Hill College
Emergency Medical Services
Student Handbook

	ALL CIP: 51.0904
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www.hillcollege.edu

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Medical Director Approval of EMS Education Program Handbook

I, Jeff Beeson, DO hereby approve the Hill College EMS Program Handbook and all rules/guidelines and procedures set forth.

Jeff Beeson DO.
EMS Education Program Medical Director
Hill College EMS Education Program

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Article 1 EMS Education Program Accreditation Statement

"Hill College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)."

CAAHEP:

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

727-210-2350 www.caahep.org

CoAEMSP:

8301 Lakeview Parkway, Suite 111-312

Rowlett TX 75088

(214) 703-8445

FAX (214) 703-8992

www.coaemsp.org

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Article 2 Welcome to the EMS Education Program at Hill College.

We wish you success in the pursuit of your educational endeavors.

Section 2.01 Hill College Mission Statement

Hill College provides high quality comprehensive educational programs and services. The college enhances the educational, cultural, and economic development of its area and assists both individuals and the community to prepare for a more productive life.

Section 2.02 Program Goal

"To prepare competent Emergency Medical Technicians (EMTs) and paramedics with cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," resulting in efficient and professional care involving emergency medical care to sick and injured patients.

Section 2.03 Program Philosophy

The Hill College EMS Education Program prepares students to care for people in the pre-hospital setting. The focus of this educational process is on developing students' critical thinking assessment, rendering the best treatment plan for the patient both on scene and during the patient's transport to a medical facility.

Being a pre-hospital provider takes a certain kind of individual. Successful emergency medical professionals must demonstrate:

- Respect
- Integrity
- Empathy
- Self-Motivation
- Professional Appearance and Personal Hygiene
- Professional Maturity and Self Confidence
- Good Communication and Critical Thinking Skills
- Time Management Skills
- Teamwork and Diplomacy
- Patient Advocacy

- Careful Delivery of Service
- Excellent Physical Conditioning
- Strong math and sciences background.

Section 2.04 EMS Code of Ethics

Professional status as an Emergency Medical Technician and Emergency Medical Technician – Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professions, and the profession of EMS. As an Emergency Medical Technician, I solemnly swear myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by divulging such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the EMT has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the EMT.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the EMS system.

The Emergency Medical Technician, or groups of EMTs, who advertise professional service do so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an EMT.

The Emergency Medical Technician will work harmoniously with and sustain confidence in EMT associates, the nurses, the physicians, and other members of the EMS health care team.

The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

[1] Written by: Charles Gillespie M.D. Adopted by: The National Association of Emergency Medical Technicians, 1978

Section 2.05 Emergency Medical Services Functional Job Description

ECA / EMT / EMT-I / EMT-P / LP

Introduction

The following general position description for the ECA, EMT, EMT-I, EMT-P and LP is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

Qualifications

To qualify for EMS certification or licensure an individual must successfully complete a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state written certification or licensure examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent.

EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with

loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient.

EMS personnel shall possess good manual dexterity, with the ability to perform all tasks related to highest quality patient care. The ability to bend, stoop and crawl on uneven terrain and the ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

COMPETENCY AREAS

ECA – Emergency Care Attendant

The ECA must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the United States Department of Transportation ***National EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS*** and the Federal Emergency Management Administration (FEMA) document entitled "Recognizing and Identifying Hazardous Material," and to include aids for resuscitation, blood pressure by palpation and auscultation, oral suctioning, spinal immobilization, patient assessment and adult, child and infant CPR. Automated external defibrillation is a required skill.

EMT-Emergency Medical Technician

The EMT must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the ***National EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS*** . In addition, the information contained in the FEMA document entitled "Recognizing and Identifying Hazardous Material" shall be part of the course curriculum.

Description of Tasks:

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

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

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

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

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

Article 3 Hill College Policies/Procedures (Institutional)

Section 3.01 Introduction

The *Hill College EMS Education Program Student Handbook* has been compiled by the faculty/staff to provide information pertinent to all students enrolled in the EMS Education Program.

The policies/procedures/rules/guidelines set forth in this handbook are designed to support the success of the student. The handbook is constructed to be used as a supplement to the *Hill College Student Handbook and* serves to understand the overriding policies of the College with the rules/procedures/guidelines specific to the Health and Community Services Division and this program. A copy of the Hill College Student Handbook is available at enrollment management or can be found on our website: www.hillcollege.edu

The EMS Education Program is just one of the many Health and Community Services programs available at Hill College.

The following are the programs currently available for Hill College Students:

- Associate Degree Nursing
- Emergency Medical Services Professions
- Licensed Vocational Nursing
- ADN Transition (for LVN/Paramedics)
- Echocardiography

The Health and Community Services Division is committed to providing quality educational programs for developing successful health care professionals. With that in mind, developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and their services, thereby resulting in an educational environment with unique characteristics and requirements.

All programs offered prohibit discrimination. Access to all programs or activities shall not be limited to on the base of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Section 3.02 Office of Students with Disabilities

Disabilities/ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lizza Trenkle

Position: Vice President Student Services

Address: 112 Lamar Drive, Hillsboro, TX 76645

Telephone: (254) 659-7601

Students with qualified and documented disabilities may request accommodation, which will enable them to participate in and benefit from educational programs and activities. Students should contact the Academic Advising and Success Center for more details at 254-659-7650 for Hill County Campus, 817-760-5650 for Johnson County Campus, or 817-295-7392 for Burleson Center.

Title IX

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Mr. Adrian Riojas

Title IX Coordinator
Dean of Students
2112 Mayfield Pkwy
Cleburne, TX 76033
Phone: 817.760.5504
Email: ariojas@hillcollege.edu

Ms. Lynne Percival

Confidential Reporter
Success Coordinator
2112 Mayfield Pkwy
Cleburne, TX 76033
Phone: 817.760.5655
Email: lpercival@hillcollege.edu

Mr. Randy Graves

Deputy Title IX Coordinator
Dean of Students
112 Lamar Drive Hillsboro, TX 76645
Phone: 254.659.7793
Email: rgraves@hillcollege.edu

The College District prohibits discrimination, including harassment, against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Section 3.03 Discrimination Prohibited

Access to Hill College's programs and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 404 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 404 or ADA to: **U.S. Equal Employment Commission, Dallas, Texas (214) 253-2700.**

Hill College will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled shall follow the appeals procedure outlined in the Hill College Student Handbook.

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals based on age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

Section 3.04 SACS Accreditation

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

Section 3.05 Transfer of Credit

The Hill College EMS Program will follow the Hill College policy regarding academic credit for courses in which a passing grade (C or better) may be transferred to Hill College from a postsecondary institution that is accredited by a regional accrediting body.

