STUDENT GUIDELINES FOR EL CENTRO COLLEGE
PARAMEDIC STUDENTS

PARAMEDIC CERTIFICATE COURSE
Class #138

November 7, 2016 – May 11, 2017

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Course Faculty: Alexander Flores, Matthew Nash, Paul Rosenberger, and Greg Winters
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INTRODUCTION AND INSTITUTIONAL INFORMATION

A. PURPOSE OF STUDENT GUIDELINES
This manual describes the guidelines for El Centro College paramedic students.

B. MISSION OF THE DEPARTMENT
As a nationally accredited, college based EMS program, we are committed to providing high quality initial paramedic education. We offer exceptional resources, innovative and effective teaching practices, and use advanced technology. We advocate integrity, service, high quality patient care, and the importance of proper EMS education. These values are demonstrated with excellent character traits, respect, sound judgment, compassion, servant hood, and teamwork as a foundation for superior patient care. We strive to instill these qualities in our students and the need and the appreciation of lifelong learning.

C. ORGANIZATIONAL CHART

[Organizational chart image]
II. PROGRAM OVERVIEW

A. DESCRIPTION
The paramedic certificate course is a 34 credit hour professional course designed to prepare individuals to provide prehospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes and personal behaviors necessary to function in the role of an entry level paramedic. The curricula provides courses which train the student to administer advanced life support including IV initiation, endotracheal and nasotracheal intubation, drug administration by various routes, intraosseous initiation, interpret electrocardiograms (ECGs), perform defibrillation, cardioversion, and non-invasive pacing and other psychomotor skills.

B. GOALS, OBJECTIVES and PHILOSOPHY
1. The goal of the program is to prepare EMT’s to be competent entry level paramedics in the cognitive (knowledge), psychomotor (skills), and affective learning domains.

2. The objectives of the program are as follows.

   Upon completion of the paramedic course:
   a. Each student will demonstrate the knowledge relevant to his or her role as a paramedic.
   b. Each student will demonstrate the psychomotor skills necessary to function in the role of paramedic
   c. Each student will demonstrate the attitudes and personal behaviors consistent with the profession and necessary to function in the role of paramedic

3. The cooperative educational philosophy of the program:
   The faculty of Emergency Medicine Education subscribe to a philosophy of cooperative learning. In this mutual venture, both the student and the faculty share responsibilities that are intended to result in learning. Both parties are in partnership and each have a duty in the educational process.

   The faculty will provide leadership, model professional behaviors, help students to identify effective methods of learning, assist in developing these methods, facilitate learning, and provide learning feedback through various forms of evaluation. These evaluations will be aimed at developing all domains (cognitive thinking, hands-on psychomotor skills, and affective behaviors) and levels of learning of an out-of-hospital healthcare provider. These levels of learning include foundational knowledge, problem-solving, critical thinking, and other higher-order thinking skills.

   Learners are responsible for their own learning and are expected to be active and engaged in learning. Learners must identify their needs, methods, and strategies for their individual construction of knowledge. Each student must construct his or her own knowledge in a meaningful manner that enables the student to become a competent and professional healthcare provider and a lifelong learner. Healthcare is an ever evolving profession and change is inevitable. Lifelong learning will be required as a result of these inherent changes.

   Additionally, learners and faculty are partners to monitor student progress through the course. Students must learn to self-assess progress in all domains which includes being alert for feedback from multiple sources.
Faculty members are available to meet with students to answer questions and clear up any confusion. Appointments should be made with the faculty and tutoring sessions are student directed. That is, instructors will not reteach lectures but will respond to specific student stated questions or educational needs. Faculty will be available to the entire class to clarify points of class confusion or in the event incorrect information is inadvertently taught. Tutoring sessions only occur at our office and only Monday – Friday during daytime business hours.

C. COURSE INFORMATION

1. Full time: The classroom portion of the paramedic class generally meets on Monday, Tuesday and Wednesday, with lab sessions on Thursday. All classes will meet 7:30 - 3:30 unless indicated on the schedule or changed by faculty.

2. Classes include lectures and demonstrations by faculty members. Each class lecture is accompanied by lesson objectives. All exams are based solely upon these objectives or prerequisite EMT knowledge. Lab sessions are held to support objectives including cognitive, psychomotor, and affective domains.

3. Participation in laboratory sessions is required. Most lab sessions are from 7:30 until 3:30 and will include skills practice sessions, independent activities, and group activities or projects.

4. Clinicals occurring in conjunction with classroom portion are usually held once a week, sometimes on the weekend. Shifts are usually 6:45 AM - 3:15 PM, 2:45 PM - 11:15 PM, and occasionally 10:45 PM - 7:00 AM. Some are at other specified times. Students are not scheduled to work over eight hours in one day, but may work up to a maximum of 12 hours in one day if necessary to make up absences.

Students who are not eligible or become ineligible to participate in hospital rotations or internship for any reason are not able to meet the course requirements and will not be able to complete the program.

D. COURSE CURRICULUM

Although some courses may be taught over a couple of semesters, in general, the curriculum and classes are as follows:

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1338</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>64</td>
</tr>
<tr>
<td>EMSP 1355</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>64</td>
</tr>
<tr>
<td>EMSP 2544</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>EMSP 2160</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>Total Hours Semester I</td>
<td>12</td>
<td>9</td>
<td>4</td>
<td>3</td>
<td>256</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 2534</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>96</td>
</tr>
<tr>
<td>EMSP 2430</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>EMSP 2161</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>Total Hours Semester II</td>
<td>10</td>
<td>7</td>
<td>4</td>
<td>0</td>
<td>224</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
<td>Lecture Hours</td>
<td>Lab Hours</td>
<td>Clinical Hours</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>EMSP 2305</td>
<td>EMS Operation</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>EMSP 2143</td>
<td>Assessment Based Management**</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>EMSP 2362</td>
<td>Clinical – EMT/Paramedic</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>EMSP 2563</td>
<td>Clinical – EMT/Paramedic (Internship)</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total Hours Semester III</td>
<td>12</td>
<td>2</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL HOURS</td>
<td>34</td>
<td>2</td>
<td>2</td>
<td>24</td>
</tr>
</tbody>
</table>

Paramedic course prerequisites are EMT and Anatomy & Physiology and students will be expected to demonstrate competency for content from those courses in the paramedic course. Students who do not have previous EMT and Anatomy & Physiology course work prior to El Centro/UT Southwestern will receive credit for these two classes after successfully completing paramedic class, provided the courses are not already on a transcript.

E. RESOURCES
Services that are available for students include a library, learning resources center, student counseling (214-860-2084), student tutoring (214-860-2133), placement services, disability services (214-860-2411) and student health through El Centro College. Students may contact the course coordinator or the respective school for additional information.

F. INSTRUCTORS
Instructors for this course are Texas Department of State Health Services Certified Paramedics. Appointments can be made with an instructor before class, after class or at other mutually decided times.

G. ACCREDITATION
The paramedic course is accredited by the Committee on Accreditation for EMS Professions in conjunction with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is approved by the Texas Department of State Health Services. CAAHEP can be contacted as follows: 1361 Park Street, Clearwater, Florida 33756

H. ADMISSION REQUIREMENTS
El Centro has a required application procedure based on Dallas County Community College District requirements and requirements from our clinical facility partners.

Admission priority is identified here:
1. Local EMS agencies who provide 911 services
2. Local and area volunteer agencies who provide 911 services
3. Other agencies that provide EMS
4. Individuals who are not associated with an EMS agency but desire admission

Admission of those not associated with an EMS agency requires an application with accompanying materials and an interview. These individuals must attend an information session to insure they are familiar with the course, course requirements for successful completion and their suitability for the fast paced course. Selection is based on education, experience, recommendations, past academic history, and the interview.
Advanced placement, experiential learning, and transfer of credit from another medical educational program to The El Centro program are all considered on an individual basis. Based on education and experience, RN’s and PA’s may not need to complete all sections of the course but may need to test final exams to demonstrate competency. Successful psychomotor competency will be determined by the appropriate testing process.

Students are required to have documentation of listed immunizations or proof of immunity as described by El Centro College prior to admission to the course. All El Centro policies will be followed for this requirement.

I. TEXTBOOK
The bookstore has the information about the books you will need for your courses. This information is available before classes begin. Even if you choose to purchase the books elsewhere, you can get the information at http://www.bkstr.com/elcentrostore/shop/textbooks-and-course-materials. Scroll down the page and you can select the term for which you need books (such as Spring 2016). Then you will be directed to select your course type, your department (program) and the specific course number. Be sure that you purchase the proper edition of the textbook.

J. WITHDRAWAL
Official withdrawal from any class is done only after completing paperwork to drop. This is a formal procedure that must be done in the El Centro Admissions or Counseling Offices. If you stop attending and do not officially withdraw, you will receive a grade of “F”. It is the student’s responsibility to formally withdraw from the course. Drop dates for each course are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>EMSP 1338, 1355, 2544, &amp; 2160</td>
</tr>
<tr>
<td>Semester II</td>
<td>EMSP 2534, 2430 &amp; 2161</td>
</tr>
<tr>
<td></td>
<td>EMSP 2305</td>
</tr>
<tr>
<td>Semester III</td>
<td>EMSP 2362</td>
</tr>
<tr>
<td></td>
<td>EMSP 2143</td>
</tr>
<tr>
<td></td>
<td>EMSP 2563</td>
</tr>
</tbody>
</table>

III. EL CENTRO COLLEGE – SCANS INFORMATION
A. WHAT ARE SCANS SKILLS?
These are the skills that employers need the most from their workers. SCANS skills are the predictors of success in the workplace.

