complete the specific program. Specific grading procedures for EMT courses are discussed in the Course Procedures
section of this handbook. To be eligible to take the National Registry certification exam (EMT-B, EMT-A/I or EMT-P), Students must pass the appropriate course and receive the approval of the course instructor, Department Chair and Coordinator. Completion of the paramedic program also requires the unanimous approval of the course instructor, department chair, clinical coordinator, primary clinical preceptor, and the medical director. Clinical rotations must also be successfully completed including submission of the required documentation prior to established deadlines. Most importantly, the Student must have successfully demonstrated competency in all required clinical content areas. Oral and written examinations and other required assignments must also be successfully completed in order to continue in the paramedic program.

Grading Criteria

Lab grading
Students must have successfully demonstrated mastery of all competencies in all required skills and mega codes for the lab portion. Evaluations will be given a Pass or Fail as defined on skills sheets. Students that receive a fail for the laboratory portion of the class will not be eligible for course completion.

Lecture grading
Student’s grades will be based upon exams, quizzes and other assignments.

Lecture and Lab
A student may receive a passing letter grade for lecture but still fail the lab thus not passing the course.

Letter grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>92 – 100</td>
</tr>
<tr>
<td>B</td>
<td>86 – 91</td>
</tr>
<tr>
<td>C*</td>
<td>80 – 85</td>
</tr>
<tr>
<td>D</td>
<td>70 – 79</td>
</tr>
<tr>
<td>F</td>
<td>0 ≤ 69</td>
</tr>
</tbody>
</table>

* Please note that unlike traditional courses an 80 is a C in the EMT Program.

Basis for determination of final grade
Student must achieve a grade of 80.0 or better in all courses (lecture, lab, clinical and practicum.) Theory knowledge is evaluated by written examinations, quizzes, assignments, skills exams, mega code and other methods determined by program. The numerical equivalent is rounded up starting at 0.5 to the nearest whole number. For example, 79.5 would be 80, and 79.4 remains a 79.

The National Safety Council (NSC) grading criteria for CEVO is determined by the NSC in order to attain certification. Passing score is an 80 to fulfill certification requirements. Other certification courses affiliated with the program are subject to that particular entity’s passing criteria in order to attain certification.
**Remediation Process**

A student that receives less than an 80% on any exam and/or fails a skills exam will require remediation. The faculty will do a written referral to the Retention Specialist and/or Academic Counselor with a copy to the Center for Learning Excellence (CLE). The original copy will be returned by the student to the faculty within five (5) business days with paperwork from each resource. Every student will complete Learning Style Inventory (LSI).

All remediation assignment(s) must be completed and submitted to the instructor before the next exam date. Failure to comply will deem student ineligible to take the aforementioned exam and the student will receive a zero “0” for a grade.

After additional unsuccessful attempts on any another exam (where the student receives less than an 80%), the previously-mentioned process will be repeated. In addition to the above process, the student will be required to complete a learning objective assignment deemed appropriate by the course instructor.

The above remediation process extends onto lab, clinical and practicum assignments issued by each respective course instructor.

**Exams**

Examination formats may include paper, scantron or electronic mediums. When scantrons are used as a testing format all answers on the scantron form will serve as the final grade determination. After exam, scantron forms will remain in the possessions of the faculty.

*Exam reviews are a privilege and can be ended at any time at the instructor's discretion.*

Exam reviews are done within one week of the exam. The purpose of exam review is to provide the student with the correct rationale for questions that the student missed or does not understand. NO NOTE TAKING OR ELECTRONIC DEVICES will be allowed during an exam review. An exam review will last only 30 minutes. If you need further clarification, you must make an appointment with your instructor within one week of the exam. There will be no group review of the Final Exam.

**Absences during Examination**

If you are absent for a scheduled exam, you must follow the policy outline in the Student handbook-Associate Degree Program to be eligible for a make-up exam. **FIRST, the instructor MUST be notified of your absence AT LEAST ONE HOUR BEFORE the scheduled exam time or you will automatically receive a “zero” on the missed exam. Make-up exams are to be taken AT A TIME SCHEDULED BY THE INSTRUCTOR, BUT SHOULD BE TAKEN PRIOR TO THE NEXT CLASS DAY.** Make-up exams may or may not be in the same format as the original exam. NO ELECTRONIC DEVICES during testing.

Students must take examinations at their scheduled time and date. **NO MAKE UP** examination will be given if students do not notify the course instructor before the scheduled start time for the examination. Documentation must be submitted to the course instructor regarding and justifying the absence. Make up examinations must be completed before students return to the classroom.
The type of examination may differ from the original exam, i.e. an essay exam instead of multiple choice.

Medication Study Lists

The following list includes the names of medications that will be discussed in the EMT-Basic, Intermediate/AEMT and Paramedic Programs. Students are expected to obtain a working knowledge of each medication. Scheduled quizzes are provided to assess the Student’s knowledge of each medication. Occasionally, additional medications will be added to this list based upon current medical practice and/or updated EMS applicability.

**EMT Basic Program**

Oxygen  
Oral Glucose  
Activated Charcoal  
Aspirin  
Albuterol (Proventil) (metered dose inhaler and small volume nebulizer) Assisted  
Epinephrine (Epi-Pen) Assisted  
Nitroglycerin Assisted

**Intermediate/AEMT Program**  
(including EMT-B medications)  
Albuterol  
Dextrose 50%, 25% and 10%  
Epinephrine  
Glucagon  
Naloxone  
Thiamine  
Diphenhydramine  
Nitrous Oxide  
Mark 1 Nerve Agent Antidote Kit  
IV Solutions (Lactated Ringer’s, Normal Saline, D5W)

**Paramedic Program**  
(Includes EMT-B and Intermediate/AEMT)  
Aminophylline (Somophyllin)  
Atropine Sulfate  
Bretylium Tosylate (Bretylol)  
Calcium Chloride  
Diazepam (Valium)  
Diltiazem (Cardizem)  
Dobutamine (Dobutrex)  
Dopamine (Intropin)  
Lidocaine (Xylocaine)  
Magnesium Sulfate  
Methylprednisolone (Solu-Medrol)  
Midazolam (Versed)  
Morphine Sulfate  
Nifedipine (Procardia, Adalat)  
Nitroglycerin (Nitrostat, Nitro-Bid)  
Norepinephrine (Levophed)
<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Concentration/Brand Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epinephrine, 1:1,000</td>
<td>Nalbuphine (Nubain)</td>
</tr>
<tr>
<td>Epinephrine, 1:10,000</td>
<td>Oxytocin (Pitocin)</td>
</tr>
<tr>
<td>Furosemide (Lasix)</td>
<td>Procainamide (Pronestyl)</td>
</tr>
<tr>
<td>Glucagon Reteplase (Retevase)</td>
<td>Promethazine (Phenergan)</td>
</tr>
<tr>
<td>Haloperidol (Haldol)</td>
<td>Racemic Epinephrine (microNefrin)</td>
</tr>
<tr>
<td>Ipratropium (Atrovent)</td>
<td>Sodium Bicarbonate</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>Succinylcholine (Anectine)</td>
</tr>
<tr>
<td>Terbutaline (Brethine, Bricanyl)</td>
<td>Verapamil (Calan)</td>
</tr>
<tr>
<td>Heparin</td>
<td>Amiodarone</td>
</tr>
<tr>
<td>Flumazenil (Romazicon)</td>
<td></td>
</tr>
</tbody>
</table>

*Refer to the Textbook or supplemental information provided by the instructor for study information.