Students may receive college credit (6 hours) by certification for their EMT Basic courses of instruction if currently certified and in good standing as an Emergency Medical Technician Basic with the Texas Department of State Health Services/EMS.

Students will not receive credit for EMSP courses relating to Advanced Emergency Medical

Technician or Paramedic courses of instruction from other teaching institutions. All students shall enroll into the Hill College EMS Programs paramedic courses of instruction as listed in the Hill College EMS Program catalog.

It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Hill College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Hill College only if evidence indicates the course is equivalent.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Hill College must include the original transcript plus a certified English translation.
Transfer work from accredited institutions will be posted to the Hill College transcript when:

- All official transcripts are received by admissions.
- The student has been identified as certificate or degree seeking and
- The student has attempted at least twelve (12) semester hours

Section 3.06 Reinstated/Transfer Students

1. Reinstated paramedic students will be considered on an individual basis in accordance with Hill College EMS Program guidelines and Hill College policies.
2. Reinstated paramedicstudents are required to complete the FISDAP Entrance exam.
3. Reinstated students must meet the following prior to acceptance:
    a. Negative 11 panel drug test by Sur Scan Drug Testing.
    b. Health screening application.
    c. Satisfy all eligibility requirements for the EMS Program.
    d. All immunization shot records complete and on file with the EMS Program coordinator.
    e. CPR for health care professionals.
    f. Student Final decision on admission is determined the EMSP Director/Clinical Coordinator.
    g. All curriculum requirements must be met before transfer students will be given a course completion.
    h. Paramedic students must have a clear criminal background, which will not disqualify the EMS student from gaining certification with the National Registry of Emergency Medical Technicians or the Texas Department of State Health Services – EMS.
4. **The Hill College EMS Program does not recognize students transferring EMSP courses from other EMS programs. All students shall begin with initial EMT Basis education or the first semester of paramedic education.**

5. **All transferring paramedic students must be TSI complete prior to registering for advanced level EMT Paramedic courses of instruction**.

Section 3.07 Course Withdrawals

Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published on the *Hill College website at:*

https://www.hillcollege.edu/Admissions_Aid/SchedChange.html

Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, a student remains on the class roster and will receive a grade of "F" for the course if he/she fails to follow the Hill College student withdrawal policy and procedures.

Students are responsible for understanding the impact of withdrawing from a course, which may affect their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Students are encouraged to consult with their instructor and their academic advisor before making any schedule changes.

Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a *"W")* for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty. Students are encouraged to carefully select courses and/or contact a Hill College student advisor or Hill College counselor for assistance.

Section 3.08 Schedule Changes (Add/Drop)

Students who have registered for the semester may not add EMSP classes during the semester. Please refer to the Hill College Academic Calendar for appropriate dates or at: http://www.hillcollege.edu.

Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, a student remains on the class roster and will receive a grade of "F" for the course if he/she fails to follow the Hill College student withdrawal policy and procedures.

Adding or dropping courses may affect financial aid, veterans' benefits, international student's status, or academic standing. Students should contact a campus advisor or counselor or the appropriate

Department for assistance before making changes to your schedule. For further information on schedule changes, adds/drops, withdrawals refer to the Hill College student handbook or at https://www.hillcollege.edu/Admissions_Aid/SchedChange.html

Section 3.09 Student's Role in College Decision Making

The participation of students in Hill College decision-making is an important institutional value. Participation occurs in several ways: program and instructor evaluations; monthly Student Government Association presentations to the Board of Trustees; participation in the Student Government Association, focus groups, and the Student Activity Fee Advisory Committee. During new student orientation, students receive information about the Student Government Association. The Association appoints students as voting members too many college and campus committees in order to influence decisions on a variety of issues, from the budget to the registration process to the remodeling of college facilities. For information on these organizations, please refer to the student handbook or at: https://www.hillcollege.edu/

Section 3.10 Children in Classroom and Labs

Hill College facilities are designed for the use of college students and employees. Therefore, children under the age of 18 who are not students of the college are prohibited from college facilities, unless they directly have business with the college. The college realizes that in some situations it may be necessary for undera g e children to be present on campus to accommodate college student(s) attendance. In these situations, the student must obtain permission from the Student Services Office to allow the undera g e child/children on campus while the student is attending classes.

Due to safety concerns, children are not allowed in labs even in the company of adults/parents.

Section 3.11 Counseling Services

Hill College has a staff of professional counselors and advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors provide information on college resources and refer students to community resources when needed. Students may refer to the student handbook for further or at: https://www.hillcollege.edu/Student/Advising/Index.html

Section 3.12 Financial Aid

The Hill College Financial Aid Office is available to assist you in locating resources to finance your education. Each Campus has a Financial Aid Office, or you can refer to the student handbook or at:
https://www.hillcollege.edu/Admissions_Aid/FinancialAid/ApplyFinAid.html

Section 3.13 Library

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: https://www.hillcollege.edu/CampusLife/Library/index.html

Section 3.14 Testing Centers NREMT – PearsonVue

- Follow the instructions on the National Registry of Emergency Medical Technicians ATT letter to schedule your exam. PearsonVue website www.pearsonvue/nremt
- Or, you can call Pearson VUE at 1-866-673-6896 for assistance (Pearson VUE charges an additional fee for this service)

Section 3.15 Textbook and Supplies

Required textbooks may change, students will be advised of any changes relating to textbooks or supply needs. The textbook and list of all supplies can be located on the EMSP General Information Packet listed on the Hill College website under EMS Education Program: http://www.hillcollege.edu/academics/HealthPublicSvc/Health_Sciences/EMS.html

Section 3.16 Parking

Students shall park only in designated parking areas per Hill College campus policy. All students shall have in place a Hill College parking sticker affixed to their vehicle. Student parking information: https://www.hillcollege.edu/CampusLife/Library/index.html

Article 4 Health and Community Services Division Rules/Procedures/Guidelines

Section 4.01 Rules/Procedures/Guidelines

Students enrolled in Hill College EMS Program must follow the Hill College Code of Student Conduct and Statement of Policy regulations as outlined in the Hill College Student Handbook. This information is located on the Hill College web page:
https://www.hillcollege.edu/students/StudentHandbook-1617.pdf

Section 4.02 Scholastic Dishonesty

Scholastic integrity is an essential component of professional behavior in Hill College EMS Program. Any documented incidences of scholastic dishonesty may result in an academic dismissal from the Hill College EMS Program. Scholastic dishonesty shall constitute a violation of the "Code of Student Conduct," referenced in the Hill College Student Handbook; https://www.hillcollege.edu/students/StudentHandbook-1617.pdf

Scholastic dishonesty shall include, but not limited to:

1. **Cheating on a test.**
   a. Copying from another student's test paper, talking to another student during a test
   b. Students are only given one (1) attempt at all module exams, quizzes and tests unless otherwise authorized by the instructor of record or the EMS Program Director. Unauthorized attempts will result in the student being removed from their EMSP courses of instruction.
   c. Collaborating with or seeking aid from another student without authorization.
   d. Knowingly using, buying, selling, soliciting, stealing, or transporting in whole or in
   e. Part the contents of a Hill College EMS Program quiz, test, module exam or final exam (Having a copy of the examination or examination materials outside the time and place of test administration or review).
   f. Any attempt to alter a grade relating to didactic, psychomotor or affective student competencies.
   g. Assuming the identity of another student or permitting another student to substitute for oneself to take a test (Assisting others in academic dishonesty).
   h. Removal of privacy screens on computer where applicable.
   i. In possession of information/ material relating to an exam (didactic, psychomotor or affective evaluation) while in the testing area.
   j. Utilizing EMS Program test banks, instructor or program coordinator examination materials not given to a student prior to their testing.
   k. Discussing the details of a NREMT examination/examination materials/competency check-off forms with other students during or after the completion of the testing process.
2. **Plagiarism** shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
3. **Collusion** Defined as the unauthorized collaboration with another person in

preparing written work for fulfillment of course requirements.

Students failing to attend a clinical or field internship rotation for the entire scheduled clock hours will be removed from the Hill College EMS Program. The student will not be eligible for readmission into future EMSP courses of instruction.

Section 4.03 Program Progression

In order to successfully progress through the Hill College EMS Program, the student must:

1. Complete pre-requisite courses before progressing with a minimum grade of "C"
2. Be enrolled in co-requisite courses at the same time. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses, regardless of the current grade in the course. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
3. Achieve a minimum grade of "C" in all academic courses and a minimum grade of "C" in Hill College EMS Program courses and satisfactorily meet all program requirements.

Section 4.04 Student Complaint/Grievance Procedure

The Hill College EMS Program division follows the college's policies for student complaints. Information can be located at FLD (LEGAL) - STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS

The purpose of the student complaint procedure is to ensure students due process in the resolution of a student's concern regarding their educational experience at Hill College.
Student complaints may include but are not limited to:

- Classroom instruction.
- Student services.
- Discrimination based on race, color, gender, religion, age, national origin, disability, or sexual orientation.

This policy does not apply to student disputes relating to student grades.

- Students enrolled in the Hill College EMS Program shall first contact their instructor with their concerns.
- If the instructor is unavailable, the student shall contact the Hill College EMS Program Director or Clinical Coordinator

Student grievances not satisfied after contacting the Hill College EMS Program Director or Clinical Coordinator will follow the Hill College's grievance policies located in the Hill College Student Handbook; https://www.hillcollege.edu/students/StudentHandbook-1617.pdf

Section 4.05 Sexual/Racial Harassment Complaints

If A Hill College EMS Program student has a complaint regarding sexual or racial harassment, then the student shall refer to the Hill College Student Handbook for policy and procedure related to sexual and racial harassment or at: FFDA(LEGAL) - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

Section 4.06 Grade Change Policy

Hill College Health and Community Services programs follow the college's policies on grade changes. This information may be located in the student handbook or at: https://www.hillcollege.edu/

Section 4.07 Assignment of Grades

- Grades are assigned as outlined in the Hill College EMS Program Student Handbook Section 10.0.4
- Student questions about their grade(s) should contact their instructor for clarification.
- Students unable to resolve their concerns with their instructor shall Hill College EMS Program Director.

Students unable to meet their concerns with the EMS Program Director will follow the Hill College grievance policy. https://www.hillcollege.edu/students/StudentHandbook-1617.pdf

Article 5 Clinical/Practicum Rules/Procedures/Guidelines

Section 5.01 Professional Behavior

The Hill College EMS Program follows the Affective behavior guidelines, which include:

- Respect
- Integrity
- Empathy
- Self-Motivation
- Professional Appearance and Personal Hygiene
- Professional Maturity and Self Confidence
- Good Communication and Critical Thinking Skills
- Time Management Skills
- Teamwork and Diplomacy
- Patient Advocacy
- Careful Delivery of Service

A failing Affective evaluation of a student will result in the student's dismissal from all EMS courses of instruction with no credit given for the current semester enrolled courses of instruction.

Section 5.02 Professional Ethics and Confidentiality

Students shall follow all guidelines relations to the Hill College Student Handbook relating to;

Article 9 Family Education Rights and Privacy Act (FERPA).

Article 7 Health Insurance Portability Accountability Act (HIPAA)

A failing Affective evaluation of a student will result in the student's dismissal from all EMS courses of instruction with no credit given for the current semester enrolled courses of instruction

Section 5.03 Safe/Unsafe Clinical/Practicum Practices

Students shall follow all guidelines to the Hill College Student Handbook to include:

Article 10 EMS Education Program
- Section 10.02 Substance Abuse Rules & Procedures.
- Section 10.03 Criminal Background
- Section 10.08 Progressive Discipline Procedures.

Article 12 Clinical Rules/Procedures and Guidelines.
- Section 12.01 Clinical Professionalism.
- Section 12.02 Clinical Guidelines.

The following affective behaviors are unsafe behaviors. These behaviors will result in the student's dismissal from all EMS courses of instruction with no credit given for the current semester enrolled courses of instruction.

Physical Safety: Unsafe behaviors include but are not limited to.

- Inappropriate use of side rails, wheelchairs, other equipment.
- Lack of proper protection of the patient which potentates falls, lacerations, burns, new or further injuries.
- Failure to identify patient(s) prior to initiating care.
- Failure to perform pre-procedure safety checks or equipment, invasive devices or patient status.

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique.
- Improper medication administration techniques/choices.
- Performing actions without appropriate supervision.
- Failure to seek help when needed.
- Attending clinical while sick.
- Failure to identify patient(s) prior to treatments.

Emotional Safety: Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful.
- Providing inappropriate or incorrect information.
- Performing actions without appropriate supervision.
- Failure to seek help when needed, unstable emotional behaviors.

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections, which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ ethical standards.
- Behavior, which interferes with or disrupts teaching/learning experiences.
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form.
- Falsifying data in a patient health record.
- Misrepresenting care given, clinical errors, or any action related to the clinical experience.
- Recording, taping, taking pictures in the clinical setting without expressed consent.
- Leaving the clinical area without notification of faculty and clinical staff or supervisor.

A failing Affective evaluation of a student will result in the student removed from all EMS courses of instruction with no credit given for the current semester enrolled courses of instruction.

Article 6 Health and Safety Information

Section 6.01 Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver including, but not limited to, infectious/communicable diseases. In the curriculum, students receive information regarding known risks for various diseases and measures/precautions to decrease these risks.