B. WHO DEFINED THESE SKILLS?
In 1989, the U.S. Departments of Labor and Education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers. The results of that survey identified SCANS (Secretary’s Commission on Achieving Necessary Skills)

C. EL Centro College Students and SCANS.
El Centro College courses provide learning outcomes which result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course. Throughout a formal program of study (Certificate, Degree or Transfer Program) a student will have the opportunity to master all SCANS skills and competencies.
**SCANS WORKPLACE COMPETENCIES**

<table>
<thead>
<tr>
<th>1 MANAGING RESOURCES</th>
<th>2 INTERPERSONAL SKILLS</th>
<th>3 INFORMATION SKILLS</th>
<th>4 SYSTEMS KNOWLEDGE</th>
<th>5 USING TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Manage Money</td>
<td>b. Teach Others</td>
<td>b. Organize/maintain data</td>
<td>b. Work in technological systems</td>
<td>b. Apply technology to tasks</td>
</tr>
<tr>
<td>d. Manage Space</td>
<td>d. Leader Others</td>
<td>d. Process data with computer</td>
<td>d. Design/improve systems</td>
<td></td>
</tr>
<tr>
<td>e. Manage human Resources</td>
<td>e. Negate Conflict</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Work with Diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCANS FOUNDATION SKILLS**

<table>
<thead>
<tr>
<th>6 BASIC SKILLS</th>
<th>7 THINKING SKILLS</th>
<th>8 PERSONAL QUALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Reading</td>
<td>a. Creative Thinking</td>
<td>a. Responsibility</td>
</tr>
<tr>
<td>b. Writing</td>
<td>b. Decision making</td>
<td>b. Self-esteem</td>
</tr>
<tr>
<td>c. Arithmetic / Math</td>
<td>c. Problem Solving</td>
<td>c. Sociability</td>
</tr>
<tr>
<td>d. Speaking</td>
<td>d. Thinking logically</td>
<td>d. Self-management</td>
</tr>
<tr>
<td>e. Listening</td>
<td>e. Seeing things in mind’s eye</td>
<td>e. Integrity</td>
</tr>
</tbody>
</table>

**IV. GENERAL POLICIES**

A. **REFUNDS**
   Refunds prior to the first class day of the semester receive 100% refund. Depending upon the date of withdrawal, some portion of the course fee may be refunded.

B. **FORMS**
   No student will be allowed to attend the first scheduled hour of instruction unless officially enrolled, including properly completing forms required by the Texas Department of State Health Services and El Centro College.

C. **INCLEMENT WEATHER POLICY**
   In the event of inclement weather, students will follow closure directions for the college district. Closures notice is put forth on the district’s website and local news agencies.

D. **TOBACCO USE**
   El Centro College maintains a smoke-free environment. For health reasons, smoking is not permitted in any of the buildings on campus. Smoking is only permitted outdoors in designated areas or 25 feet away from the door. This also applies to the use of electronic cigarettes.
E. **ALCOHOL USE**
No alcoholic beverages shall be sold, possessed, served or consumed on campus. The Code of Student Conduct will be enforced. An official off-campus function is regarded as a function of the extended campus.

F. **ATTIRE FOR CLASSROOM AND LAB**
The EMS program has a uniform policy. Students are expected to purchase an El Centro College EMS Education polo-type shirt and wear this shirt while in class, laboratory settings, and clinical sites. Black or navy blues trousers are required. Black is preferred. A black belt and black shoes are required. For fire department sponsored students, the department’s issued uniform will be acceptable.

Students must be clean and well-groomed. Ball caps are not acceptable in the classroom or clinical site. If you have any questions regarding compliance with the dress code, check with a faculty member.

G. **EQUIPMENT, SUPPLY & OTHER ISSUED ITEMS**
Students will participate in all skills sessions and simulations, which may utilize various manikins, medical and biomedical equipment, audiovisual equipment, and medical supplies. Students must exercise safety, gentleness, and caution when utilizing such equipment. Failure to do so could result in a failing affective evaluation. Additionally, students are expected to assist with movement of equipment to and from various skills labs. Any issued equipment, badge, parking tag, lab book, clinical book or similar item must be returned in order to successfully complete the course. Students who fail a course must turn in all badges, parking tag, equipment, lab book and clinical book. Students may not take equipment or supplies from lab rooms without specific authorization to do so.

H. **POSTING GRADES**
Course grades will be posted on Blackboard and can be accessed by clicking on “Check my Grades.”

I. **PAGERS, CELL PHONES, NOTEBOOK COMPUTERS and INTERNET ACCESS**
The goal of this policy is to ensure that technology is used appropriately for academic purposes. Technology should enhance learning, not distract from it.

**Classroom and labs:** Cell phones and pagers must be turned to a vibrate setting and put away during class. Students are NOT allowed to answer or talk on cell phones or utilize (send or receive) text messaging during class.
Notebook computers may be used in the classroom, in a manner that does not disturb fellow students or the instructor. Internet access by phone or notebook computer may only be used with specific permission from an instructor and for the purpose of academic pursuit.

**All Clinical facilities:** A student’s use of a personal cellular telephone is to be limited to their rest or meal break. In addition, students are prohibited from using their personal cellular phone in any area where patients, visitors and other customers are present.

In addition, any student found using a cellular telephone camera that results in a violation of patient privacy or HIPAA will be subject to IMMEDIATE DISMISSAL FROM THE COURSE.

**During exams:** Students may not have any cell phone, pager, notebook computer or any other electronic devices on their person or at their desk during exams. Other arrangements should be made for emergency calls during exams.

**Computer lab:** El Centro computers in the computer lab are for educational use only.

Students who do not follow these policies are subject to prohibition of technology in the classroom altogether, disciplinary action or dismissal.

J. **SOCIAL MEDIA**
Any and all patient information obtained during patient care experiences is completely confidential without exception. Organizational or institutional information you may see or hear during your clinical and field shifts is also considered confidential and must not be shared via social media. Educational activities at El Centro College are confidential and must not be shared via social media. No unauthorized recording (photographs, drawings, voice or visual representations) is permitted without express permission to do so.

Students are fully responsible and liable for anything posted to social media sites, including comments in such postings which may be deemed to be defamatory, profane, obscene, proprietary, libelous or otherwise illegal. Sharing of any information considered confidential may result in immediate dismissal from the program.

K. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) STANDARDS REQUIREMENTS**
All students whose education includes contact with patients or patient records, also referred to as “protected health information”, will complete HIPAA compliance training. Clinical affiliates may impose additional requirements for HIPAA training of students.

L. **CONTACT INFORMATION**
Students are expected to keep the department fully apprised of their correct name, mailing address, phone number, and email address. A valid email address is required at all times as it is a primary method of communication. If the student’s contact information changes while in school, written notification must be filed with the program.
M. CHILDREN IN THE WORKPLACE/ACADEMIC ENVIRONMENT
Dallas County Community College District prohibits children in the workplace, including Saturday, Sunday and Holidays. The complexity of the campus and the dangers present in research facilities represent potential hazards to children. Children can be distracting to other students and employees. There are significant hazards, the potential for distraction, and potential legal liabilities.

N. ACADEMIC ADVISEMENT
Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program.

O. MAKEUP POLICY
Students are expected to complete all assignments, tests, clinical shifts, and internship. If you are absent, you are responsible to consult with the assigned faculty member about completion of assignments and tests. Work missed for an unexcused absence cannot be made up.

P. HEALTH CARE INSURANCE
Students are required to show proof of health care insurance. Students are responsible for their health care bills associated with accidental exposure to communicable diseases and any other event that would require care.

Q. SKILLS LAB AND COMPUTER LAB POLICIES
Students are required to follow all policies as identified, discussed, read and signed in class. Failure to follow these policies could result in failing affective grade, suspension or dismissal from the class.

R. WEAPONS ON CAMPUS
A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed below: (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private. (2) It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code. (3) An offense under this section is a third degree felony.

PROHIBITED WEAPONS.
(a) A person commits an offense if he intentionally or knowingly possesses, manufactures, transports, repairs, or sells: (1) an explosive weapon; (2) a machine gun; (3) a short-barrel firearm; (4) a firearm silencer; (5) a switchblade knife; (6) knuckles; (7) armor-piercing ammunition; (8) a chemical dispensing device; or (9) a zip gun.
**S. DRUG TESTING**
Students are required to pass drug screening prior to class. Students are subject to drug testing while in classroom, lab, clinical or internship if an instructor believes the student may be under the influence of drugs or alcohol. Testing will be at the student’s expense.

**T. FINANCIAL AID**
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

**U. TATTOOS**
Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to Allied Health professional standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vile, or criminal activity or contain profanity are strictly forbidden. Students will be required to cover such tattoos.
V. POLICY ON STUDENT’S RIGHTS

A. STATEMENT OF EQUAL OPPORTUNITY
Educational opportunities are offered by the Dallas County Community College District without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, gender identity, or gender expression. El Centro College is recognized and sanctioned by the Texas Higher Education Coordinating Board.

B. PROTECTION OF PRIVACY INFORMATION
The Dallas County Community College District adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. A release will be signed by the student prior to releasing information to the student’s employer or anyone else.

C. GRIEVANCE/STUDENT CONCERN AND PETITIONS
If you have a concern about a particular class, instructor, or advisor, the department’s policy is that you first need to meet with the faculty member. For all other issues, it is your choice to bring the issue to the faculty member during the semester, or wait until grades are posted. After communicating with her/him, if the situation is not resolved, you can bring the concern to the Program Director. You must put your concern in writing and state or identify a specific grievance about some element of the course or evaluation process. Please refer to the Student Instructional Concern/Grade Appeal Process, El Centro College – Health and Legal Studies for the proper protocol. The Coordinator will check with the faculty member involved to make sure you communicated with them first. The Director will then review your concerns and determine how to handle the situation. The protocol will guide you in that process if you need to appeal to the next level.

For final examination failures, each request must be made in writing and must be received within five working days (Monday through Friday) after notification of failure or denied appeal. Grading procedures must also be appealed within five working days (Monday through Friday) after the procedure occurred. A student who is in the process of exam or exam item appeal will not be able to take the retest during the appeal process. This may delay the retest.