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**Skills Proficiency Verification**

Students will be expected to demonstrate *competency* in all listed skills prior to successfully completing each course. The Student will learn the indications for each skill and have ample time to practice them. Students will be checked off on each of these skills within the laboratory portion of the course in which the skill is introduced and initially taught. Students experiencing difficulty with a skill and are unable to demonstrate proficiency will be offered a remediation session and allowed to try again. Paramedic Students will be responsible for basic skills as well as the advanced skills. The laboratory skills sheet must be successfully completed prior to the Student being allowed to utilize the skill in the clinical setting. Each Student must then demonstrate mastery of each skill during the clinical rotations. If the student does not successfully complete all their competencies within the required time frames, the Student will be *dropped* from the program.

Students may be introduced to additional clinical skills and procedures not included in the lists below. Students will not be required to show skills proficiency verification of these additional skills. However, Students may be required to practice these skills in the laboratory, and may be allowed to perform these skills under supervision in the clinical rotations. Written and Oral exams may include questions regarding additional skills.

**EMT-B (EMT-Basic)**

- Automated External Defibrillation
- Bandaging and Splinting
- Cardiopulmonary Resuscitation (CPR)
- Epi-Pen Administration
- Mechanical Aids to Breathing
- Physical Assessment of the Patient (Medical & Trauma)
- Pneumatic Anti-Shock Garment (PASG)
- Small Volume Nebulizers (SVNs) and Metered Dose Inhalers (MDIs)
- Spinal/Seated Immobilization
- Traction Splinting
- Vital Signs (Pulse, Respirations, and Blood Pressure)
- CPAP
- Intranasal Medication Administration
- EMS Stretcher Operations

**EMT Intermediate /AEMT (including all Basic skills)**
- Peripheral Venipuncture
- Adult Endotracheal Intubation
- Infant Endotracheal Intubation
- Supra Glottic Airways
- Drug Administration (Intramuscular, Subcutaneous, Endotracheal)
- Intravenous Push
- Medication Calculations
- Intraosseous infusion

**Paramedic (including EMT/AEMT)**
- Surgical Airways
- Nasogastric (NG) Tubes
- Chest Decompression
- Intravenous Infusion (Piggyback)
- Defibrillation and Synchronized Cardioversion
- External Cardiac Pacing
- 3-Lead ECG Recognition and Interpretation
- 12 Lead ECG Acquisition and Interpretation
- Mega-codes
- Pediatric Assessment (All Age Groups)
- Out of Hospital Scenario
- Exit Mega-code given by a panel of EMT faculty (may be audio and video recorded for evaluation and education purposes).

**Course Procedures and Regulations**

Each Student is required to sign a Student acknowledgment agreement of the handbook and class syllabus. The EMT Program Faculty and staff strongly believe that the Student will be most
successful if he/she completely understands these procedures and regulations. Should a Student have any questions or concerns regarding a course procedure and regulations, he/she should discuss them with the course’s faculty instructor.

**Student Rights and Responsibilities**

As a premier learning-center of higher education, South Texas College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. South Texas College recognizes that student success is a shared responsibility between the student and the College.

Students attending South Texas College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is paramount to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending South Texas College are responsible for adhering to the standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, South Texas College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider manifestly unjust or improper.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding South Texas College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of South Texas College’s commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.
CLASSROOM EXPECTATIONS

Class Attendance and Participation
Student attendance and participation is vital to academic success. Regular and punctual attendance and participation in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as specified by the respective course syllabus and whenever possible, notify the instructor in advance. The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.

You are obligated to:
1. Treat all patients with dignity and respect.
2. Be at least 18 years of age in order to obtain certification by the Texas Department of State Health Services.
3. Conduct yourself at all times in a manner, which is conducive to learning.
4. Abide by the program procedures as outlined to you by the course faculty and staff including all SOUTH TEXAS COLLEGE procedures.
5. Actively participate in all class and skills laboratory functions.
6. Complete all courses in a satisfactory manner as outlined in this Handbook.
7. Exhibit a professional manner in both attire and conduct.
8. Hold in confidence information relating to any and all patients.
9. Accept responsibility for your actions and academic performance.
10. Have an Active Driver’s License
11. Have access to reliable internet connection for completing any assignments (e.g. quizzes, exams, homework) online.
12. Center of Learning Excellence On-Demand Student Success Workshops certificate submission must be completed prior to first day of class. All certificates must be printed out as original documents – no screenshots or picture of documents are allowed.

Internet Use Responsibilities

Online exams will no longer be reset unless there is a documented problem with Blackboard/My Bradylab/Fisdap itself, and then only at instructor discretion. Students are responsible for using a stable computer and internet connection. Students wishing to claim an exception to this rule must submit specific documentation (including ticket or confirmation number if tech support is contacted) confirming the problem happened and that the student had no available method of preventing the problem. Requests must be submitted and approved before the exam’s availability period ends.
Code of Conduct

As Emergency Medical Services providers strive to improve professional status, it is important that all students and EMS personnel demonstrate the qualities of a “true professional”. EMT Students are equally vital to this effort as they are frequently exposed to and evaluated by patients and other healthcare providers. The attitude, appearance and performance of EMT Students directly impact the impressions others have of the EMS profession. Students who develop habits, skills, knowledge and abilities consistent with a professional code of conduct improve the likelihood of their future success as EMS professionals. Lifelong, professional EMS habits and skills developed now will most likely be recognized and appreciated by prospective EMS or other clinical employers. Code of conduct elements are explained below to assist Students in understanding their purpose and value to the Emergency Medical Services System and Profession. Students of the EMT Program are expected to conduct themselves in a manner consistent with this code of conduct whenever they represent the EMT Program.

1. The primary purpose of Emergency Medical Services is to respond to persons in need of medical/trauma, psychological and, in some cases, social assistance in a compassionate, medically appropriate manner. EMS is primarily about providing a public service. EMS providers are often invited into the homes of strangers in anticipation of compassionate, appropriate care and safe transportation to appropriate healthcare facilities. Although at times it may seem difficult, EMS providers must not forget the community’s expectations of respectful, dignified, compassionate care as well as timely, efficient, clinically appropriate service. EMS Students demonstrate this by their constant willingness; eagerness and desire to assist in all patient care tasks even if the tasks appear menial or inconsequential.

2. As extensions of the physician, Paramedics (and EMT’s and AEMT’s to a certain extent) have a responsibility to respect the physician license under which they are allowed to function. EMS providers render medical care when a physician is not immediately available. This truly is a privilege that must not be taken lightly by the EMS provider. It has been earned through years of professional work by many dedicated physicians, paramedics, EMT’s, and EMS educators. The physician and patient entrust the paramedic AEMT and EMT to respect this privilege. Thus, the responsible performance of paramedics, AEMT and EMT’s contributes to continued professional growth and clinical advancement of EMS. EMS Students demonstrate their respect for the physician/paramedic (EMT) relationship by following established clinical training guidelines and performing only those procedures that have been authorized by a physician.