All students shall provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnosis of Tuberculosis, Hepatitis A, B, or C, HIV & AIDS, Ebola, MRSA/Staff or other infectious/communicable diseases. Students shall implement standard precautions and appropriate barrier protection methods while providing care to all assigned patients.

Section 6.02 Health and Liability Insurance

Hill College does not provide personal health insurance coverage for students.

All Health and Community Services students need to be aware that many facilities now require the student to carry major medical health insurance. The student will be required to cover the cost incurred for carrying major medical health insurance. Hill College will not be responsible for any fees for service incurred by the student for any illness or injury a student incurs while attending course of instruction, clinical or field internship. Students must provide a copy of their major medical health insurance as part of the student's permanent record in the EMSP program.

Malpractice professional liability insurance is required for each Health and Community Services student enrolled in a clinical course with patient contact. Insurance fees are covered through Hill College registration tuition/fees collected each semester from the student.

Section 6.03 Accident Procedure

All students are to follow the procedure as outlined in the Hill College Critical Incident Response

Hill College provides no on-campus facilities for treatment of illness or injury. In the event an emergency should arise, which requires immediate medical attention, the local hospital provides emergency room service.

The student is encouraged to have a personal primary care physician or other qualified health care provider and to arrange for health care insurance. Students residing in the campus dormitories are required to carry health insurance.

Non-emergency questions arise regarding the student's personal health, should be discussed with their personal physician after class or clinical hours. Students injured or who become ill during school hours, the instructor shall be notified. In the event of a

serious illness or injury that hinders a student's ability to perform in the clinical setting, the student is required to have written documentation from a physician authorizing that the student can safely continue to give patient care to designated competency levels in the clinical situation.

*The student is responsible for all medical costs arising from illness or injury during his/her instruction. It is particularly important that students understand that they are NOT an employee of Hill College or the clinical facility and is not covered under any type of Workman's Compensation Insurance.

Section 6.04 Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow- up. It is the responsibility of the student/individual to initiate appropriate first aid and to report the incident as soon as possible (within one hour) to the infection control officer:

Katina Castro, MSN, RN – Program Director 817-760-5929

It is the responsibility of the student in collaboration with the infection control officer and the Clinical Coordinator to ensure that the appropriate steps have been taken to provide for the safety of the student.

It is the responsibility of the EMS Education Program Coordinator/Director to assist the faculty member in following and exposure to the student or employee. Faculty will ensure that copies of the exposure procedures and appropriate forms are available to the students prior to their first clinical experience.
Hill College EMS Program follows the Exposure Response guidelines and procedures listed below:

United States Department of Labor Standards 29 CFR -

Texas Department of State Health Services – Model Blood borne Pathogens Exposure Control Plan

Section 6.05 Clinical Accident and/or Incident Report

An institutional incident report shall be completed when the student is injured while in the clinical area. In the event of unusual occurrences involving a student, and/or patient, the following procedure shall be followed:

- Students must notify the facility Preceptor and follow the facility procedures.
- Notify Clinical Coordinator and/or EMS Education Program Coordinator/Director.
- Complete incident report form.
- Students on the Hill College campus will follow the Hill College Critical Incident Response Plan as deemed necessary by the Health and Community Services division and EMS Education Program staff.

An unusual occurrence may include but not limited to:

a. medication error

b. patient injury witnessed by a student
c. Faculty, staff, or student injuries.

Article 7 HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons. Since Hill College EMS Program students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all Hill College EMS Program students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations.

All students must complete all HIPPA required training modules before being allowed to begin clinical or field internship. All required HIPPA documentation must be turned into the Clinical Coordinator and placed into the student's file. There are no exceptions to this guideline.

Any violations of HIPAA regulations will result in failing Affective evaluation. Students will be removed from the Hill College EMS Program or may choose to withdraw from the program. Refer to Section 3.07 Withdrawal for guidelines.

A student who violates a HIPPA guideline will be ineligible to reenter into the Hill College EMS Program.

Article 8 Emergency Procedures

Any emergency that may arise on campus is to be followed as outlined in the Critical Incident Response Plan

Article 9 Family Education Rights and Privacy Act (FERPA)

The following statement concerning student records maintained by Hill College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Article 10 EMS Education Program Rules/Procedures/Guidelines

Section 10.01 Students with Disabilities

Students shall also be aware that the Texas Department of State Health Services EMS Division uses the National Registry of Emergency Medical Technicians (NREMT) computer-based testing (CBT) examination process for initial EMS certification in Texas. Students shall contact NREMT directly to inquire about accommodations for disabilities during the certification exam. After successfully completing the course, students must pass the certification exam as a part of obtaining their EMS certification or license. National Registry information can be located at: https://www.nremt.org.

Section 10.02 Substance Abuse Rule/Procedure/Guideline

Hill College strives to maintain a drug free working environment along with all clinical sites utilized by Hill College during training. In an effort to protect the student, patients, and staff members Hill College's EMS Education Program requires each *prospective* EMS student to complete a drug analysis performed *prior* to allowing a student to participate in clinical rotations. Each student will be required to pay for the initial and retesting if needed for his/her drug analysis.

Drug Test Procedure:

11-panel drug test includes- Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana, Methadone, Methaqualone, Opiates, Oxycodone's, Phencyclidine, & Propoxyphene.

The cost for all student drug screens are the responsibility of the student.

Cost $39.00

Drug test must be paid for through http://www.surscan.com/hc22133.html

You instructed of a scheduled time. You will be instructed after the first class day of the scheduled drug test. Failure to submit the drug testing payment by the posted deadline date will result in an automatic drug testing failure.

If an initial drug, screen has an inconclusive result/unable to complete specimen, the student will be required to contact Surscan within 48 hours for a second drug urinalysis test. The cost for all student drug screens is the responsibility of the student.

Students refusing to submit to a drug test will be removed from all EMSP courses of instruction. Students failing the 11-panel drug test may apply after one year for reentry into the Hill College EMS Program courses of instruction.

The Hill College Health and Community Services Department has adopted a substance abuse testing program wherein a student who is *participating* in Health Science courses shall complete a drug screen when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

Illegal drugs are those drugs that the federal law considers controlled substances and are not drugs prescribed to an individual while under the care of a licensed health care provider, or otherwise in accordance with the law.

Students shall submit to a new drug and/or alcohol screening by their EMS faculty or EMS Education Program Coordinator/Director in the following circumstances:

- Observable indication of actual use or impairment such as slurred speech, lack of coordination,
- Incoherency, suspected marijuana or alcohol odors
- Possession of drugs, apparent paraphernalia or alcoholic beverages
- Detailed, factual, and persistent reports of misuse by multiple colleague
- Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual
- anxiety that suggests possible drug use or alcohol misuse
- Involvement in suspicious accidents
- Apparent lapses in judgment or memory
- Unusual lethargy

Students requested to submit to a drug screen due to suspicion of a student being under the influence of an altering drug or alcoholic beverage, or the student admits to the EMS Education Program faculty or staff that he/she has taken/ingested a controlled substance, medication, or consumed alcoholic beverages the student shall be dismissed from the EMS Education Program immediately.