D. READMISSION OF PARAMEDIC STUDENTS WHO HAVE FAILED
Students who fail the paramedic course the first time and do not have documented behavioral counseling or unsuccessful affective evaluations are allowed to re-enter paramedic class. Such students must complete the written application form and other requirements to do so. In other cases, readmission will be reviewed on a case-by-case basis. Individuals who have behavioral counseling’s or unsuccessful affective evaluations in paramedic class are not allowed to automatically re-enter the course and must request re-entrance to the Admission and Readmission Committee.

Requests for re-examination will be made to El Centro EMS Admission and Readmission Committee. This may be done at any time after failure of the course. Such a request should be made in writing and mailed to the Program Director. Decisions will be based on the applicant’s academic record, math and reading comprehension scores, instructor’s evaluation and student interview.
The Committee is comprised of medical directors or other physician appointee, the program director or designee, and other appropriate educational institution representatives such as an Admissions Office staff member. Three committee members should be present to have a meeting. Decisions of the Committee are final and are not appealable. Students may request to meet with the Committee again if new information needs to be brought to the Committee’s attention.

Students meet privately with the committee members without others present. Students may bring someone to the committee meeting to speak to the committee on his or her behalf. The student who wishes to have his or her attorney present must notify the Program Director when he or she requests to meet with the committee so that the College can arrange for an attorney.

E. DISABILITY ACCOMMODATIONS

If a student believes that he or she cannot meet one or more of the standards without accommodations, the Allied Health Program must determine, on an individual basis, whether a reasonable accommodation can be made. Students should refer to their respective program policies for required essential skills and functional abilities.

a) Any student having a temporary medical condition that inhibits or restricts activities must supply a written explanation from his/her physician. Should a student become unable to participate partially or fully in the program’s activities he/she may be withdrawn from the clinical site. A functional job description with essential job functions is available for prospective and current students on the department’s website.

b) Should a student require any type of special accommodation, the student must contact the college Disability Resource Center well in advance of the first class meeting. The student should notify the course coordinator that he or she is working with El Centro Disability Office to request an accommodation. The faculty is available to facilitate communication for the request if there is a delay.

c) Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, or dictionaries during testing without sufficient documents in support of an accommodation.

Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If a student is pregnant, documentation from the attending physician will be required stating that the student is able to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignment will require physician clearance. In Allied Health Programs where students may be routinely exposed to radiation additional requirements for pregnant students must be followed.

Accommodations made during the course do not guarantee an accommodation for the paramedic NREMT certification exam. Such accommodation requests must be made by the student for the paramedic NREMT exam to the NREMT.

F. MISTREATMENT

A student who believes he or she has been mistreated in the teacher-learner relationship can attempt to resolve the issue informally through communication with the faculty member or the student’s faculty advisor. For formal complaints regarding sexual harassment or discrimination, the student should follow process identified at www.elcentrocollege.edu and click on college catalog. Scroll down to the heading “College Policies and Procedures” and then click on the subtopic of Student Grievance.
VI. DIDACTIC COURSE DESCRIPTIONS & OBJECTIVES

FIRST SEMESTER COURSES: Advanced Practice (1338), Cardiology (2544), Trauma Management (1355), Clinical Emergency Medical Technology I (2160)

A. PREREQUISITES

1. Completion of TDSHS (Texas Department of State Health Services) approved Basic Emergency Medical Technician Course, or certification by TDSHS or National Registry of EMTs as Emergency Medical Technician
2. Current certification by TDSHS or NREMT (if out-of-state) as an EMT is required within 1 month from the first class day. This is necessary to fully participate in hospital clinical rotations.
3. Current CPR certification as health care provider
4. Demonstrated competency in math and reading
5. Anatomy & Physiology for Paramedics course or equivalency

B. Introduction to Advanced Practice (EMSP 1338) – 2 lecture hrs. / 2 lab hrs. / 3 credit hrs.

1. COURSE DESCRIPTION
This is the first course of study leading to paramedic certification or licensure. The course teaches fundamental elements that include pathological principles, advanced patient assessment, advanced airway management, fluid therapy and introduction to pharmacology including drug dose calculations.

2. COURSE OBJECTIVES AND EVALUATION METHODS

<table>
<thead>
<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>3 a, c</td>
<td>1. Define the scope of practice, roles and responsibilities of the paramedic.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>4 c</td>
<td></td>
<td></td>
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<tr>
<td>3 a, c</td>
<td>2. Correlate principles of physiology to pathophysiology and apply those to the</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>7 d</td>
<td>prehospital clinical setting</td>
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<tr>
<td>3 a, c</td>
<td>3. Identify major effects of immunity in health and disease processes</td>
<td>Quizzes, final exam, and lab activities</td>
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<td>7 d</td>
<td></td>
<td></td>
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<tr>
<td>4 a, c</td>
<td>4. Describe and demonstrate appropriate infection control methods and Standard</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>8 d</td>
<td>Precautions.</td>
<td></td>
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<tr>
<td>1 a</td>
<td>5. Identify and demonstrate principles of safe, effective advanced airway</td>
<td>Quizzes, final exam, and lab activities</td>
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<tr>
<td>3 a, c</td>
<td>assessment and management as well as situations in the prehospital setting</td>
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<tr>
<td>5 a, b</td>
<td>where these techniques should be employed.</td>
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<td>7 c</td>
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<tr>
<td>3 a, b</td>
<td>6. Discuss rationale and demonstrate appropriate techniques for IV fluids</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>5 a, b</td>
<td>used in the prehospital setting</td>
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<td>7 c</td>
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</tbody>
</table>
C. **Trauma Management** (EMSP 1355) – 2 lecture hrs. /2 lab hrs. /3 credit hrs.

1. **COURSE DESCRIPTION**
   This course of study deals with the assessment and management of the trauma patient. The course includes mechanism of injury, head, neck, soft tissue, chest, abdominal and extremity trauma as well as burn injuries and multiple injury management. Shock management is also included. Additionally, the course includes the teaching portion of International Trauma Life Support (ITLS) advanced course.

2. **COURSE OBJECTIVES AND EVALUATION METHODS**

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<thead>
<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
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</thead>
<tbody>
<tr>
<td>1 a, c, d, e</td>
<td>1. Describe and demonstrate appropriate trauma scene assessment and management</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>4 a</td>
<td>2. Discuss, identify and demonstrate steps of appropriate trauma patient assessment and expected patient findings based on mechanism of injury.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>2 a, d</td>
<td>3. Discuss assessment findings and prehospital management of various body system trauma, shock, and multiple injured patients.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, b, c</td>
<td>4. Identify and demonstrate the application of psychomotor skills to the trauma</td>
<td>Quizzes, final exam, and lab activities</td>
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<td>7 b, c</td>
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<td>1 a</td>
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<td>3 a, b, c</td>
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<td>4 a</td>
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<td>5 a, b</td>
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<td>6 b, d, e</td>
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<td>1 a, c, d, e,</td>
<td>1 a, b, c, d, e, e, f</td>
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<td>3 a, b, c, d</td>
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</table>
D. **Cardiology** (EMSP 2544) - 5 lecture hrs. /5 credit hrs.

1. **COURSE DESCRIPTION**
   This prehospital course includes information on assessment and management of patients with cardiac emergencies and cardiovascular pharmacology. In addition, the course includes basic lead II electrocardiogram interpretation and electrical therapy and twelve lead ECG acquisition and basic interpretation. Students will participate and complete the requirements of the AHA ACLS provider course.
### COURSE OBJECTIVES AND EVALUATION METHODS

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<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>3 a, 4 b, 5 a, c, 6, 7 d</td>
<td>1. List, identify and discuss various pathological conditions that affect the cardiovascular system, including complete assessment and management in the prehospital setting.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, c, 2 a, d</td>
<td>2. Describe and demonstrate cardiac assessment and management including oral and written reports.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, c, 6</td>
<td>3. Identify and discuss the physiology of the normal and abnormal electrical heart.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, b, c, 4 b, c, 5 a, b, 6 c, 7 b, c, 8 d, a</td>
<td>4. Identify the pathophysiology, ECG characteristics, rates, potential complications and infield management of dysrhythmias.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>1 a, 3 a, b, c, 4 b, c, 5 a, b, c, 6 a, c, 7 b, c, 8 a, d</td>
<td>5. Identify and discuss the classification, therapeutic action, dosage, indications, precautions, side effects and contraindications of cardiac medications given in emergency situations.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>1 a, c, d, 2 a, 3 a, b, c, 4 b, c, 5 a, b, c, 7 c, d, 8 a, d</td>
<td>6. Identify principles and demonstrate appropriate techniques of electrical therapy, including cardioversion, defibrillation, and external pacing.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>1 a, c, d, 2 a, 3 a, b, c, 4 b, c, 5 a, b, c, 6 b, c, d, 7 c, d, 8 a, d</td>
<td>7. Discuss the significance of and demonstrate the appropriate acquisition and interpretation of the 12 lead ECG to the prehospital setting.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>1 a, c, d, 2 a, 3 a, b, c, 4 b, c, 5 a, b, c, 7 b, c, d, 8 a, d</td>
<td>8. Integrate knowledge of dysrhythmia identification and cardiac drug therapy to patient situations, and recall the standard treatment protocol for that situation.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>1 a, c, d, 2 a, b, d, e, f, 3 a, b, c, 4 b, c, 5 a, b, c, 6 a, b, d, e</td>
<td>9. Participate and complete lab assignments that focus on ECG acquisition and interpretation, identification and monitoring the cardiac patient.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
</tbody>
</table>
VII. SECOND SEMESTER COURSES: Medical Emergencies (EMSP 2534), Special Populations (EMSP 2430), EMS Operations (EMSP 2305) & Clinical Emergency Medical Technology II (EMSP 2161)

Prerequisites
Successful completion of Introduction of Advanced Practice (EMSP 1338), Cardiology (EMSP 2544), and Trauma Management (EMSP 1355), and Clinical Emergency Medical Technology I (EMSP 2160).

Students who have not successfully completed all the first semester courses and are waiting on an EMS Admission/Readmission Committee decision or appeal can provisionally enroll and attend the second semester with the permission of Program Director.