3. Respectful interaction with other members of the healthcare community is vital to quality care of the patient. The EMS provider represents one member of a much larger team of healthcare providers who each play a role in the care of the patient. Since the EMS provider is often the first team member to care for the patient, his/her interaction with other healthcare providers is often crucial. Effective interaction requires the EMS provider to conduct himself/herself in a respectful, courteous and knowledgeable manner. It requires that the EMS provider be attentive to and respectful of the ideas of other healthcare team members. Respectfully disagreeing in the appropriate setting is acceptable. However, the patient’s care must never be jeopardized. EMS Students may demonstrate their gratitude for the opportunity to be a part of this team by actively assisting and participating during clinical rotations and classroom
learning. The Student should take advantage of this tremendous opportunity to learn from other members of the healthcare community.

4. EMS providers must respect and recognize the value of teamwork and leadership. EMS providers rely on other team (crew) members to assist in accomplishing the task of providing care and service. The EMS provider or Student who fails to utilize effective team participation, listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with command. The effective EMS provider and Student will develop and practice skills that convince team members to follow the leader’s plan of action.

5. The EMS provider must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, maintain a personal responsibility for his/her never-ending education. Both EMS providers and Students must constantly strive to learn from each and every educational and clinical experience. As the practice of medicine changes, so must the practices of the EMS provider. Students must take advantage of the learning opportunities and resources provided to them. The better the Student’s educational and clinical experiences, the better prepared he/she will be to function as an EMS provider.

6. As members of the healthcare community, EMS providers are rightfully held to an extremely high standard of moral and ethical conduct. Honesty, confidentiality, respect for others, respect for the healthcare profession, a willingness to serve, a willingness to learn, and clinical proficiency are expectations of the EMS employer and, more importantly, the patient and community. EMS Students must conduct themselves in a manner that leaves no question as to their high standards of moral and ethical conduct. The privilege to provide medical care under a physician’s license and the consent to provide this care to “strangers” depend entirely on the trust and respect earned by the EMS provider through his/her conduct. Students who demonstrate conduct or performance that is contrary to this Code of Conduct may be subject to disciplinary action, which may affect their status within the course and with the College.

All students must follow the guidelines outlined in the most recent STC Student handbook, which is found on nah.southtexascollege.edu Homepage.

**Academic and Clinical Dishonesty**

“An academically dishonest act intentionally violates the community of trust upon which the pursuit of truth is based”. For EMS providers, academic and clinical dishonesty violate the standards of moral and ethical conduct established by our profession. More importantly, it violates the trust developed between us and our patients and healthcare professionals. The following illustrate specific acts of academic dishonesty. It is not intended to be all-inclusive.

1. Any use of external assistance during an exam.
   - Examples include:
     - Communicating in any way with another Student during the exam
● Copying material from another Student’s exam.
● Allowing another Student to copy from your exam.
● Using unauthorized notes, calculators, electronic devices and any other form of devices.

2. Any intentional falsification or invention of data or information in an academic or clinical exercise.
   ● Inventing, altering, or falsifying data for a patient report
   ● Submitting materials as your own when someone else completed or created the work.
   ● Communicating false, altered, or incomplete information within the course of clinical care and/or clinical documentation.

3. “Plagiarism is the appropriation and subsequent passing off of another’s ideas and words as one’s own.” If a Student intends to use the words or ideas of another, he/she must provide an acknowledgement of the original source using a recognized referencing practice. Any inference that such words or ideas are those of the Student is considered plagiarism.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of EMT Program courses. EMT instructors strive to establish a professional/scenario base classroom environment. Students must conduct themselves in a manner that continues to facilitate learning.

Students are expected to:
1. Come to class prepared for the scheduled subject or activities.
2. Behave in a manner that does not interrupt classroom or laboratory activities.
   ● Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior or language.
3. Electronic devices i.e. cellular phones, radios, electronic devices and pagers must be off during classroom and laboratory activities.
   ● Electronic devices i.e. Cell Phones, radios, tablets, laptops are not allowed in classroom unless previously cleared by instructor for educational purposes.
     ○ 1st Infraction
       ▪ Written Warning
     ○ 2nd Infraction
       ▪ Written documentation will be obtained. If this form is not signed and completed by next assigned class, it will count as an absence.
     ○ 3rd Infraction
       ▪ Five (5) points will be deducted from the overall final grade of the class the student was infarcted for.
       Every additional infarction will be considered an absence and an additional five (5) points will be deducted from the overall final grade of that class student was infarcted.
Attendance

Students are required to attend scheduled class sessions such as lectures/lab, clinical, and practicum. Infractions occurring in lab will count towards the corresponding lecture final grade average.

Attendance is defined as physically being in class and awake at all times. A student who falls asleep in class will be asked to leave and will be counted as absent for that class period. This policy very much applies to video sessions. Students must be physically in class until the instructor gives proper dismissal. Students leaving early are considered non-compliant and will be counted absent.

Tardiness

A student is deemed tardy if arrived after scheduled time. Tardiness of thirty minutes or more after the assigned time will be counted as an absence. Tardiness will cause student to be ineligible to receive credit on instructor assigned coursework given during the time student is deemed tardy.

Tardiness will be documented and appropriate actions will be as follows:

- **1st Infraction**
  - Written Warning

- **2nd Infraction**
  - Written tardiness documentation will be obtained from student. Student must schedule an appointment with Student Success Seminar Specialist at http://nah.southtexascollege.edu/
  - If this form is not signed and completed by next assigned class, the tardy will count as an absence.

- **3rd Infraction**
  - Written tardiness documentation will be obtained from student. Student must schedule an appointment with Student Success Seminar Specialist at http://nah.southtexascollege.edu/
  - If this form is not signed and completed by next assigned class, the tardy will count as an absence.
  - Five (5) points will be deducted from the overall final grade of the class the student was tardy.
  - Every additional tardiness will be considered an absence and an additional five (5) points will be deducted from the overall final grade of that class student was tardy.

Absence

If student is to be absent, student must contact appropriate class instructor at least one hour prior to the assigned time.
Absences will be documented and appropriate actions will be as follows:

- **1st Infraction**
  - Written Warning documentation.

- **2nd Infraction**
  - Written absence documentation will be obtained. Student must schedule an appointment with Student Success Seminar Specialist at http://nah.southtexascollege.edu/ If the student success referral form is not signed and completed by next assigned class, the tardy will count as an absence. If absent and form is not completed, the student will have two absences and will be dropped from the class. If dropped from class student will not be able to complete program.

- **3rd Infraction**
  - Student will be dropped from the program. No additional notice to this action will be required by the instructor/program as outlined by the disciplinary section of this document.

### Clinical and Practicum Attendance

The number of clinical and practicum (EMS rotations) available to Students are limited and strict enforcement of attendance will be imposed. Failure to comply with any of the course procedures will result in the Student being sent home. Your clinical instructor may impose any restrictions or limits he/she deems necessary to ensure fair and adequate availability of clinical and practicum (EMS rotations). Students may not leave their assigned areas without the clinical instructor's permission. **Any Student who is not in their assigned clinical/EMS site may be sent home or dropped from the course.** If you are unable to report to a scheduled clinical/EMS site you must contact your clinical instructor. Attendance procedure applies to all clinical rotations.

Patient Reports are due on the date and time assigned by your instructor. Reports must be done using the format designated by the instructor to be considered correct. No late work will be accepted and will reflect negatively on your grade. Some additional EMS clinical hours may be necessary to complete all of the EMS reports necessary to pass the course. **You may not schedule your own rotations and must adhere to the schedule assigned by the clinical instructor.** No clinical or practicum rotations may be done while at work if you are employed by an EMS Provider. All clinical or practicum rotations must be done as student observer or third rider at a clinical site or in the patient compartment on an ambulance. Students are prohibited from driving company owned vehicles.