There are NO EXCEPTIONS. Results are given to the licensing agency (TDSHS), if applicable. Students refusing a drug test should withdraw from the EMS Program, if it is past the college withdraw date the student will receive and "F" for all courses registered for the current semester.

A failing Affective evaluation of a student will result in the student removed from all from all EMS courses of instruction with no credit given for the current semester enrolled courses of instruction.

Section 10.03 Criminal Background

Successful completion of a criminal background check is required for admission and continuation in all Health and Community Services Programs. Background checks are valid for the duration of the student's concurrent enrollment in EMT Basic or paramedic courses of instruction. Students who are initially enrolling in the paramedic program and have not attended Hill College the previous semester as an EMSP student shall submit a criminal background to the EMSP program prior to beginning clinical or field internship.

Hill College has collaborated with SurScan to manage your Background Check:

Website: http://www.surscan.com

Client Name: **Hill**

Costs are subject to change.

Criminal Background - Cost $32.50
Drug Test Procedure - Cost $45.20

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.
EMT students with criminal convictions will need to submit to the Texas Department of State Health Services (TDSHS) the pre-screening petition. TDSHS will investigate and determine if the student will be granted certification as an EMT. Pre-Screening Petition

Once accepted into the EMS Education Program, it is the student's responsibility to immediately notify the EMS Education Program Coordinator/Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.

Failure to submit to a drug test will result in immediate withdrawal from the Hill College EMS Program.

Additionally:

- Successful completion of a criminal background check for the EMS Education Program does not ensure eligibility for certification/licensure or future employment.
- Clinical agencies can establish more stringent standards if the agency so desires to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.

Students who are ineligible for clinical placement any time during the program, will be unable to meet clinical learning objectives and will be withdrawn from the EMS Education Program.

Section 10.04 Admission Requirements

Application Process Student Check List

1. Complete the Hill College EMS Program requirements for admission to Hill College.
2. Complete Hill College EMS Program Application.
3. Acknowledge Student Responsibility Form.
4. Reading Comprehension and Math Skills Requirements (Paramedic Students TSI).
5. FISDAP Testing (Paramedic Students).
6. High School Diploma or GED (No exceptions).
7. A valid non-expired U.S or State Govt. issued Identification.
8. A valid non-expired American Heart Association CPR BLS for Health Care Provider Card.

9. Proof of Personal Health Insurance. (Copy of front and back of insurance card will purchase for clinical approval and submit at a later date).
10. 2 TB Skin Test (within the past 6 months)
11. FLU Shot (Current Flu strains to coincide with the Practicum/Clinical)
12. Immunization Signature Form or Separate Documents for required Immunizations.

TB Testing

TB status of students is verified at the start of each clinical course. Each student's initial Tb testing needs to be a 2-step Tb tine. Tb Tine will be updated every year throughout their educational experience while enrolled. If students can provide 2 Tb test results within the last year, they are exempt from the 2-step testing process.

Students who have a positive tuberculin skin test will present proof of a chest radiograph and a statement from their physician that they are not currently symptomatic for tuberculosis. Repeat radiographs are not needed unless signs or symptoms of TB develop, or a clinician recommends a repeat chest radiograph.
The TB Chest X-ray will expire in 5 years. However, every year there is a questionnaire to complete for the TB Chest X-ray.

Student Record Storage Procedure

It is the student's responsibility to make copies of all shot records before turning them in to EMSP Instructor/Staff. Student's Personal Shot Records will be maintained in a secure area while enrolled in EMSP Class and will be destroyed when student completes the EMSP Class/Courses.

Upon submission of student medical records, they will remain the property of the Hill College EMS Program. Students will not receive copies of these records for future employment or other academic courses.

CPR Certification

Current CPR certification is required for all EMSP classes. Paramedic and Advanced student's CPR certification must be current at the start of class and the student must remain certified during their progression of the program. The program accepts the following CPR certifications:

American Heart Association (AHA) Health Care Provider (most current guidelines) If the CPR card expires during a clinical semester, the student MUST recertify prior to the beginning of that semester. Students will not be allowed to sign up for clinical hours until their certification status is resolved.

As with any basic skill, CPR skills or any other, are verified at any point during the course and are subject to the current departmental rules for retesting.
Failure to maintain CPR certification may be grounds for removal from the course.

Texas Success Initiative (TSI):

The Texas Success Initiative (TSO is a state-legislated program designed to improve student success in college. Students enrolled in the Hill College EMS Education Program are required to take an approved assessment test before enrolling in college credit classes or otherwise demonstrate they are prepared to meet college reading, writing, and math skills requirement.

The TSI program has two components:

1. Assessment to diagnose students' basic skills in reading, mathematics, and writing.
2. Developmental education courses to strengthen academic skills that need improvement.

Section 10.05 Grading Policy EMT

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Buckley Amendment, the following procedure will be implemented by all Health and Community Services faculty:

1. No grades are posted on campus bulletin boards or classrooms.
2. No grades over the telephone to a student or any other person under any circumstances.
3. No identification of grade status such as pass-fail over the telephone to a student or any other person, under any circumstances.

Student Academic Performance

Student grades are received on didactic module exams, NREMT psychomotor skills and student affective evaluations. All three must be satisfactory for the student to graduate from the EMT Basic courses of instruction.

Successful completion of your required courses the student must:

- Achieve an overall course grade of 75% or greater (Quizzes and Module Exams, summative exams, written EMT Basic final exam).
- EMSP Courses: EMSP 1501
- Successfully complete all clinical objectives for clinical rotations.
- EMSP Courses: EMSP 1160
- Satisfactorily demonstrate all required NREMT and TDSHS psychomotor skills.
- Satisfactorily demonstrate all required affective/behavior competencies.

Student Grading Policy

The Hill College EMS Education Program utilizes several components to determine a student's overall grade in a course. **Emergency Medical Technician Basic.**

MyBrady Lab:	10 percent
Module Quizzes	40 percent
*Final Exam	50 percent

Section 10.06 Grading Policy Paramedic

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Buckley Amendment, the following procedure will be implemented by all Health and Community Services faculty:

4. No grades posted on campus bulletin boards or classrooms.
5. No grades over the telephone to a student or any other person under any circumstances.
6. No identification of grade status such as pass-fail over the telephone to a student or any other person, under any circumstances.