A. Medical Emergencies (EMSP 2534) - 4 lecture hrs. /2 lab hrs. /5 credit hrs.

1. COURSE DESCRIPTION
This prehospital course includes assessment and management of the many medical emergencies paramedics respond to, including respiratory, neurological, allergic, gastrointestinal, diabetic, toxicology and other medical emergencies.

2. COURSE OBJECTIVES AND EVALUATION METHODS

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<th>SCANS</th>
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<tbody>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c, d 4 a, b, c 5 a, b c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>1. List, identify and discuss various medical conditions that affect the following body systems or areas, including their signs and symptoms, assessment techniques, potential complications and management in the prehospital setting: a. Respiratory b. Nervous c. Gastrointestinal d. Endocrine e. Renal/Genitourinary f. Cardiovascular g. Toxicology h. Vascular i. Hematology j. Environmental k. Infectious diseases</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, b, c, d 4 a, b, c 6 d, e, 7 a, b, c, d</td>
<td>2. Discuss a complaint based approach to patient care, and apply principles of decision making to the prehospital setting.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, b, c 4 a, c 7 c, d</td>
<td>3. Identify and discuss the classification, therapeutic action, dosage, indications, precautions, side effects and contraindications of medications utilized in the field for given medical emergency situations.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
</tbody>
</table>
B. **Special Populations** (EMSP 2430) - 3 lecture hrs./2 lab hrs./4 credit hrs.

1. **COURSE DESCRIPTION**
   This prehospital course includes assessment and management of ill or injured patients in diverse populations, such as pediatric patients, geriatric emergencies, obstetrical, & gynecological emergencies as well as behavioral emergencies. Other special patients are included such as the chronically ill, and the challenged patient. Completion of the Pediatric Education for Prehospital Providers (PEPP) is also required. This requirement includes a written test and participation in teaching stations.

2. **COURSE OBJECTIVES AND EVALUATION METHODS**

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<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>1 a, b, c, d, e</td>
<td>1. List, identify, assess and discuss specific conditions affecting pediatric, geriatric, gynecological and obstetrical patients including the sign and symptoms, assessment techniques, potential complications and their management in the prehospital setting.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>2 a, b, c, d, e, f</td>
<td>2. Discuss various behavioral conditions that may present in the prehospital setting, and how these are appropriately managed.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>3 a, a, b, c, d</td>
<td>3. Identify and discuss the classification, therapeutic action, dosage, indications, precautions, side effects and contraindications of medications given for pediatric, obstetrical, geriatric and behavioral emergencies.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
<tr>
<td>4 a, b, c, d</td>
<td>4. Participate and complete lab assignments that focus on special patients.</td>
<td>Quizzes, final exam, and lab activities</td>
</tr>
</tbody>
</table>
C. **EMS Operations** (EMSP 2305) - 2 lecture hrs. /2 lab hrs. /3 credit hrs.

1. **COURSE DESCRIPTION**
   
   This prehospital course allows the paramedic student to further explore field-related issues such as roles and responsibilities, safety, cultural diversity, abuse and assault, disaster readiness, telemetry, hazardous materials, use of air transportation, rescue awareness and other operational issues. The course will start 1st semester and be completed in the 3rd semester.

2. **COURSE OBJECTIVES AND EVALUATION METHODS**

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<tr>
<th>SCANS</th>
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<tbody>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c, d 4 a, b, c, d 5 a, b, c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>1. Identify principles, aspects and field management of issues that affect the prehospital environment to include: a. Violence b. Hazardous materials awareness c. Helicopter use and safety d. Cultural and ethical issues e. MCI and disaster management f. Hospital destination g. Rescue awareness h. Others</td>
<td>Operation exam</td>
</tr>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c, d 4 a, b, c, d 5 a, b, c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>2. Apply operational issues to real patient situations.</td>
<td>Operation Exam</td>
</tr>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c, d 4 a, b, c, d 5 a, b, c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>3. Demonstrate the ability to research and review literature and write a paper on an approved EMS topic.</td>
<td>Research paper</td>
</tr>
</tbody>
</table>
VIII. THIRD SEMESTER COURSES: Assessment Based Management (EMSP 2143), Completion of EMS Operations (EMSP 2305) & Hospital Internship III (EMSP 2362) and Field Internship (EMSP 2563)

A. **Assessment Based Management** (EMSP 2143) - 2 lab hrs. /1 credit hr

1. **PREREQUISITES** (or Program Director Approval required)
   a. Successful completion of Introduction to Advanced Practice (EMSP 1338)
   b. Successful completion of Trauma management (EMSP 1355)
   c. Successful completion of Cardiology (EMSP 2544)
   d. Successful completion of Medical Emergencies (EMSP 2534)
   e. Successful completion of Special Populations (EMSP 2430)
   f. Successful completion of EMS Operations (EMSP 2305)
   g. Successful completion of Clinical Emergency Medical Technician II (EMSP 2160, 2161, and 2362)

2. **COURSE DESCRIPTION**
   This prehospital course is a capstone experience covering comprehensive, assessment based patient care management.

3. **COURSE OBJECTIVES AND EVALUATION METHODS**

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<th>SCANS</th>
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<tbody>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c d 4 a, b, c, d 5 a, b, c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>1. For a variety of patient conditions and age groups a. Obtain a patient history related to chief complaint b. Perform a thorough, appropriate physical exam c. Organize, interpret and communicate patient data d. Identify appropriate patient care decisions as applied to prehospital situations</td>
<td>Final capstone exam</td>
</tr>
<tr>
<td>1 e, 2 a, d, e 4 a 6 d, e</td>
<td>2. Communicate in an effective and diplomatic manner with patients, families, coworkers and hospital personnel</td>
<td>Final practical exam</td>
</tr>
<tr>
<td>1 a, c, d, e 2 a, b, c, d, e, f 3 a, b, c d 4 a, b, c, d 5 a, b, c 6 a, b, c, d, e 7 a, b, c, d, e 8 a, b, c, d, e</td>
<td>3. Given a patient simulation, demonstrate the ability to successfully manage a patient situation.</td>
<td>Final practical exam</td>
</tr>
</tbody>
</table>
IX. CLINICAL COURSES & GUIDELINES

A. Locations for Clinical Experiences
   1. Locations for clinical experiences may include, but not limited to the following areas:
      a. Emergency Departments
      b. Anesthesia/Intubation/Airway Management
      c. Coronary Care Unit/Medical Intensive Care Unit/Cath Lab
      d. Mobile Intensive Care Units
      e. Respiratory Therapy
      f. Neonatal Nursery
      g. Labor & Delivery
      h. Burn Unit

B. Clinical I - Emergency Medical Paramedic (EMSP 2160) - 3 clinical hrs./1 credit hour (taken concomitantly with Introduction to Advanced Practice, Trauma Management and Cardiology).
   1. PREREQUISITE
      a. Completion of Texas Department of Health approved Basic Emergency Medical Technician Course, or certification by Texas Department of Health or National Registry of EMT’s as Emergency Medical Technician
      b. Current CPR certification as health care provider
      c. Demonstrated competency in reading and math
      d. Anatomy and Physiology course for Paramedics or equivalency
   2. COURSE DESCRIPTION
      This course transitions the student from a Basic Emergency Medical Technician (EMT) into the advanced practice of a paramedic. Advanced patient assessment, trauma patient management and cardiac patient management will be applied through Emergency Department and other clinical experiences.

C. Clinical II - Emergency Medical Paramedic (EMSP 2161) - 3 clinical hrs./1 credit hour (taken concomitantly with Medical Emergencies, Special Populations and EMS Operations)
   1. PREREQUISITE (or Program Director Approval required)
      a. Successful completion of Introduction to Advanced Practice (EMSP 1338), Trauma Management (EMSP 1355) and Cardiology (EMSP 2544)
      b. Successful completion of Hospital Clinical I (EMSP 2160)
      
      Students who have not successfully completed all the first semester courses and are waiting on an EMS Admission/Readmission Committee decision or appeal can provisionally enroll and attend the second semester with the permission of Program Director.
   2. COURSE DESCRIPTION
      This course expands on previous hospital experience with additional emphasis on medical and special patients in Emergency Departments, Labor & Delivery, and other clinical experiences.
### 3. COURSE OBJECTIVES AND EVALUATIVE MEASURES

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<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
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<tbody>
<tr>
<td>1 c, 4 b</td>
<td>1. Demonstrate principles of Body Substance Isolation, infection control, advanced airway management, IV therapy, and drug administration including drug dose calculation.</td>
<td>Direct observation and logbook documentation, drug dose calculation exam.</td>
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<td>5 a, b</td>
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<td>6 c, d, e</td>
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<td>7 b</td>
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<td>8 a</td>
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<tr>
<td>2 a, c, f</td>
<td>2. Demonstrate patient assessment in the hospital setting to include use and interpretation of adjunctive assessment devices such as ECG, glucometer and pulse oximetry</td>
<td>Direct observation and logbook documentation</td>
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<td>4 a, b, c</td>
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<td>5 a, b, c</td>
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<td>6 c, d, e</td>
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<td>8 a, c, d</td>
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<td>1 a, b, c, d</td>
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<tr>
<td>2 a, e, f</td>
<td>3. Identify, observe, assess and participate in the management of medical, geriatric, pediatric and behavioral patients in the hospital setting as well as communication of patient data.</td>
<td>Direct observation and logbook documentation</td>
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<td>6 c, d, e</td>
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<td>8 a, c</td>
<td></td>
<td></td>
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<tr>
<td>3 a, c</td>
<td>4. Identify normal and abnormal ECG patterns on patients in the hospital setting.</td>
<td>Direct observation and logbook documentation</td>
</tr>
<tr>
<td>4 b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 c, 7 c, 6 d</td>
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<tr>
<td>1 a, c, d, e, 2 a, c, 3 a, b, 4 b, 5 a, b, c</td>
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<tr>
<td>5 a, b, c</td>
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<tr>
<td>6 a, c</td>
<td>5. Demonstrate the appropriate technique of defibrillation, cardioversion, external pacing as the opportunity arises.</td>
<td>Direct observation and logbook documentation</td>
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<tr>
<td>4 a, d, 6 e</td>
<td></td>
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<tr>
<td>7 a, c, d</td>
<td>6. Demonstrate the appropriate techniques of intraosseous administration and child delivery if the opportunity arises.</td>
<td>Logbook documentation</td>
</tr>
<tr>
<td>4 a, d, 6 e</td>
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<td></td>
</tr>
<tr>
<td>6 b</td>
<td>7. Observe and identify effective and diplomatic communication with hospital personnel, patients, family, coworkers and prehospital personnel.</td>
<td>Logbook documentation</td>
</tr>
<tr>
<td>8 b</td>
<td>8. Complete all required documentation from the clinical setting.</td>
<td>Logbook documentation</td>
</tr>
</tbody>
</table>

#### D. Clinical III – Emergency Medical Paramedic (EMSP 2362) - 3 credit hrs.

1. PREREQUISITES (or Program Director Approval required)

   a. Successful completion of Medical Emergencies (EMSP 2534)
   b. Successful completion of Special Populations (EMSP 2430)
   c. Successful completion of EMS Operations (EMSP 2305)
   d. Successful completion of Clinical Emergency Medical Technician (EMSP 2160 and 2161)
2. **COURSE DESCRIPTION**
This prehospital course allows the paramedic student to further develop clinical skills. A more focused hospital experience assists the student in refining assessment and patient management skills and prepare for the transition to the prehospital environment.