### Clinical Reports

Students must complete all required competencies and submit a minimum of three (3) completed Patient Care Reports at the EMT Basic level, minimum of four (4) completed Patient Care Reports at the AEMT level, four (4) completed Patient Care Reports each week after the first week of class and throughout the rest of term. Weekly submission of reports is required by each student. A
percentage of your overall grade will be deducted for each week reports are not submitted. All completed reports will be submitted to the course instructor (weekly) and at the week prior to finals on a USB drive. The USB drive will have all the completed reports, total hour sheet and competency forms with required signatures included upon submission.

**Practicum Reports**

Students must complete all required competencies and submit a minimum of three (3) completed Patient Care Reports (PCR) at the EMT Basic level, minimum of four (4) completed Patient Care Reports at the AEMT level, four (4) completed Patient Care Reports each week after the first week of class and throughout the rest of term. Weekly submission of reports is required by each student. Due to unforeseen low call volume during a student’s practicum shift, you are required to report to your instructor and have preceptor documentation of the actual number of calls documented in the preceptor’s evaluation portion of the PCR. A percentage of your overall grade will be deducted for each week reports are not submitted. All completed reports will be submitted to the course instructor (weekly) and at the week prior to finals on a USB drive. A completed report will include the preceptor information that includes his/her employee number. The USB drive will have all the completed reports, total hour sheet and competency forms with required signatures included upon submission.

Any questions or problems regarding your clinical and/or practicum rotations should be addressed to your clinical or practicum instructor or refer to the South Texas College Emergency Medical Technology Program Student Handbook. As a reminder, patient records are always confidential and no names should be used. Watch for addresses or any patient information that can be used to identify a specific patient. Do not take any protected health information or legible patient information away from a clinical or practicum site. Patients are always John or Jane Doe or by number.

**Tutoring Sessions**

The EMT Program faculty and staff believe strongly in their responsibility to provide an environment in which Students may succeed. Faculty and staff members will gladly provide additional instruction/tutoring upon request. Please let your instructor know if you feel overwhelmed or if you are falling behind so that assistance may be offered to you.

**Communicating with Instructors**

Students having course questions or concerns are requested to address them to the primary instructor for the course. If the Student feels he/she has received an inadequate response, the Student should then address the question or concern to the EMT program chair by scheduled appointment. If this does not resolve the Student’s concern, he/she may contact the NAH Division Dean by respective appointment. Questions or concerns regarding clinical rotations MUST FIRST be addressed to the clinical instructor.
If you have an important message to give to the EMT Program faculty or staff, verbal communication may not be sufficient. Students may write a detailed and dated memo to the instructor. The Student may wish to have 2 copies. If desired, the instructor or staff member will sign both copies so that the Student may keep one for his/her records. Although this is infrequently required, it can prevent incidents of miscommunication. Communicating with an instructor via STC email is acceptable.

Disciplinary Action

Students who show evidence of poor attitude, inappropriate conduct, unwillingness to participate in class or patient care activities, or who demonstrate a lack of respect for clinical affiliate organizations may be subject to dismissal from the EMT Program. Students may be barred from hospital and/or ambulance clinical rotations. This, of course, would make it impossible for the Student to successfully complete the course.

The following actions will result in disciplinary action:
1. Excessive absences or tardiness.
2. Failure to adhere to the EMT program’s uniform procedure.
3. Violation of any hospital, clinical affiliate or SOUTH TEXAS COLLEGE procedure.
4. Attitude problem causing distraction to others or contrary to the Code of Conduct.
5. Unsatisfactory affective behavior evaluations.

_The Student will be immediately dismissed from the EMT Program for:_
1. Lying, cheating, or stealing.
2. Falsification of any records or clinical reports.
3. Drinking alcohol or being intoxicated while on “duty”. (E.g. during a clinical rotation, class or lab)
4. Use of mind-altering drugs or substances while on “duty”. (E.g. during a clinical rotation, class or lab)
5. Willful damage of hospital, clinical affiliate, SOUTH TEXAS COLLEGE or EMS property.
6. Conviction of a felony during the program.
7. Divulging confidential information.
8. Sexual harassment or assault, which may include obscene jokes/gestures or inappropriate touching.
9. Constant disruption of class or lab instruction.
Program Readmission Process

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the NAH Division. For more information on the readmission procedure, refer to the NAH Division Student Handbook. Depicted below is the NAH Readmission Procedure Flowchart.

In the event the Program’s Progressions Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee. The following is the EMT Program’s readmission procedure for the following:

1. Student Withdrawal from any EMSP course with a failing grade
2. Student Failing EMSP course
3. Incomplete Grades
4. Student Withdrawal from any EMSP course for documented medical reasons

Student Withdrawal: Failing Grade

A student who withdraws from any EMSP course with a failing grade. Must notify the course faculty prior to withdrawal for reason of withdrawal and must have the Schedule Change Form signed. Student must sit out one semester in the process of complying with the Readmission Process; however, student is encouraged to apply within one year to ensure continuity in their program of learning. Student is eligible to apply for readmission once throughout the EMT Program. Student failing one course within the semester can proceed to Phase 1.

Student Failing EMSP Courses

A student that failed one EMSP course within the semester must follow procedure in Phase 1. Student must meet all current Admission requirements set forth by the EMT program including but not limited to GPA of 2.5 or greater.

Note: A student will automatically be denied Readmission for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior. Failure of two or more EMSP courses throughout the EMT Program will result in ineligibility for readmission.

Phase 1:
Student Responsibilities:
1. Student must make an appointment to meet with Program Chair through the Faculty Secretary to discuss the readmission procedure.
2. Student will sign Readmission Process Form during the meeting with Program Chair.
3. Student will undergo and prepare the remediation portfolio.
4. Items to be submitted to the Admission and Progression Committee by set deadline:
a. Student’s signed Letter of Intent to inform the AP Committee of their intent to return to the program (letter must include reason(s) of withdrawal or failure and plan of action to be successful if readmitted)
b. Student’s Remediation Portfolio
c. Student’s signed Letter of Petition
Note: A student who does not comply with the AP Committee procedures are not eligible for readmission.

**Program Chair Responsibilities:**

1. Program Chair will meet with student, *at least two weeks after* the final grades are issued, to discuss and explain the readmission procedure.
   a. Items to be discussed are as follows:
      i. Readmission Process Form (will be signed by the student)
      ii. Letter of Intent
      iii. Remediation Portfolio
      iv. Letter of Petition
   2. Program Chair will provide a copy of the Remediation Process Form along with the deadline set by the AP Committee to the student.
   a. Students who are ineligible to apply will be given an Outcome Letter.
   3. Program Chair will have the responsibility to submit Letter of Intent and Readmission Process Form to the AP Committee Chair.