Student Academic Performance

Student grades are based on didactic module exams, NREMT psychomotor skills and student affective evaluations. All three must be satisfactory for the student to graduate from the EMT Basic courses of instruction.

Successful completion of your required courses the student must:

- Achieve an overall course grade of 75% or greater (AAOS Navigate 2 assignments, Quizzes and Module Exams, summative exams, written paramedic final exam).
- EMSP Courses: 1438, 1355, 1356, 2306, 2544, 2305, 2430, 2434, 2143.
- Successfully complete all clinical objectives for clinical rotations.
- EMSP Courses: 1161, 1162, 1163, 2460
- Satisfactorily demonstrate all required NREMT and TDSHS psychomotor skills.
- Satisfactorily demonstrate all required affective/behavior competencies.

Student Grading Policy

The Hill College EMS Education Program utilizes several components to determine a student's overall grade in a course.

Section 10.07 Withdrawal

Hill College Student Schedule Changes and Course Withdrawal Guidelines
https://www.hillcollege.edu/Admissions_Aid/SchedChange.html

A student should withdraw from their Hill College EMS Program courses:

1. Student exceeds allowable unexcused absences.
2. Fails to meet written module exam grades of 75 % consistently leading to a final exam grade greater than 80%.
3. NREMT practical skills with no less than 100% proficiency.
4. Any violation of the Hill College EMS Program student policies and procedures outlined in this student handbook.

The student is responsible for submitting proper forms with Enrollment Management if recommended to withdraw for the all Hill College EMS Program courses.

A Student who has been notified that he or she is recommended to withdraw will not be allowed to attend skills labs/practice and clinical rotations. These rules apply whether or not the student is withdrawn from the official course roll.

Section 10.08 Social Media

Faculty/Students shall remain professional when representing themselves as a member of the Hill College EMS Program at all times. Students must follow all HIPA guidelines relating to patient information. Failure to adhere to HIPA guidelines will result in immediate dismal from their Hill College EMS Program course(s).

Social media sites may not contain pictures, statements relating to the Hill College EMS Program to include pictures in uniform with a Hill College EMS Education, name badge, without the expressed written consent of the Hill College EMS Program Coordinator/Director or assigned Hill College Representative.

Article 11 EMSP Classroom and Lab Policies

Section 11.01 General Behavior

Professionalism in the classroom is an attitude of mutual respect for the course, other students, and instructors. Modeling professional behavior in the academic atmosphere is required of all Hill College EMS Program students.

Disruptive behavior results in lost curriculum time and creates a classroom/lab environment that is not conducive to learning. "Disruption," as applied to classroom and lab settings means behavior that a faculty member would view as interfering with normal academic functions to include but not limited to:

1. Persistently speaking without being recognized or interrupting other speakers.
2. Behavior that distracts the class from the subject matter or discussion.
3. Physical threats, harassing behavior, or personal insults.
4. Disrespectful language or refusal to comply with faculty directions.

Section 11.02 Cell Phones/Pagers/Electronic Devices

Hill College EMS Program students attending clinical or field internship will not use or have on their person any electronic device to include

1. Cell phones or other electronic devices.
2. Electronic devices with cameras, video recorders or audio recorders.
3. Personal telephone calls are not allowed unless in the event of an emergency.
4. Students may not use a clinical/field preceptor's or patient's telephone for personal use.

Classroom

1. Instructors and students may use their cell phones or other electronic devices in the classroom during lecture or psychomotor skills training for EMS related content only.
2. Electronic devices used for any purpose other than Hill College EMS Program related content are prohibited.

Instructors and students failing to adhere to this policy shall be removed from the classroom/facility. The instructor and/or EMS Education Program Coordinator/Director will provide verbal or written counseling.

The Hill College EMS Program recognizes there will be instances where an instructor or student will need access to their cell phone.

Section 11.03 Dress Code - Hill Colleges EMS Program Uniform

All Hill College EMS Program students shall wear their EMS uniform during scheduled classroom and skills labs.

1. Hill College EMS Program Badge/ Other clinical site badges as required.
2. Grey Polo shirt.
3. Black shoes/boots
4. Black or blue slacks with black belt.

5. Closed-toed, black shoes with dark socks.
6. Jackets should be worn in inclement weather, approved by the clinical coordinator. Jackets must be solid navy/black with no logo/insignia.
7. **No caps/hats will be worn in classroom environment or while attending clinical. Hats may be worn outside of the classroom building during skills training and during breaks.**
8. Watch with second hand.
9. Stethoscope
10. Pen, paper, clinical handbook.

Students are responsible for maintaining good personal hygiene.

1. Students are responsible for maintaining good personal hygiene.
2. Clothing must be clean and unwrinkled. Soiled items must be replaced if they become stained.
3. No perfume or cologne (due to possible allergies to the public) shall be worn and students will not smell of cigarette smoke or strong food odor.
4. Fingernails must be clean and neat. Fingernails must be short and natural.
5. Tattoos will be covered with long-sleeves/high collars.
6. Students are allowed to wear only wedding rings/bands or engagement rings/bands. One pair of stud earrings for females only. Males will not wear earrings or any other jewelry.
7. Medical alert bracelets are mandatory at all times during classroom instruction and during your clinical rotations.
8. Hair must be neat and clean. Coloring should not be extreme, (ex. blue, purple, and pink).
9. Extreme haircuts/styles will not be allowed.
   a. Males: hair must be at or above the collar in length.
   b. Females: long hair must be pulled back and/or up.
10. No beards are allowed at any time during classroom or at clinical or field internship.
11. Mustaches shall be neatly trimmed and not fall over the upper lip. Sides of the mustache must not extend more than 3/4 inches past the corner of the mouth. Goatees are not allowed while enrolled in the Hill College EMS Program.
12. Sideburns must be neatly trimmed and not extend more than ½ inches below the opening of the ear**.**
13. Students should have available at least 2 shirts and pants for field internship.

Section 11.04 Attendance

Attendance relating to your Hill College EMS Education courses to include classroom instruction, practical skills labs, clinical internship and field internship is a mandatory requirement for successful completion of the Hill College EMS Program education requirements.

Students are in violation of the Hill College EMS Program attendance policies when:

1. Students may not have more than 10% absences throughout the course. Students shall be dropped from Hill College EMS Program with a grade of "F" for the Hill College EMS Education course. Students may follow the withdrawal policy of the Hill College EMS Program Handbook Section 10.11.
2. Students who do not contact the EMS office, or scheduled faculty instructor because of their absence prior to a scheduled class, clinical or field internship will be considered

Absent with Out Permission (AWOP).