3. **COURSE OBJECTIVES AND EVALUATION METHODS**

<table>
<thead>
<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 e</td>
<td>1. Communicate in an effective and diplomatic manner with patients, families, coworkers and hospital personnel</td>
<td>Clinical rotation log and clinical evaluation, and affective evaluation</td>
</tr>
<tr>
<td>2 a, d, e</td>
<td>2. For a variety of patient conditions and age groups</td>
<td>Clinical rotation log, clinical evaluation.</td>
</tr>
<tr>
<td>4 a</td>
<td>a. Obtain a patient history related to chief complaint</td>
<td>Clinical rotation log, clinical evaluation.</td>
</tr>
<tr>
<td>6 d, e</td>
<td>b. Perform a thorough, appropriate physical exam</td>
<td>Clinical rotation log, clinical evaluation.</td>
</tr>
<tr>
<td>1 a, c, d, e</td>
<td>c. Organize, interpret and communicate patient data</td>
<td>Clinical rotation log, clinical evaluation.</td>
</tr>
<tr>
<td>2 a, b, c, d, e, f</td>
<td>d. Identify appropriate patient care decisions as applied to prehospital situations</td>
<td>Clinical rotation log, clinical evaluation.</td>
</tr>
<tr>
<td>3 a, b, c, d</td>
<td>3. Demonstrate respect for patient privacy and non-judgmental attitude toward patients</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>4 a, c, d, e</td>
<td>4. Develop and demonstrate other professional characteristics to include:</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>8 c, d, e</td>
<td>a. Integrity</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>1 a, c, e</td>
<td>b. Time management</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>2 a, b, c</td>
<td>c. Empathy</td>
<td>Clinical evaluation and affective evaluation</td>
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<tr>
<td>8 a, b, c, d, e</td>
<td>d. Acceptance of feedback</td>
<td>Clinical evaluation and affective evaluation</td>
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<tr>
<td>4 a, b, c, d</td>
<td>e. Confidence</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>5 a, b, c</td>
<td>f. Careful delivery of service</td>
<td>Clinical evaluation and affective evaluation</td>
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<tr>
<td>6 a, b, c, d, e</td>
<td>g. Self-motivation</td>
<td>Clinical evaluation and affective evaluation</td>
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<tr>
<td>8 a, b, c, d, e</td>
<td>h. Respect</td>
<td>Clinical evaluation and affective evaluation</td>
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<tr>
<td>5 a, b, c</td>
<td>i. Patient advocacy</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>6 a, c</td>
<td>j. Teamwork and diplomacy</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>8 a, b, c, d, e</td>
<td>5. Demonstrate initiative in clinical work, to include all appropriate aspects of patient care and paramedic student learning</td>
<td>Clinical evaluation and affective evaluation</td>
</tr>
<tr>
<td>1 a, c, d</td>
<td>6. Safely and effectively perform approved basic and advanced psychomotor skills on patients.</td>
<td>Clinical rotation log, clinical evaluation, skills evaluation, scenario practice, drug dose calculation test.</td>
</tr>
<tr>
<td>3 a, b, c, d</td>
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<td>5 a, b, c</td>
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<tr>
<td>6 a, c</td>
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<tr>
<td>1 a, c, d, e</td>
<td>7. Given a patient simulation, demonstrate the ability to successfully manage a patient situation.</td>
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<td>2 a, b, c, d, e, f</td>
<td></td>
<td>Final practical exam, final exam, megacode, ACLS exam</td>
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<td>3 a, b, c, d</td>
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<td>4 a, b, c, d</td>
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<td>5 a, b, c</td>
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<td>7 a, b, c, d, e</td>
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<td>8 a, b, c, d, e</td>
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</table>

**CLINICAL GUIDELINES (Hospital & Ambulance, or other facility)**

1. At all times during the in-hospital and internship phases of the course, a professional attitude and appearance will be expected of all students. Unprofessional conduct or appearance may constitute an unsatisfactory or failing affective evaluation and are grounds for discipline up to and including dismissal from the course.

2. Students will report to and be under the direction of a nurse preceptor in all hospital areas and a paramedic preceptor during ambulance internship. The only exception is the Operating Room where the student will report to a specific individual (see specifics in clinical directions) but then be handed off temporarily to the anesthesiologist. Students do not report to physicians in Emergency Departments or other clinical areas except the OR. With the permission of the student’s preceptor, the student can be handed off to a physician temporarily for clinical teaching.

3. Students must report to the charge nurse or station officer when arriving and leaving his or her assignments at the times indicated on the rotation schedule. Check clinical guidelines information for each hospital and clinical area to identify the specific location to find the charge nurse.

4. Students will make themselves available to perform any duties within the scope of their training at the basic or advanced levels. Students are to stay busy at all times. If there are no learning opportunities available and staff does not need any assistance, students may study paramedic material. However, the charge nurse should be informed, and studying must be done within sight of the patient care area so as not to miss a new patient that arrives, or any other possible learning experiences. Patient care or learning from patients always takes priority over studying during clinical rotations.

5. While on duty, students will be expected to maintain a professional attitude toward all employees of the facility to which they are assigned. A professional relationship will also be maintained with all patients. If problems of any kind arise during hospital rotations the student must notify an instructor immediately.

6. Performing tasks above or outside of the student’s level of training will be grounds for dismissal from the course. Additionally, performing invasive procedures prior to official proficiency verification (check off) by faculty is forbidden and grounds for dismissal from the course.
7. If late, absent or need to leave early for any reason, the student must call a course instructor prior to the beginning of the assigned shift. After regular business hours, the student will leave a message on the department's recorded line. Illnesses may require physician verification and permission to return to the clinical area. The appropriate supervisor at your organization must also be contacted. Students will not leave at the end of a shift until all work begun by them is completed.

8. Students who experience a problem or exposure in the clinical area should call the instructor on call via pager or cell phone. Numbers will be provided to students for clinicals.

9. Clinical Rotation Logs are used to keep track of student participation, skills performed, and types of patients seen and to document case studies. Specific instructions are included in the Clinical Rotation Log. All case studies and log sheets are to be kept in the Clinical Rotation Log Book. Incorrect or inaccurate information on the Clinical Rotation Log is considered falsification of records and is grounds for dismissal from the course.

10. Students should never discuss a patient's treatment or condition where the patient or any member of his family can hear. Questions or comments should be saved until the student can speak to the physician privately or make contact with an instructor.

11. Any form of tobacco is prohibited on hospital premises and the back of the ambulance. Food and beverages are not allowed in the patient care areas.

12. Students must not bring friends, relatives, pets or companions to clinical or ambulance rotations.

13. At all times, students must have a preceptor and this preceptor must be informed of the actions conducted by the student, such as conducting or assisting assessments or procedures.

What to wear in clinicals:

1. A professional appearance is necessary at all times when dealing with hospital or internship facilities and the public. Students who are members of a Fire/Police department will wear their agency issued uniforms on duty. All others will wear clothing the El Centro College uniform.

2. Students must be clean, clean-shaven, and well groomed at all times. All clothing must be clean and wrinkle free. When changing into scrubs, regular departmental uniforms will be worn before and after changing into scrubs. Shirt tails will be tucked in at all times. The dress code of the clinical facility will be adhered to by all students in that clinical facility.
3. Those not associated with a department will also conform to the following policies:

**You should wear:**

- **Fire & Police Departments:** Fire and Police personnel will wear regulation Departmental uniform (no department t-shirts)
- ** Civilians:** Gray polo shirt with El Centro College Logo
- **Trousers/slacks:** Solid black or navy blue (Black is preferred)
- **Shoes or boots:** Black, with closed toes and anti-skid soles
- **ID Badges:** Worn at all times
- **Equipment:** Watch with a second hand, stethoscope, ink pen, clinical book, small notebook
- **Other:** Long hair pulled back and above the collar. Hats are not allowed in any area

**You should NOT wear:**

- **Other:** No dangling earrings, necklaces, baseball caps, perfume/cologne, hair below collar, excessive hairstyles, non-natural hair color, chewing gum, excessive make-up, excessively long or artificial fingernails, artificial nails or nail polish, or exposed tattoos. Small tattoos that are not extremist, indecent, sexist, or racist are permitted on the hands. All other tattoos must be covered. No facial or tongue piercing jewelry allowed in clinical area.

4. While on duty, students will wear their paramedic student ID badges with their names clearly visible. Name tags will be worn on the breast pocket of lab coats or scrub suits when in the Operating Room or Labor & Delivery. A watch with second counting capability is required, as well as a stethoscope and your clinical log book. The entire clinical log book must be brought to each clinical rotation as multiple pages are utilized. Students who do not conform to the uniform/equipment policy will be sent home and required to make up the shift at a later date.