**Phase 2:**

Admission and Progression Committee Responsibilities:

1. Committee will convene to deliberate and review the following:
   a. Student’s submitted and signed Letter of Intent
   b. Student’s submitted Remediation Portfolio
   c. Student’s submitted and signed Letter of Petition
   d. Committee will give preference to students who achieve a failing final course grade
   e. Student’s academic course grade, clinical evaluation, and course/clinical disciplinary conferences/warnings/issues (current and past)
   f. Input from current and past course faculty regarding the student’s performance.
   g. Student’s professional conduct, character, and ethical behaviors demonstrated in the program regardless of the grade in the course. (Reference EMT Code of Ethics and NAH Unsafe Clinical Practice and National EMS Education Standards by DOT)
   h. Student’s resolution of mental, emotional, and physical issues influencing program success
   i. Resolution of outside extenuating circumstances, if applicable

Note: Student can be called in front of the AP Committee regarding their professional conduct, character, and ethical behaviors demonstrated in the program. Behaviors unbecoming the EMS profession can result in dismissal from the program.
2. Committee will arrive at a decision and may recommend additional requirements for student to follow, if applicable
   a. May require other courses to be taken concurrently as the AP Committee deem necessary
3. Committee will recommend a faculty advisor per student.
4. Committee will notify student by JagMail that an Outcome Letter is available to be picked up.
5. Committee will automatically deny a student for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior.

**Phase 3:**

Student Responsibilities:

**Approved**
1. Student must pick up the Remediation Portfolio and the Contractual Agreement from the department at the time of pick up, student must sign the Contractual Agreement
2. Student must contact and schedule a meeting with their assigned faculty advisor within one week of reentry (failure to comply can result in administrative dismissal).
3. Student must follow current course syllabus/program procedures.
4. Student must follow any recommendations given by the AP Committee as stated on the Contractual Agreement.
5. Student must submit proof of current clinical requirements (immunizations, insurance, CPR, etc).
6. If student has been out of the program for more than 1 year, student will have to submit a 10-panel drug and alcohol screen (negative results) and approved background check. Unsatisfactory results in either will result in denial of approved readmission.

**Denied**
1. Student may petition for readmission to the NAH Progressions Committee
   a. Student must setup a meeting with the NAH Division Dean to discuss the NAH Progressions Committee procedures, no later than 10 business days upon issuance of the Outcome Letter from the EMT AP Committee.

Note: Refer to the NAH Student Handbook: Program Readmission Section.
2. The process ends here.

Faculty Advisor Responsibilities:
1. Faculty Advisor will be responsible to meet with the student within one week of reentry to the program.
2. Faculty Advisor and student will schedule regular meeting times for the remainder of the semester to ensure student success and to monitor student’s plan of action.
3. Faculty Advisor and student will adhere to the contractual agreement, set by the Admission and Progression Committee.
**Student Withdrawal: Documented Medical Reason**

A student who is currently failing but withdraws from any EMSP course for documented medical reasons, must follow this procedure.
A student may withdrawal from EMSP courses at any time due to documented medical reasons.

Student Responsibilities:
1. Student must notify the course faculty of the intent to withdraw and the reason for withdrawal. The Schedule Change Form must be signed by faculty.
2. Student must meet with the Program Chair to present documentation signed and dated by a health care provider who must be licensed in the USA.
3. Student must present medical clearance without restrictions before student can be readmitted to the EMT Program.
4. Student may petition to the EMT Program Chair for extension after the first year if extenuating circumstance(s) arise.
5. Student must comply and submit proof of current clinical requirements (immunizations, insurance, CPR, etc)
6. If student has been out of the program for more than 1 year, student will have to submit a 10-panel drug and alcohol screen (negative results) and approved background check. Unsatisfactory results in either will result in denial of readmission.

Once student is medically cleared, the student may continue the following semester, if the course is offered and will follow the current course syllabus/program procedures.

Note: student withdrawals with a documented medical reason will not be counted against the student’s record in the program.

**Incomplete Grade**

A student who receives a letter grade of “I” (Incomplete) from any EMSP course, must follow this procedure.

The grade of "I" (Incomplete) may be given by a course faculty in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted. The student must complete all of the objectives as dictated by the course faculty by the end of the next long (Fall or Spring) term. Failure to complete all requirements by the end of the next long (Fall or Spring) term will result in a final grade of “F” for the course. For more information regarding the “I” (Incomplete) policies, visit the South Texas College Course Catalog.

The following circumstances may constitute for an “I” (Incomplete) grade for the EMT Program:

- a. Pregnant or parenting students under Title IX who are passing in the current courses but have to take a medical leave as referred by the Title IX Coordinator. Please refer to the South Texas College Student Handbook for more information.

- Student who has a medical leave and/or extenuating circumstance(s) (must be passing the current course). Proper documentation must be provided to the Program Chair.
Students must re-enter the EMT program within one year to insure continuity of learning and mastery of required content. The EMT progressions committee will determine readmission of students not returning within one year on a case-by-case basis due to extenuating circumstances. The EMT Program reserves the right to require a reentering student to initiate program sequence beginning with the first semester and/or repeat selected program courses previously completed successfully. The progressions committee will determine on a case-by-case basis the best course of study to facilitate student success. Refer to the NAH Readmission Procedure Flowchart on the next page.

Notification Letter: EMT Progression Committee will submit recommendation to Dean and Dean will provide memo that includes next steps.
EMT Program Readmission Process Procedure Flow Chart

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the NAH Division. In the event that the Program’s Progression Committee determines that the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

**Eligible EMT student**

Has failed one EMSP course GPA 2.5 or above → Program Chair will meet with student and discuss the readmission procedure

*Written request to return to the program (Letter of Intent & Letter of Petition)
* Signed Readmission Process Form
* Contractual Agreement
* Remediation Portfolio/Plan of Action
* Follow the established guidelines and timeline set by program

Program chair will forward student’s complete packet to the Program Admission & Progression Committee for Review

Agree → The Program Admission & Progression Committee will convene, review documentation submitted, and make decision if student is eligible for read-admission to the program. Student will receive a Notification letter of the Program Admission & Progression Committee’s decision.

Disagree → Disapproved → Follow NAH Progressions Committee Procedure

Approved → Student Responsibilities (if approved)

* Meet with Program Chair to sign contractual agreement
* Meet with their assigned Faculty Advisor
* Must be compliant with all clinical requirements

*Students must adhere to the above flow chart process in order to maintain their eligibility. If a student omits and/or bypasses the step order of the flow chart process they will be automatically considered non-complainant and deem ineligible to continue the readmission process.
EMT Program Readmission Process Procedure Flow Chart

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the NAH Division. In the event that the Program’s Progression Committee determines that the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

**Ineligible EMT student**

Failed 2 or more EMSP courses
GPA below 2.5

Student will be notified by JagMail that Outcome Letter is available to be picked up.

Disagree
Follow NAH Progressions Committee Procedure

Agree

Student must sit out to meet current admission program requirements. However, student is encouraged to apply within a year to ensure continuity in the program of learning.

If student does not meet current admission requirements within a year. Student must repeat all Paramedic program courses.

*Students must adhere to the above flow chart process in order to maintain their eligibility. If a student omits and/or bypasses the step order of the flow chart process they will be automatically considered non-complainant and deem ineligible to continue the readmission process.*
Nursing & Allied Health Division Readmission Procedure

A student, who has failed or withdrawn from a course in an NAH Program, must follow re-entry/readmission criteria determined by the program. In the event the Program’s Progressions Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

LEVEL 1: Program Level Review

Program Chair will meet with student and discuss the Readmission Procedure
- Written request to return to the program
- Remediation Portfolio/Plan of Action, if applicable to program
- Follow the established guidelines and timeline set by program

Program Chair will forward student’s complete packet to the Program Admission & Progression Committee for review.