3. Students who have 2 or more Absent with Out Permission (AWOP) in a semester, shall be dropped from Hill College EMS Program with a grade of "F" for the Hill College EMS Education course. Students may follow the withdrawal policy of the Hill College EMS Program Handbook Section 10.11.
4. Students who have 2 or more consecutive absences in a semester without authorization from the EMS Program Director or Clinical Coordinator shall be dropped from Hill College EMS Program with a grade of "F" for the Hill College EMS Education course(s). Students may follow the withdrawal policy of the Hill College EMS Program Handbook Section 10.11.
5. Attendance will be taken for every lecture and lab session. Students may be required to sign in at the beginning of every class and sign out at the end of every class. *A student is late or tardy if he/she arrives more than five (5) minutes after the scheduled class start time. Three documented late/tardies will be considered one absence.*
6. Students must contact by telephone the following Hill College personnel in the event of an absence.

Program Director/Coordinator
Bobby Goolsby
817-760-5929
or
Clinical Coordinator/Instructor
Les Kleine
817-760-5929.

Section 11.05 Testing

Types of Module Exams Questions

Exams may consist of multiple choice, matching, fill-in-the-blank, short-answer, essay, labeling, and/ or identification questions. Exams are computer generated, video, lab practical, and skills performance. All students are responsible for contact student services for educational disability services at:
https://www.hillcollege.edu/Student/Advising/ADA.html

Homework/Quizzes – My Brady Lab

Homework assignments and daily quizzes are required for your EMT Basic course. The Hill College EMS Education Program strives to maintain consistency with the most updated material used so students learn all information needed to be competent EMT/Paramedics; however, the student needs to be aware that not all instructors grade *the same*.

Didactic Exams

All Hill College EMS Program Students:

1. Students must pass all didactic exams with a minimum grade of 75%. Each didactic exam must be passed prior to taking the next scheduled exam in

the course. All course final exams are absolute and require a minimum passing grade of 75%.

2. No retest on the final exam, NO EXCEPTIONS.
3. Hill College EMS Program chapter quizzes, module tests or psychomotor lab instruction testing that is absent relating to the Hill College attendance policy 11.04 must receive permission from the Hill College EMS Program Director or Clinical Coordinator. Students failing to follow this policy will receive a score of zero ("0").
4. Student s will follow the Hill College EMS Program grading policies as outlined in the Hill College EMS Program Handbook 10.05
5. EMT Basic student are required to successfully complete 6 module exams and a written final that are given via the Hill College intranet Schoology.
   a. Module 1 Anatomy Airway Patient Assessment and Shock
   b. Medical Part 1
   c. Medical Part 2
   d. Trauma
   e. Special Patients
   f. Operations
   g. EMT Basic Final
6. Students shall follow the Hill College EMS Program Student Handbook Grading Policies 10.05

National Registry Psychomotor Skills Exams

Psychomotor skills are "Summative" exam, and as a “Formative” exam.
All students will successfully complete at least five (5) peer review skills check offs prior to being eligible to test NREMT related skills required for National Registry and Texas Department of Health/EMS certification. All EMT Basic skills are subject to testing at any time during the initial EMT Basic education program.

National Registry of Emergency Medical Technician Skills required for successful completion of the Hill College EMT Basic course include:

Patient Assessment / Management - Trauma
Patient Assessment / Management - Medical
BVM Ventilation of an Apneic Adult Patient
Oxygen Administration by Non-Rebreather Mask
Spinal Immobilization (Seated Patient)
Spinal Immobilization (Supine Patient)
Bleeding Control / Shock Management
Cardiac Arrest Management / AED
Joint Immobilization
Long Bone Immobilization
*FP434 Traction Splinting Skill Lab Form
*FP447 Inhaled Medication Administration Skill Lab Form
*FP448 Glucometer Skill Lab Form

*FP470 Normal Delivery with Newborn Care Skill Lab Form
*FP471 Abnormal Delivery with Newborn Care Skill Lab Form
* Hill College EMS Program Skills

Each psychomotor NREMT and TDSHS skill retest one time. Students failing a second attempt will contact the EMS Program Director for remediation of the failed skill. A Student will be must successfully pass their written EMT Basic final written exam prior to allowing a third attempt of all failed psychomotor skills.

Students continued inability to pass required psychomotor skills would not meet the requirements for successful completion of their EMT Basic course.

Students may follow the withdrawal policy of the Hill College EMS Program Handbook Section 10.11.

Section 11.06 Lab Policy - Classroom Skills Labs

All students are required to attend all Hill College EMS Program labs, based on the students EMT Basic Students written schedule provided to the student by their instructor, Clinical Coordinator or EMS Program Director. Students may schedule additional lab time with the instructor, clinical coordinator, or the EMS Education Program Coordinator/Director.

Students shall refer to Hill College EMS Program Handbook Sections 11.01 General Behavior, 11.04 Attendance, and Section 11.05 Testing.

Article 12 EMSP Clinical Policies

Section 12.01 Clinical Professionalism

All students shall always conduct themselves in a professional manner. Students shall show respect to all patients, families, hospital or ambulance staff, physicians and all other professionals while attending their clinical or field internship.

Under the Code of Student Conduct located in the Hill College Student Handbook. http://www.hillcollege.edu/students/StudentHandbook-1617.pdf

Section 12.02 Clinical Guidelines

1. Students must attend the scheduled clinical/field orientation date and time listed in their Paramedic course schedule. Students failing to attend the mandatory clinical orientation will not be allowed to attend clinical or field internship and shall be subject to removal from the Hill College EMS Program courses of instruction.
2. All Students must submit their required clinical and field internship dates and time in FISDAP to the clinical coordinator prior to beginning paramedic clinical and field internship.

All students must complete all required documentation in their clinical/field internship handbook(s). All documents are complete when:

a) Hill College EMS Program Paramedic Clinical Handbook Acknowledgment page must be signed and dated by the student and returned to the Clinical Coordinator prior to beginning clinical/field internship.
b) Ambulance Objectives with preceptor and student signatures.
c) Emergency Department Objectives with preceptor and student signatures.
d) Pediatric Emergency Room Objectives with preceptor and student signatures.
e) Labor and Delivery Objectives with preceptor and student signatures.
f) Intensive Care ICU/CCU Objectives with preceptor and student signatures.
g) Cardiac Cath Lab Objectives with preceptor and student signatures.
h) Operating Room (with at least 2 live intubations), Objectives with preceptor and student signatures.
i) Nursing Home/Psych Objectives with preceptor and student signatures.
j) Patient encounter log with at least 5 patient contacts.
k) Patient encounter form – Patient report of patient. To include preceptor and student signatures.
l) Student Evaluation of a clinical site. To include student signature and date.
m) Student Evaluation of self. To include student signature and date.