5. A student's use of a personal cellular telephone is to be limited to their meal break. In addition, students are prohibited from using their personal cellular phone in any area where patients, visitors and other customers are present.

Any student found using a cellular telephone camera that results in a violation of patient privacy or HIPAA will be subject to immediate dismissal from the course.
6. In order to prevent carrying microorganisms, students will wear scrub suits in the OR, Burn Unit, L & D, newborn nursery and cath lab. When leaving the units for breaks and lunch, a scrub coat may be required. These can be obtained on the unit. Students must change scrubs between the Burn Unit and newborn nursery.

7. Equipment issued for a student's use during hospital or clinical rotations must be either turned in or paid for prior to graduation. All students must sign for equipment prior to issue. Signed receipts will also indicate the student's cost of each item in the event it is lost.

What to do in clinicals:

1. Students are expected to stay in their assigned area for the entire shift. When leaving the area for lunch or break, inform the preceptor and charge nurse. If you are not in the assigned area when an instructor makes rounds and the preceptor or charge nurse does not know where you are, you are considered absent and subject to being dismissed from the course.

2. A 30 minute meal period, and a fifteen minute break is allowed during an eight hour shift. Break and lunch periods are not cumulative. Lunch or break periods may not be used at the beginning of a shift to come in late or at the end of the shift to leave early. Students may not leave the hospital for meals or breaks.

3. Any changes in the hospital rotation schedule must be approved by the course clinical coordinator or class coordinator. Under no circumstances will students trade assignments without approval. Each student will be allowed ONE change in clinical rotation during each clinical course.

4. Students will not gather in groups on the ambulance dock, in the triage area, or in hallways leading to the emergency room treatment areas. If large gatherings are necessary, please use the employee lounge area.

5. The Biotel room is NOT an authorized break area and is NOT to be used as a gathering area under any circumstances. Students should not loiter in the lounge chair area in L&D.

F. INFECTION CONTROL ISSUES

1. Students are responsible for knowing and following Standard Precautions. If an exposure occurs, the student should notify an instructor and follow the instructions below.

2. Students will not risk exposing themselves to patients known to have or have a likelihood to have Ebola Virus Disease in any hospital clinical area including the ambulance. Please advise your preceptor that you cannot work with these patients.

3. When contaminated from a patient in any way, or a dirty needle stick please do the following things:

   a. For a needlestick/sharps injury or skin exposure:
      Immediately rinse the exposed area thoroughly with soap and water.
   b. For mucous membrane/eye exposure:
      Immediately flush eyes, mouth or nose with copious amounts of water as
soon as possible following exposure.

c. Contact your assigned faculty member.

d. Additionally, for Fire Department employees, contact your shift duty officer or supervisor as required by your Department.

e. Complete the forms in your Clinical Book related to exposures and make a copy of each.

f. Complete the notification form. It is then to be left at the hospital with the unit charge nurse and will go with the patient's lab work.

g. Please bring a copy of your paperwork back to your faculty member.

X. FIELD INTERNSHIP (EMSP 2563) - 15 clinical hours, 5 credit hours;

A. COURSE DESCRIPTION

The field internship course transitions the student to functioning in a team leader capacity on the emergency ambulance.

B. COURSE OBJECTIVES AND EVALUATIVE MEASURES

<table>
<thead>
<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVES</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>1 c</td>
<td>1. Demonstrate the ability to use all ambulance equipment and assure it is in working order</td>
<td>Field internship evaluation</td>
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<tr>
<td>5 a, c</td>
<td></td>
<td></td>
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<tr>
<td>1 c</td>
<td>2. Inventory ambulance supplies and restock as necessary</td>
<td>Field internship evaluation</td>
</tr>
<tr>
<td>3 a, b, c</td>
<td>3. Demonstrate the ability to accurately and legibly complete patient care forms</td>
<td>Field internship evaluation</td>
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<td>6, a, b</td>
<td></td>
<td></td>
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<tr>
<td>6, d, e</td>
<td>4. Demonstrate the ability to correctly receive and verify call information</td>
<td>Field internship evaluation</td>
</tr>
<tr>
<td>1 a</td>
<td>5. Consistently ensure ABC’s are given first priority</td>
<td>Field internship evaluation</td>
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<tr>
<td>3 a</td>
<td></td>
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<tr>
<td>1 a, c, d, e</td>
<td>6. Demonstrate the ability to assess the scene, consistently initiate and direct overall patient care as a team leader</td>
<td>Field internship evaluation</td>
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<tr>
<td>2 a, c, d</td>
<td></td>
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<tr>
<td>3 a, b, c</td>
<td>7. Consistently set appropriate priorities and reach accurate conclusions based on complete history and physical findings</td>
<td>Field internship evaluation</td>
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<td>7 a, b, c, d</td>
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<td>1, c, d, e</td>
<td>2, c, d</td>
<td>3, a, b, c</td>
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<td>7, a, b, c, d</td>
<td>10.</td>
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<td>4, a</td>
<td>11.</td>
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<td>2, a, b, c, d, e, f</td>
<td>3, a</td>
<td>7, a, b</td>
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<td>5, a, b, c</td>
<td>6, a</td>
<td>13.</td>
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<td>5, a, b, c, d</td>
<td>6, a, b, c, d, e</td>
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<td>6, a, b, c, d, e</td>
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<td>1, a, b, c</td>
<td>3, a, b, c</td>
<td>6, a, b, d</td>
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</table>
C. COURSE INFORMATION

1. Field Internship is the final phase of paramedic education. The 240 hours of Field Internship consist of a minimum of ten 24-hour shifts on an emergency ambulance as a third team member. The paramedic student will work 24 hours on, and 48 hours off, beginning and ending at 7:00 a.m. Some departments may have an alternative shift change time and students will use that time. As this is an important facet of training, all efforts will be made to assure that the internship will be a fair and valuable experience.

2. Paramedic preceptors are trained in internship evaluation and used to evaluate the paramedic student. The assigned primary preceptor will be responsible for the overall evaluation process of the student, completion of forms, and communicating student progress/problems to the instructors. The primary paramedic preceptor will ride with the student as often as possible. Other paramedic preceptors may be assigned as evaluators of the student during the internship.

3. Forms will be utilized to record the student’s performance. These forms must be filled out accurately and completely and turned in as a requirement for successful course completion. The student is responsible for skill tracking and run log forms on FISDAP. Both FISDAP tracking and internship evaluation forms in hard copy must be completed before the student can complete the course and graduate.

4. Students who perform unsatisfactorily will be reviewed and evaluated by instructors who will make recommendations to the Program Director and the Medical Director for disposition. Field internship course must be successfully completed in order to take the NREMT exam and become state certified.

5. Students must successfully complete a minimum of 40 team leads (no prompts by anyone) to complete the course. 15 of those team leads must be on advanced life support patients (an ALS skill performed as defined in FISDAP).

6. Students who are dismissed from or not allowed to do an internship with an EMS provider agency may not complete this class.

D. FIELD INTERNSHIP GUIDELINES

1. All students are responsible to the paramedic preceptor in charge during that shift and to the assigned station officer for that working shift.
2. Any student who is unable to be present for an assigned shift for any reason, must call both your assigned faculty member and the assigned station officer. This must be done by the time the shift begins. All hours will be made up prior to course completion. Any students late after 7:00 a.m. for duty shall call the assigned station officer and the instructor and inform him or her of the tardiness and expected time of arrival.

3. Students who are members of fire or EMS departments will wear their uniforms on duty. All others will wear the official El Centro College uniform. Students will also conform to Departmental policies for the department with which they are doing internship. A watch with a second hand is required for each student.

4. Only time spent assigned to EMS duties will count toward field internship required hours. Students may not be substituted for staff (student will always be the third person on the ambulance).

5. Students having difficulty with any aspect of internship should contact the course coordinator or a faculty to discuss.

XI. ACADEMIC PERFORMANCE
Student grades, conduct, professional behavior and psychomotor skills are factors in successful completion of each course. All three must be satisfactory for the student to continue in the program and to graduate.

A. PROGRAM REQUIREMENTS
Successful completion of the paramedic certification program includes passing each component course. In summary, paramedic students must successfully complete:

1. Final written exam of the following courses, Introduction to Advanced Practice (EMSP 1338), Trauma Management (EMSP 1355), Cardiology (EMPT 2544), Medical Emergencies (EMSP 2534), Special Populations (EMSP 2430) and EMS Operations (EMSP 2305).

2. Final comprehensive capstone exam given in Assessment Based Management course (EMSP 2143).

3. Advanced Cardiac Life Support course (84% required on written exam)

4. International Basic Trauma Life Support course -advanced (76% required on written exam)

5. Pediatric Education for Prehospital Professionals (PEPP) course.

6. Verification of all basic skills competency

7. All clinical objectives from Hospital Clinical I (EMSP 2160), Hospital Clinical II (EMSP 2161), Hospital Clinical III (EMSP 2362) and skills and patient assessment minimums

8. Participation in a community health promotion project rotation (EMSP 2362)

9. Verification of advanced skills competency

Required skills are:
a. Patient Assessment
   1. Patient history
   2. Adult physical exam
   3. Pediatric physical exam

b. Airway/ventilation Management
   1. Adult orotracheal intubation
   2. Pediatric ventilatory management/orotracheal intubation
   3. Supraglottic airway use
   4. Endotracheal suctioning
   5. Adult nasotracheal intubation
   6. Continuous positive airway pressure (CPAP)
   7. Positive end expiratory pressure (PEEP)
   8. Needle cricothyrotomy (percutaneous translaryngeal ventilation)

c. Intravenous Infusion Initiation and Drug Administration
   1. Intravenous initiation (including external jugular)
   2. Adult and Pediatric intraosseous infusion
   3. Intramuscular injection
   4. Subcutaneous injection
   5. Intravenous push (bolus) drug administration
   6. Intravenous piggyback drug administration
   7. Intranasal drug administration
   8. Inhaled drug administration
   9. Glucometer use
   10. Drug dose calculation/metric written exam (repeated for each clinical course.)

d. Trauma Skills
   1. Patient Assessment – Adult
   2. Endotracheal intubation in the adult trauma patient
   3. Pleural decompression
   4. Supine spinal immobilization
   5. Seated spinal immobilization
   6. Splinting joint/bone/long bone
   7. Traction splinting
   8. Hemorrhage control

e. Cardiac skills
   1. Defibrillation
   2. Synchronized cardioversion
   3. Transcutaneous pacing
   4. ECG recognition
   5. 12 lead ECG acquisition and interpretation with focus of STEMI
   6. Dynamic cardiology (megacode)
   7. Static cardiology

f. Medical
   1. Patient Assessment - Adult

g. Special Patients
   1. Patient Assessment
   2. Normal Delivery and Newborn Care
   3. Abnormal delivery and Newborn Care
h. Skills failures are allowed one retest following retraining. (Failure of any skill on a retest will be reviewed by the Program and Director and the Medical Director for disposition.