The Program Admission & Progression Committee will convene, review documentation submitted, and make decision if student is eligible for readmission to the program. Student will receive a Notification letter of the Program Admission & Progression Committee’s decision.

Disapproved

Student Responsibilities (if approved)
- Meet with Program Chair to sign contractual agreement
- Meet with their assigned Faculty Advisor and/or Student Success Specialist
- Must be compliant with all clinical requirements

Process Ends Here

Approved

LEVEL 2: NAH Division Level Review

Student Responsibilities (if approved)
- Meet with NAH Division Dean from date of Program Notification letter
- Submit a written request to appeal the Program Level decision within 3 working days
- Meet with NAH Division Dean within 10 working days to discuss the NAH Progression Committee’s Readmission procedure.

The NAH Progression Committee will have 30 working days to review and submit the recommendation to the NAH Division Dean.

The NAH Division Dean will have 1 to 3 working days to send a Notification Letter of the decision of the NAH Progression Committee Decision.

Disapproved

Student Responsibilities (if approved)
- Meet with Program Chair to sign Contractual Agreement
- Meet with their assigned Faculty Advisor and/or Student Success Specialist
- Must be compliant with all clinical requirements

Process Ends Here

Approved

LEVEL 3: Vice President Level Review

Student Responsibilities (if approved)
- Meet with the Vice President from the date of NAH Progression Committee Notification Letter.

The Vice President for Academic Affairs review process may include:
- Review of documentation submitted by the student
- Meeting with the student to hear concerns/issues
- Meeting with all individuals related to the student's concerns/issues
- If applicable, creation of a review committee to assist with the review process

At the end of the review process, Vice President will render decision. Student will be notified of the final decision, within 30 working days.

Disapproved

Student Responsibilities (if approved)
- Student must follow the STC Grievance policy set forth on the STC Student Handbook.

Process Ends Here

Approved

Student Responsibilities (if approved)
- Meet with Program Chair to sign Contractual Agreement
- Meet with their assigned Faculty Advisor and/or Student Success Specialist
- Must be compliant with all clinical requirements

Process Ends Here
Grievance Procedure

Students having a grievance concerning an evaluation, instruction or dismissal from the program must first discuss the matter with the course’s primary instructor. If you are not satisfied with the response of the instructor, you should contact the EMT Program Chair. Additional appeals should follow the South Texas College grievance procedures.

Student Conferences

Course Instructors are encouraged to schedule a mid-term and/or final Student conference with each Student. The primary objectives of the conference are to:

1. Instructor
   - Provide an overall evaluation of the Student’s classroom and clinical performance.
   - Provide the Student with specific performance improvement recommendations.
   - Address Student concerns.

2. Student
   - Discuss the overall evaluation of classroom and clinical performance,
   - Discuss methods of performance improvement and develop a plan for improvement (if necessary).
   - Communicate course performance concerns to the instructor.

Students are encouraged to request a meeting with the course instructor to discuss performance concerns and course questions regardless of the mid-term or final Student conferences. The EMT program staff welcomes the Student’s sincere interest in his/her course performance and will gladly assist the Student with these issues.

Student Status

EMT Program staff may at any time summarily relieve the Student of any specific assignment or request the Student to leave an assigned area for any reason deemed related to the quality of patient care OR to the safety of South Texas College and/or clinical affiliate staff. Students must not represent themselves as employees or representatives of the clinical affiliate. Instead, Students should always clearly identify themselves as an “EMT Student” “AEMT” or “Paramedic Student” of South Texas College.

National Registry Certification Testing

This course deals with medical techniques, which cannot only be rapidly lifesaving, but if improperly applied, can be life threatening. It is imperative that individuals certified in these techniques demonstrate sound, mature, stable judgment. Therefore, it is possible that a Student may not be allowed to sit for the National Registry Exam, even though he/she may have completed
the classroom requirements. Furthermore, you should understand that this program exceeds the requirements of the Texas Department of State Health Services. You must meet the requirements of the program. If you fail to meet the South Texas College EMT program’s requirements, you will not be allowed to take the National Registry exam even if you have met the minimum requirements of the Texas Department of State Health Services.

Testing for National Registry certification will be allowed only after the Student has met all the requirements for course completion (i.e. attendance, passing scores on all exams, overall course average score, successful completion of clinicals, successful demonstration of skills proficiency, adequate course participation, passing all oral exams, proficient in final mega code, etc.). This course is not connected with the Texas Department of State Health Services although it is approved by the department. You are individually responsible for completing the required certification application paperwork and for paying all regional EMS testing fees. You are personally responsible for reading the testing guidelines and being on time with the proper paperwork for EMS certification testing. Additionally, please note that completion of this course does not guarantee eligibility for National Registry examination and/or Texas Department of State Health. If you have been convicted of a crime, you may be excluded from the testing process. Denial of testing privilege is a National Registry issue and it is your responsibility to assure your eligibility for testing. If you have a criminal record and would like to be evaluated for eligibility, contact the Office of EMS & Trauma Systems Coordination at (512) 834-6740 for more information.

Dress Code and Uniforms

Must be worn at all times.

The proper uniform must be worn at all times while at STC whether in the classroom, clinical site, ambulance site or any other activity with the STC EMT program. If not in compliance with the uniform dress code while in the classroom or clinical site, the student will be sent home from class or clinical and given an absence for the day.

Program Required Uniform

Students are required to wear a uniform for the program during class, labs and clinical/practicums.

Uniforms must be kept neat, clean, and well maintained. Due to the possibility of uniforms becoming soiled. Students must have a change of uniform at all times.

At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant unless just passing through to a non-bar seating area). Under NO circumstances will the uniform be worn while the wearer is consuming or with individuals who are consuming alcohol, including in a restaurant. NO smoking or tobacco use, including smokeless or electronic nicotine delivery devices in the building.

- Blue Polo Shirt with STC EMT patch on Left side front and must be properly tucked in at all times. No exceptions.
- Navy blue colored, or white undershirt

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• Pressed Blue EMS pants (NO blousing of pants is allowed)
• Black polishable footwear (no tennis shoes)
• Stethoscope, Penlight, Trauma Shears
• School I.D. Tag on right collar
• Eye Protection with side shields
• Black belt
  • Watch with a second hand
  • Reflective Vest
• Jackets or coats may be worn in inclement weather, as long as they have been approved by class instructor
• No caps, hats or headwear of any kind are allowed.
• No earrings or visible body piercing for males or females. No exception.
• No visible tattoos (must be covered at all times)
• No excessive perfume or cologne
• Hands, including fingernails, must be clean and neat. Nails must be kept short.
• Hair must be clean, well groomed, above the collar, and kept away from the face to be in compliance with infection control standards. Hair barrettes should be conservative and of color compatible to dress or hair color. Ribbons, headbands and scarves are not acceptable. Male students must keep beards and mustaches clean and neatly trimmed, or be clean shaven. Males with long hair will wear hair above the collar.

This uniform consists of dark blue or navy blue EMT pants and a Navy Blue Polo shirt. The uniform T-shirt will have the South Texas College Emergency Medical Technology Program Patch on the left front. South Texas College photo ID nametags must also be worn during all clinical and ambulance rotations. Students must obtain their ID badge from the Student Services office before the end of the second week of the semester.

The uniform should be clean and pressed at all times. Your appearance is not only a reflection of the EMT Program but also of South Texas College and the entire EMS profession. You should take pride in your appearance. More information may be found in Section B -- “Dress Code Procedure”. Clinical sites may turn you away if they feel your dress or general appearance is inappropriate.

**Personal Hygiene**

You are expected to bathe regularly, wear an effective deodorant and use strong aromatic scents sparingly. All clinical sites used by the EMT Program require appropriate haircuts. Clinical sites may turn you away if they feel your personal hygiene or general appearance is inappropriate. This procedure also applies to classroom and laboratory meetings in order to prevent distraction of other Students.
Confidentiality

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information outside of the classroom setting is NOT permissible. Confidential information concerning the clinical institution is not to be discussed with any unauthorized individual. If you see a friend, neighbor or relative in an informal setting (i.e., walking down the hall) during a clinical rotation, please do not ask him/her why they are there. This is confidential information and these types of questions cannot be asked.

Malpractice Liability Insurance

Students must have malpractice liability insurance which is current and in effect before attending any and all clinical rotations. This insurance is purchased during course registration in conjunction with any clinical course. Malpractice insurance purchased through SOUTH TEXAS COLLEGE registration provides coverage for the Student ONLY while he/she is:
1. Performing as a SOUTH TEXAS COLLEGE EMT Student.
2. Participating in an EMT scheduled clinical rotation.
3. Performing skills/procedures within the scope of the specific EMT course in which the Student is enrolled (e.g. EMT Students perform EMT course skills).
4. Performing skills/procedures that he/she has demonstrated satisfactory ability and received approval of the course instructor to perform the skill/procedure in the clinical setting.
5. Functioning under the supervision of a clinical preceptor or equivalent clinical site representative.

Parking

Due to the limited parking available at the some of the clinical sites, Students must park in areas defined by the hospital. The clinical instructor will discuss clinical parking procedures at the appropriate time. Students who fail to adhere to parking procedures may receive a ticket from the clinical site such as McAllen Medical Center (MMC) and will be responsible for paying any required fines. Students who are enrolled at any of South Texas College campuses are required to obtain a Student-parking permit. Students may be issued parking violations with subsequent fines for which the Student is responsible.
Clinical Affiliate Procedures

Students must adhere to the procedures of the clinical affiliate while performing clinical rotations. This includes adherence to the procedures of South Texas College while at any of the campuses. No tobacco use or e-cigarettes/vapes of any type is allowed in any EMS classroom or clinical site. All EMS Students are at all times to conduct themselves with proper decorum. You are required to observe the following:

1. Refrain from use of alcoholic beverages 8 hours prior to and during the shift.
2. Refrain from use of profane or abusive language.
3. Refrain from use of excessive conversation, which may interfere with radio communications, while riding in a unit or at the hospital.
4. Refrain from entering the sleeping quarters of the medics.
5. Refrain from using the phones at the Hospital or EMS stations. Students may use their personal phone during a break or on an emergency basis as approved by the instructor.
6. No Students are permitted in any of the EMS Stations or Hospital Departments at any time unless you are on the schedule that day.
7. Students shall park their vehicles in designated areas at EMS. Do not park in the Doctor's parking or Outpatient parking at the hospital. Use the visitors parking.
8. Students may smoke in designated areas only. Not in or around units, and only after all duties are completed. No smoking under the canopy at the hospital (ER).
9. No food, drinks, gum, etc. in units. Food/drinks may be transported in the driver’s compartment of the EMS unit as long as it is sealed in its original container IF allowed by the EMS Agency.
10. Do not make remarks or voice opinions to patients or family members, bystanders, police officers, fire personnel, or first responders in any manner, which would tend to provoke or degrade anyone or escalate anxiety.
11. Do not make known to any person not authorized, any information concerning the emergency call, patient information or outcome.
12. You may not use information gained through the EMS program for personal gain.
13. Do not wear, on your clothing, any article, sign or symbols that advertise products, businesses or organizations.
14. Breaks will be assigned at the hospital if time allows. (A fifteen-minute break may be assigned for every three hours).
15. During the first thirty minutes of your rotation, you are required to assist the on duty medic(s) with their vehicle equipment check-off sheet. Smoking, drinking beverages, TV, etc. should not interrupt this assignment.
16. The Student will remain outside with the crew to help complete any assigned duties, such as washing a unit, cleaning/disinfecting a unit, and/or restocking, etc.
17. Student evaluation sheets are to be completed prior to departing your EMS rotation. Medic evaluation sheets should be completed after leaving the internship sight.
18. Males may wear facial beards or goatees as long as they are maintained clean and neatly groomed at all times. Students may have one opportunity to grow a beard or goatee but may not alternate between both throughout the semester. It is ultimately to the instructor's discretion. Some clinical sites may have a conflict with this procedure at which time the Student may have to be clean-shaven.
19. No earrings or visible body piercing for males or females. No exception.
20. Men's hair should be no longer than collar length and neatly groomed.
21. Females’ hair must be tied back and out of your face. No heavy make-up is allowed.
22. No heavy cologne or perfume (both sexes)
23. No portable hand held- radios, cellular phones or similar equipment shall be brought to your Clinical site (either the EMS stations or the hospital) as they may interfere with communications. No service or facility will be responsible for lost, broken, or stolen articles, etc. that you bring with you.
24. Cell phones and pagers must be placed in the silent or vibrate mode of operation.
25. If you cannot make your scheduled hours, call your instructor NOT the clinical site.
26. Students must be on time.
27. They may stay longer if:
   a) the next scheduled slot is open
   b) no other student is waiting to rideout and
   c) allowed at the discretion of the EMS Crew/Service.
   (Should be cleared with the instructor)
28. All student riders must sign a liability release form prior to riding out with EMS.
29. Only authorized persons will be allowed to ride on an EMS vehicle.
30. Students must follow all requirements and rules of the service or facility prior to and during each "tour of duty".
31. No one under 17 years of age may ride with EMS regardless of affiliation without the expressed written consent from the Director of Operations.
32. If the Student does not meet the rules and regulations pertaining to the dress Code, s/he may not be permitted to complete rotations until s/he has complied with the rules.
33. **No Student will be allowed to start rotations until clinical requirements are up to date.**
34. Ask if you can help. Don’t just sit (stand) there if there is work to do.
35. Adhere to all procedures and procedures pertaining to EMS personnel while "on duty".
36. Provide your own transportation to and from the station(s).
37. Bring sufficient money to cover meal expenses as the crew may eat out.
38. You shall not bring any other person to the station during your ride out time.
39. You are required to complete your “shift”. Exceptions are for emergencies only. Your request should be voiced to the shift supervisor.
40. Students may not arrange their own rotations. They must be scheduled through your instructor. If this procedure is violated you will be dropped from your clinical class. **No exceptions!**
41. Students must meet the minimum competencies requirements for the set given program level. Failure to meet these requirements will result in failure of the Clinical Class and thus will make you ineligible to present for the National Registry Exam.
42. Your role is to interact in the patient process by performing duties as delegated by the affiliate agreement with the EMS provider and the hospital. The amount of involvement is to be determined by the senior paramedic on the ambulance and the nurse or preceptor in the hospital.

Many of these procedures originate from the facilities/providers in which we are guests. These procedures are not optional.
Guidelines and Practices for Use of Social Media

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical/practicum course activities.

2. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the NAH division social media platform pages.