10. All objectives from Field Clinical/Internship (EMSP 2563) to include ALS team leader requirements.

11. Final practical examination

12. Required lab assignments including research paper

13. Affective/behavior competencies in each semester.

14. NREMT Portfolio requirements to include successful documented 5 scenario team leads and 5 successful scenario team member supporting roles.

B. ATTENDANCE

Regular attendance is required for all scheduled classes, labs and hospital rotations. Students are responsible for all material that is presented during classroom lectures or lab sessions, whether they are present or absent. All hours missed during assigned clinical rotations must be made up on order to complete that course. Field internship hours and all required team leads must be made up prior to passing the course and taking the NREMT exam.

Scheduling of any physician appointments, elective procedures, surgery or other necessary personal appointment must be cleared with an instructor in advance of the date. A surgical procedure will require approval from the Program Director (particularly if an absence or a physical limitation will be expected after the surgical procedure). Paramedic class is not a time for light duty and has physical requirements. Students are required to fully function during hospital clinical rotations and laboratory exercises. (See Functional Job Analysis on website.) Students may not be able to continue in the course if not able to fully function in all required activities. Verification of necessary absence may be required.

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

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

1. Illness
2. Death or illness in the immediate family
3. Major personal problems/needs

Other absences are generally considered unexcused.

Specifically the following rules apply to absences:

1. A student who is absent because of illness may be required to submit a physician’s statement regarding the absence.
2. A student who is unable to continue in hospital rotations and/or internship due to an illness or injury will not be able to continue in the course after missing four clinical shifts or 32 hours.
3. Excused absences of more than four days or 28 hours in classroom, lab or clinical may require that the student withdraw and repeat the entire course at a later date.

4. Two unexcused absences or 14 hours will constitute grounds for dismissal from the course.

5. Work and quizzes missed for an unexcused absence cannot be made up.

c. Individuals who have experienced an extended absence (90 days or more) from paramedic school for extended illness or any other reason will need to re-verify cognitive and skills competency before returning to the program and continuing clinical care. This includes final course exams or capstone exam and skills proficiency exams. Failure to demonstrate proficiency will require the course components be repeated and the exams passed.

d. Tardiness:
   Classes and labs are to begin at the scheduled times and promptness is required at the beginning of each day and after breaks and lunch. Specifically, the following rules apply:

   1. After three instances of tardiness, the student will be counseled, and the tardiness reported to the student's employer, if applicable. If the employer desires notification prior to three instances of tardiness, that information will be provided as requested.
   2. The accumulation of 5 or more tardies during the course will result in failing affective evaluation. Additionally, the case will be reviewed by the program Director and the student is subject to dismissal from the course.

C. GROUNDS FOR DISMISSAL FROM THE COURSE
   The following activities will result in dismissal from the program:

   1. Cheating or dishonesty in any section of the program, including the application process.
   2. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.

   3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site. Attendance at didactic, lab, hospital or field experience while under the influence of alcohol or mind-altering substances. Students may be referred for drug screening during the class, lab, clinical and or field portion of training. This can be done upon request of faculty, hospital staff or internship agency supervisor.

   4. Two or more unexcused absences and/or violation of other related attendance issues as noted in the attendance policy.

   5. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
6. All students enrolled in Allied Health Programs have the following duty to report:
   a) Students holding or receiving certification or licensure in a health profession must remain in good standing with the agency that issues their certification or licensure. Students receiving any disciplinary actions against their certificate and/or license must notify their Program Director within five (5) school days.
   b) Any Student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) or any Federal exclusion list must notify their Program Director within (5) school days.
   c) Any student who incurs an arrest and or conviction must notify their Program Director within (5) school days.
   d) The Program Director reserves the right to dismiss or restrict the student’s participation in clinical experiences and involvement in patient care and ongoing enrollment in the Program if the student cannot show “Pass” status on required El Centro College supplemental or clinical agency background check, or obtains new conviction or placement on federal exclusion list.
D. CONDUCT
Students may be disciplined at any time for scholastic dishonesty, unprofessional conduct or any violation of the Dallas County Community College Student Code of Conduct. Scholastic dishonesty is the submission as one’s own work of material that is not one’s own, or giving unfair advantage to a student. As a general rule, it involves one of the following acts: cheating, plagiarism, falsification of clinical work and experiences, or logs, attempts to reconstruct or obtain unauthorized information regarding examinations, and/or collusion. Further El Centro College Policies and Procedures can be viewed at http://www.elcentrocollege.edu/college-policies-procedures. Each student should review the website so he/she will be familiar with his/her rights should a disciplinary problem arise.

E. SCHOLASTIC AND PROFESSIONAL INTEGRITY
Because health professions students go on to become health care professionals, with the responsibility for patient treatment and care in their hands, it is necessary that all students practice scholastic and professional integrity at all times, in all circumstances. This extends not only to circumstances involving patient contact, but also to situations involving testing, examinations, and all student papers and assignments.

The purpose of this section is to clarify the rules related to scholastic integrity. Violations of scholastic and professional standards will subject a student to discipline pursuant to the student conduct and discipline provisions of the Dallas County Community College Rules and Regulations. The penalty for such violations can be dismissal from the student’s program and the school, with the resulting loss of the student’s plans for a career in health care. So, here are a few simple rules to follow. First, listen to what the instructor says at the beginning of each course to find out exactly what is and is not acceptable behavior for tests, student assignments, and in regard to student collaboration. Remember, that the sharing or borrowing of answers on a test is NEVER acceptable, even on a take home quiz. A student always must do his or her own work on every test, retest or quiz.

Another unacceptable behavior is plagiarism. You cannot copy someone else’s work (off the Internet or from a book, journal, patient chart or any other source) and claim that you wrote it. What you can do, however, is to quote relevant portions of text written by someone else, so long as you place the quoted text inside quotation marks and give proper credit to the original author through references or footnotes. (Ask your instructor for specific instructions on how to do this.)

Outside of class studying with your fellow students is both acceptable and encouraged. However, collaborating on assignments out of class is not acceptable, unless such collaboration has been specifically approved in advance by your instructor. The instructor may allow collaboration on some assignments, but not on others. Your research paper must be independent work that you read, synthesize and write in your own words. Your take home quiz retests must be independent work that you read, synthesize and write in your own words. You may discuss the content of the research paper or take home quiz retest but what is put down on paper must be your own. If you have any questions on this, check with your instructor.

The faculty is committed to developing a strong sense of integrity in all students and expects behavior that is unquestionably honest in all academic and clinical situations. Failure to consistently demonstrate honesty and integrity could result in a failing Affective Evaluation and failure of the course.

F. COURSE GRADING
1. GRADING SCALE:
The following grading scale is used for all courses:
2. DECIMAL POINTS AND Rounding
Quiz grades and final exam grades will be recorded with 2 decimal points.
Students scoring 74.49 or lower on a quiz or final exam are considered to fail that exam or quiz. Students who score 74.50 or higher will be considered to pass that exam or quiz.

For the calculation of the final course grade, the unrounded grade with 2 decimal points for quizzes and final exam are used.

3. PROFESSIONAL BEHAVIOR
Students must demonstrate satisfactory progress toward achievement of the identified Professional Behavioral competencies. A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to expulsion from the program. Each student must consistently demonstrate the following characteristics in order to pass the course:

a. Integrity
Examples of professional behavior include, but are not limited to: Consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities; personal accountability including acknowledgment of personal errors, omissions and limitations.

b. Empathy
Examples of professional behavior include, but are not limited to: Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect to others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.

c. Self-Motivation
Examples of professional behavior include, but are not limited to: Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities; thoroughness and completeness in work.

d. Appearance and Personal Hygiene
Examples of professional behavior include, but are not limited to: Clothing and uniform is appropriate, neat, clean and well maintained; good personal, hygiene and grooming.

e. Professional Maturity/ Self-confidence
Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; accepts feedback positively and takes responsibility for actions; demonstrates an awareness of strengths and limitations; exercises good personal judgment.

f. Communications/Critical Thinking
Examples of professional behavior include, but not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations; demonstrates logical thinking skills.

g. Time Management
Examples of professional behavior include, but are not limited to: Consistent punctuality; completing required hours, tasks and assignments in a timely manner.

h. Teamwork and Diplomacy
Examples of professional behavior include, but not limited to: Placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; showing respect to all team members; remaining flexible and open to change; communicating with others to resolve problems; cooperation and flexibility.

i. Respect
Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession; following instructor instructions; listening in class, being punctual to all classes. This includes fellow students, hospital personnel, station personnel, and patients, without regard to race, color, national origin, religion, sex, sexual orientation, veteran status or handicap.

j. Patient Advocacy
Examples of professional behavior include, but are not limited to: Not allowing personal bias or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity; confidentiality of privileged information.

k. Careful Delivery of Service
Examples of professional behavior include, but are not limited to: Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

Specifically, the following rules apply to the affective evaluation:

a. The overall evaluation is pass or fail.
b. Students are evaluated on behavioral competencies through the entire course.
c. Students must consistently maintain a 2 integrity at all times to continue in the course.
d. All students will receive a written evaluation during the course.
e. A student who has a score(s) of 1 in any area will be counseled and advised in writing of behavior changes required to meet the standard of 2 and receive a passing performance.
f. Students must attain a minimum of 2 in all areas by end of Semester 3.
4. **SKILLS EXAM**
Mastery of the skills is required for successful completion of the program inability
to demonstrate proficiency following retraining and retesting constitutes failure of
the course.

5. **LAB ACTIVITIES**
All lab assignments must be successfully completed in order to pass the course.

6. **EXAMINATIONS**
Students are expected to take all examinations on the scheduled date. The
rescheduling of an examination may be allowed under unusual circumstances
where permission is granted by the Program Director (e.g. documented illness,
previously identified religious holiday, or death in the family). There will be no
exceptions to this policy. If a student fails to take a scheduled examination
without obtaining prior permission from the Program Director, the student will
receive a “zero” on that scheduled examination. Examinations are generally
timed, therefore all examinations will begin on the scheduled date and promptly
at the scheduled time. An examinee that has been delayed may be admitted to
the examination up to 20 minutes after the session has started. The examinee
will be given no extra time to complete the exam. Examinees arriving after the
20 minute "grace period" will automatically receive a “zero” on the examination.
Under extenuating circumstances and with timely notification from the student,
exceptions to this policy may be considered by the Program Director.

7. **Course Evaluations** are required to be completed at the end of each semester.

8. **EMSP 1338 (Intro to Advanced Practice), EMSP 1355 (Trauma
Management), EMSP 2544 (Cardiology), EMSP 2534 (Medical Emergencies)
and EMSP 2430 (Special Populations)** are graded as follows:

   a. **QUIZ GRADES**
   Quiz average constitutes 27% of course grade. A student that scores
   less than 75% on any quiz is eligible to retake the quiz within a period of
time specified by the instructor. If the quiz re-examination score is above
   75%, then a 75% will be recorded as the quiz grade. If the quiz re-
examination score is less than 75%, the highest score will stand.

   b. **WRITTEN CRITICAL THINKING ACTIVITIES**
   The written critical thinking activity will be course specific and developed
   by the course faculty member. This activity is designed to help the
   learner utilize higher-order thinking skills such as problem-solving, critical
   thinking, and critical reflection. After higher-order thinking skills are used,
   the learner will assimilate and articulate (in writing) their newly acquired
   gained understanding. This activity will be weighted 3% of the course
   grade.

   c. **FINAL WRITTEN EXAM**
   The final exam constitutes 70% of the course grade. A minimum score
   of 75% is required. A score of less than 75% constitutes failure of the
course.

   d. **COURSE GRADUATION CALCULATIONS**
   Quizzes = 27%
   Written Critical Thinking Activity = 3%
   Final = 70%
e. RETEST OF THE FINAL WRITTEN EXAM
Students failing the final written exam may automatically retest the exam when all of the following circumstances are met:

1. The student has not previously failed any of the following paramedic exams at El Centro: paramedic course final capstone exam, paramedic component course final examination.
2. The student must not have any documented conduct problems in any EMS course classroom, lab, or clinical area.
3. The student must have scored no more than 5 points lower than the passing score on the final (70%).
4. A student who is in the process of exam or exam item appeal will not be able to take the retest during the appeal process. This may delay the retest.

In the event of a retest, the following circumstances apply:
   a. The student will be scheduled for the retest at the course coordinator’s discretion.
   b. A retest score of 80% is required to pass.
   c. A passing retest grade will be recorded as a 75%.

9. EMSP 2305 (EMS Operations)
Course Grade: Final exam 50%
Research paper 50%

A minimum score of 75% is required on the Final exam and the research paper. Students scoring less than a 75% will be required to either take a retest or correct the paper. The overall course grade required is 75%.

10. EMSP 2143 (Assessment Based Management)
Course Grade: Final Capstone exam 70% with minimum of 75%
Final Scenario/practical exam 30% with an overall pass

FINAL CAPSTONE EXAM
The final exam for Assessment Based Management course is a capstone experience which is one that “results in consolidation and synthesis of a student’s educational experience and certifies mastery of entry-level workplace competencies.” Consequently, this is a comprehensive examination over all paramedic course material. A minimum of 75% is required. A score of less than 75% constitutes failure of the Assessment Based Management. There is not an automatic retest with this exam.

FINAL PRACTICAL EXAM
Each student is required to successfully pass the final practical examination. If unsuccessful on the first attempt, an automatic retest of the examination is allowed after retraining. A student who fails the retest has not demonstrated proficiency which constitutes failure of the course. After the second failure, the student fails the course and can go before the EMS admission/readmission committee to request a retest or re-entry. This exam grade constitutes 30% of the course grade.

11. EMSP 2160, 2161, & 2362 (Clinical Courses)
ASSIGNMENTS
Assignments include clinical rotation log, skill minimums, case studies, skills performances, patient history and physical assessments. All assignments must
be completed prior to successful completion of course

**CLINICAL ROTATION LOG**

Each student receives a Clinical Rotation Log for documentation of experiences and case studies during hospital rotations. It is the responsibility of each student to follow specific directions in the Rotation Log regarding student participation, skills check-offs, skill minimums, patients observed, preceptor evaluations, and case studies reported. A complete clinical rotation log that meets with instructor approval is required for successful completion of the hospital rotation experience.

Students are also required to enter clinical data into FISDAP program. Students are also required to pass a drug dose calculation exam in each clinical course.

**EMSP 2160 & 2161**

Course Grade will be based on a rubric of the following components:
- Professionalism
- Case studies
- FISDAP—Achievement of required clinical skills and patient contacts
- History & Physical Assessment check off
- Drug dose calculation test

Students will be provided with grading rubrics that identify requirements prior to clinical rotations.

All missed clinical rotations must be made up prior to the end of this course or an incomplete grade will be given.

**EMSP 2362**

Course Grade will be based on a rubric of the following components:
- Professionalism
- Case studies
- FISDAP—Achievement of required clinical skills and patient contacts
- H & P & skills documentation
- Blue book organization and completeness, etc
- Drug dose calculation test

Students will be provided with grading rubrics that identify requirements prior to clinical rotations.

All missed clinical rotations must be made up prior to the end of this course or an incomplete or failing grade will be given.
12. **EMSP 2563 (Field Internship)**
Course Grade: Internship evaluation 100%

**INTERNSHIP EVALUATION**
Each student will be evaluated by a trained preceptor at the end of each shift, to ascertain the students' achievement of objectives. By the 10th shift, each objective must be obtained in order to be successful in the course. If objectives have not been met by the 10th shift, students will be required to do additional shifts. A minimum of 40 successful team leads will be required. 15 of the team leads must be successful ALS calls. Students who do not achieve this will need to do additional shifts. An ALS call is defined as any call where an advanced procedure is performed on the patient, such as an IV, medication administration (other than oxygen), ECG interpretation, or other paramedic skill. Additional shifts may be required if the minimum team lead requirements are not met by shift 10.

**INTERNSHIP PAPERWORK**
This needs to be completed and delivered on the following schedule:

- **Section 1** – Shifts 1-3 – before shift 4
- **Section 2** – Shifts 4-6 – before shift 7
- **Section 3** – Shifts 7-9 – before shift 10
- **Section 4** – Shift 10 - due on the first day back to class (National Registry Prep)

**FISDAP DATA ENTRY**
All patient runs need to be logged into FISDAP within 72 hours after shift completion.
The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices:

- **Brookhaven**: 972-860-4673
- **Cedar Valley**: 972-860-8119
- **Eastfield**: 972-860-8348
- **El Centro**: 214-860-2411
- **Mountain View**: 214-860-8677
- **North Lake**: 972-273-3165
- **Richland**: 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety. We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit [www.dcccd.edu/titleIX](http://www.dcccd.edu/titleIX).

College Title IX Coordinators:

- **Brookhaven**: Terri Edrich, TitleIX-BHC@dcccd.edu 972-860-4825
- **Cedar Valley**: Grenna Rollings, TitleIX-CVC@dcccd.edu 972-860-8181
- **Eastfield**: Rachel Wolf, TitleIX-EFC@dcccd.edu 972-860-7358
- **El Centro**: Shanee’ Moore, TitleIX-ECC@dcccd.edu 214-860-2138
- **Mountain View**: Regina Garner, TitleIX-MVC@dcccd.edu 214-860-8561
- **North Lake**: Rosemary Meredith (acting), TitleIX-NLC@dcccd.edu 972-860-3992
- **Richland**: Bill Dial, TitleIX-RLC@dcccd.edu 972-238-6386
- **Dallas Colleges Online**: Le’Kendra Higgs, TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator:

Office of Institutional Equity LaShawn Grant, TitleIX-District@dcccd.edu 214-378-1633
NOTICE

This is a general information policy publication only. It is not intended to, nor does it contain, all regulations that relate to students. This policy manual, although revised annually, cannot always reflect up-to-the-minute changes or developments. Contents of the policy manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

El Centro College reserve the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum, and any other requirement affecting students. The provisions of this manual do not constitute a contract, express or implied, between any applicant, student or faculty member.
COMPLIANCE WITH STANDARDS

These procedures prescribe standards of conduct for students enrolled in El Centro College Allied Health Programs. The standards are in addition to those prescribed for students under El Centro College’s policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, college student handbook, and specific El Centro College Allied Health Program student handbook. Copies are available from the Program Director.

I have received a copy of the **STUDENT GUIDELINES FOR EL CENTRO COLLEGE PARAMEDIC STUDENTS**.

I understand this handbook contains information about the guidelines and procedures of the El Centro College Allied Health Program in which I am enrolled. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook. I can find information specific to each Allied Health Program from the Program Director, program faculty and program website and each course in the course syllabus.

By signing this agreement, I certify that I have read and understand the EMS student guidelines and will comply with them.