3. Social media interactions like but not limited to texting, e-mailing and social networking are not permitted during class and clinical hours. The use of PDA and/or PDA combined with cell phone in clinical are used only as authorized by faculty and the healthcare facility. The PDA combined with cell phone must be in vibration mode. In addition, the use of notebooks, iPads, etc… during class will only be permitted for note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.

4. Students will not use social media to communicate with faculty and staff. Students will use communication methods as specified in the syllabus (jag-net mail, blackboard).

5. The division of Nursing & Allied Health will maintain a main Facebook page including NAH program pages as determined by each Program Chair.

6. No NAH program or student club shall maintain an independent social media page. All program and student club social media platforms will be administered entirely by the designated employee of the college responsible for the NAH division social media platform page. Students will submit materials for inclusion on their pages to the designated social media administrator.

7. It is the student’s responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access.

8. Consequences for inappropriate use of social and electronic media by a Nursing and Allied Health division student will be handled on a case by case basis. The consequences will depend, in part, on the particular nature of the incident. Violations of patient/client privacy via electronic device will be dealt according to disciplinary action included in the STC Student Handbook, and the NAH handbook.

Health and Safety Procedures

South Texas College and the EMT faculty and staff are concerned about the general health, safety, and welfare of all Students, employees and visitors. For this reason, several specific procedures have been developed to promote a safe learning environment for all.

Drugs and Alcohol Use

The South Texas College Student Handbook contains the procedure statement entitled “Annual Notice of Drug and Alcohol Abuse Prevention”. In addition, the Handbook contains a specific procedure, which outlines the “Expectations of Student Performance” with respect to substance
abuse (South Texas College NAH handbook page 24). EMS Technology Program Students must abide by these procedures as required of all Nursing and Allied Health Students. Students will be required to certify in writing that the Student is “not engaging in any substance abuse behavior.” Students who are suspected of being under the influence of alcohol and/or drugs while at a clinical site are subject to the procedures and procedures of that specific site in addition to those of South Texas College.

Physical and Mental Health

Students are expected to ensure good physical and mental health sufficient to perform the duties of an EMT Program Student. Students, particularly those new to the field of emergency medical services, should review the “Nature of Work” and “Functional Job Description” sections of the EMT Program web site. Those without access to these documents may request them from the EMT Program staff.

Change in Health Condition

A Student who has any significant change in his/her health that may affect or be affected by his/her EMT Program coursework will be required to obtain a physician’s release. The release must specify the conditions that the Student is able to return to the classroom and clinical activities. Examples of significant changes in health status include: pregnancy, infectious diseases, and significant physical injury or illness.

Health Care Services

South Texas College and affiliated clinical sites have no responsibility for providing health care services in the event of illness or injury. Students are required to carry health insurance and will not be able to attend clinicals/practicum until valid proof is on file in department office. In addition, Students may be requested to acknowledge and sign additional liability release forms from clinical sites.

Immunizations and Vaccinations

The Texas Department of State Health Services has announced changes in immunization requirements for students enrolled in Health-Related Institutions of Higher Education effective April 1, 2004. All students enrolled in health-related courses, which involve direct patient contact in medical facilities must show proof of following immunizations prior to the start of direct patient care or show serologic confirmation of immunity to:
Measles, Mumps, Rubella (MMR)
Tetanus-diphtheria toxoid (DT) within last 10 years
Complete series of Hepatitis B
Varicella (Chickenpox)

Infection Control

Students are required to comply with the infection control procedures of the clinical site. At a minimum, Students should:
1. Wash their hands before and after contact with patients and patient care equipment.
2. Wear gloves when contact with blood, body fluid, tissue, or contaminated surfaces is anticipated.
3. Wear gowns or aprons when spattering of blood or other potentially infectious material is likely.
4. Wear masks and eye protection when aerosolized or splattering of any body fluid is likely to occur.
5. Clean all blood spills promptly with an appropriate disinfectant or germicidal agent.
6. Consider all blood specimens as potentially infectious.
7. Locate protective mouthpieces and/or bag valve masks at the beginning of the clinical rotation.

Accidental needle sticks, mucosal splashes, contamination of open wounds, and other possible infection control accidents must be immediately reported to the preceptor and appropriate clinical site staff. This should be done only AFTER taking appropriate necessary decontamination and medical care actions (e.g. washing the exposure, flushing the eyes, etc.). Additional procedures required by the clinical site must also be followed.

Clinical Site Procedures

Students are required to follow all Health and Safety Procedures and Procedures requested by the clinical site. This includes any verbal directive provided by the Student’s preceptor when requested to comply with the internal procedures of the clinical site.

Accident and Incident Reporting

South Texas College holds no liability for accidents that occur to Students during scheduled school hours. In the event of an unusual incident involving a Student, employee of the clinical facility, and/or patient, the Student should provide written documentation of the incident to his/her instructor. The Student must also immediately notify his/her South Texas College preceptor or instructor. An example of an unusual incident is a patient injury witnessed by the Student during the clinical rotation. In the event a Student is injured during a clinical rotation, he/she must provide
written documentation of the incident to his/her instructor at the earliest possible point in time. This written reporting must not delay the Student from seeking medical attention, if required. Following such events of accidental injury, the Student must verbally notify the preceptor and instructor.
Notice of changes to the Student Code of Conduct

STC EMT program reserves the right to make any changes to the content of this document at any time without advance notice.
Student Agreement

I, ______________________________A#__________________, hereby acknowledge that the student handbook and course syllabi were reviewed at the EMT program orientation on __________ and I understand that the handbook and syllabi can be found on the EMT program website, STC blackboard and other electronic mediums used by the program. I can request a copy from the program administrator assistant prior to commencement of said course. I agree to abide by the contents and procedures outlined and described in the EMT Program Student Handbook and the Student Handbook NAH with regard to South Texas College EMT Program and fully understand the implications and consequences of failure on my part.

Student Signature _______________________________ Date ____/____/____

Instructor name _______________________________

Instructor _______________________________ Date _____/____/____

Signature of a faculty member constitutes the above acknowledgement of the student agreement for all course classes including lecture, lab, clinical and practicum throughout program semester.
EMT Department Student Profile

Name: _________________________________________

Date of Birth: _________________________

School A#  __________

Address: ____________________________________________________________

_______________________________________________________

Primary Phone Number: _______________________

Secondary Phone Number: _____________________

Work or Pager Number: _______________________

E-Mail: ______________________________________

Pertinent Medical History: ________________________

Allergies ______________________

Name and number of persons to contact in case of emergency

Name: _________________________________________

Phone Number: ________________________________
EMERGENCY MEDICAL TECHNOLOGY PROGRAM

INFRACTION FORM

Students Name: ___________________      Date if Infraction: _________________

A# ___________________________      Class___________      Semester___________

☐ 1st infraction         ☐ 2nd infraction        ☐ 3rd infraction
☐ Absence               ☐ Electronic Devices       ☐ Tardy          ☐ Other________

Student and instructor have met regarding the above infraction.
Instructor has informed the student of the infraction and the consequences according to the EMT Program student handbook. The following were discussed and advised:

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Student’s refusal to sign will require a witness to sign this document.

Instructors Printed Name: __________________________
Instructors Signature: __________________________     Date:_______

Students Printed Name: __________________________
Students Signature: __________________________     Date:_______

Witness Printed Name: __________________________
Witness Signature: __________________________     Date:_______