3. Students shall arrive 30 minutes prior to their scheduled clinical/field internship rotation. Students failing to arrive 30 minutes prior to their scheduled rotation are late, will be sent home from their scheduled clinical/field internship with an unexcused absence. Students shall refer to the Hill College EMS Program Student Guidelines Section 11.04 Attendance.
4. Students should make copies of their clinical paperwork at their expense before handing in your paperwork.
5. You shall report to the charge nurse or the clinical preceptor upon your arrival to the clinical site.
6. Students shall discuss the goals of the clinical with their clinical preceptor.
7. A student will not answer any questions regarding a patient to family, friends, media, or police at any time. Failure to follow this procedure shall result in a HIPPA violation resulting in immediate removal from your Hill College EMS Program courses.
8. Students will not seek free medical advice for yourself or your family while at the clinical site.
9. Clinical internships greater than eight (8) hours shall include a 30-minute break.
10. Students may not leave a clinical or field internship site during their scheduled rotation. Students leaving the clinical site without permission from the Clinical Coordinator, Program Director or clinical preceptor will be given a failing affective evaluation and dismissed from the Hill College EMS Program.
11. During field internship, students may be subject to eat with the crews on duty. Students should bring cash, or you may bring your own food for the scheduled rotation.
12. Field internships scheduled for 24-hours will require a student to provide his/her bedding and toiletries.
13. Students are responsible for their own transportation to and from your clinical and field rotations.

Section 12.03 Clinical & Field Internship Dress Code

Students will follow the Hill College EMS Program Student Handbook guideline, Section 11.03 Dress Code unless the specific clinical environment will not allow dress code policies (OR, OB, Cath Lab). Students not in proper uniform at their clinical/field internship rotation and will subject to disciplinary actions to include removal from the Hill College EMS Program.

1. Hill College EMS Program Uniform
2. Hill College EMS Program Badge/ Other clinical site badges as required.
3. Grey Polo shirt.
4. Black shoes/boots.
5. Black or blue slacks with black belt.
6. Closed-toed, black shoes with dark socks.
7. Jackets may be worn in inclement weather, as long as they have been approved by the clinical coordinator. Jackets must be solid navy/black with no logo/insignia.
8. No caps/hats will be worn in classroom environment or while attending clinical. Hats may be worn while outside of the classroom building during skills training and during breaks.
9. Watch with second hand.
10. No caps/hats will be worn in classroom environment or while attending clinical. Hats may be worn while outside of the classroom building during skills training and during breaks.
11. Stethoscope
12. Penlight/Flashlight Field Internship
13. Pen, paper, clinical handbook.

Students are responsible for maintaining good personal hygiene.

1. Students are responsible for maintaining good personal hygiene.
2. Clothing must be clean and unwrinkled. Soiled items must be replaced if they become stained.
3. No perfume or cologne (due to possible allergies to the public) shall be worn and students will not smell of cigarette smoke or strong food odor.
4. Fingernails must be clean and neat. Fingernails must be short and natural.
5. Tattoos will be covered with long-sleeves/high collars.
6. Students are allowed to wear only wedding rings/bands or engagement rings/bands. One pair of stud earrings females only. Males will not wear earrings or any other jewelry.
7. Medical alert bracelets are mandatory at all times during classroom instruction and during your clinical rotations.
8. Hair must be neat and clean. Coloring should not be extreme, (ex. blue, purple, pink).
9. Extreme haircuts/styles are not permitted.
    a. Males: hair must be at or above the collar in length.
    b. Females: long hair must be pulled back and/or up.
10. No beards at any time during classroom or at clinical or field internship.

11. Mustaches shall be neatly trimmed and not fall over the upper lip. Sides of the mustache must not extend more than 3/4 inches past the corner of the mouth. Goatees are not allowed while enrolled in the Hill College EMS Program.
12. Sideburns must be neatly trimmed and not extend more than ½ inches below the opening of the ear.
13. Students should have available at least 2 shirts and pants for field internship.

Section 12.04 Attendance – Clinical & Field Internship

1. Students will follow the Hill College EMS Program Guideline Section 11.04 Attendance.
2. Clinical and field internships are mandatory requirements for successful completion of your paramedic courses of instruction.
3. Failure to attend a scheduled clinical or field internship without contacting the Clinical Coordinator and or the EMS Program Director will be considered Absent with Out Permission (AWOP).
4. Any student AWOP from a scheduled clinical or field internship rotation will receive a failing Affective evaluation, resulting in their removal from the Hill College EMS Program.

Section 12.05 Clinical Scheduling and Absences

Students will follow the Hill College EMS Program Guideline Section 11.04 Attendance.

Students arriving at a clinical or field internship site without scheduling with the Clinical coordinator will be sent home and no credit given for the clinical or field internship shift.

1. All clinical and field internship rotations must be approved by the Hill College EMS Clinical Coordinator. Students shall not attend a scheduled internship rotation until are clinical and field internship requirements have been satisfied.
2. Students are unable to reschedule clinical or field internship rotations after they have submitted their schedule to the Clinical Coordinator.
3. Students who are unable to attend their scheduled clinical or field internships during the current semester may withdraw or be dismissed from the Hill College EMS Program. The student may be eligible to return to the Hill College EMS Program to complete their required clinical and/or field internship requirements in the next scheduled paramedic course. The student will be responsible for meeting all didactic and lab requirements for their enrolled semester(s) of instruction.
4. Students may receive a waiver from the clinical coordinator for:
    a. Family Emergency.
    b. Death of Immediate Family Member.
    c. Injury to the student that results in the student not having medical clearance to attend the scheduled rotation.
    d. Medical Illness – Student will be required to provide a medical release from their physician. Students who cannot provide a medical release may be removed from the Hill College EMS Program.
5. Students who are unable to attend their scheduled clinical or field internships during a semester will be removed from the Hill College EMS Program. Students may not receive a waiver from the clinical coordinator for:
    a. Unable to attend due to childcare. (See Hill College Counseling Services for Assistance).
    b. Mandatory work requirements.
    c. No available clean uniforms.
    d. Forgotten clinical or field internship scheduled rotation.
6. Students shall notify the Hill College Clinical Coordinator and the EMS Program Director no later than twelve (12) hours of their scheduled rotation. The student will need to provide written documentation for the reason for missing a clinical/ field internship.
7. Students will be dismissed from their clinical or field internship to include, but are not limited to violations of policies:

a. Article 7 HIPPA Violation.
b. Section 10.02 Substance Abuse Rule, Procedure, Guideline.
c. Section 10.08 Discipline Rules, Procedures, and Guidelines.
d. Section 11.01 General Behavior.
e. Section 11.02 Cell Phones.
f. Section 11.03 Dress Code.

8. Students will not receive a Hill College EMS Program course completion to test with the National Registry of Emergency Medical Technicians until all clinical and field requirements have been successfully documented and reviewed by the Hill College Clinical Coordinator and EMS Program Director.

Section 12.06 Missed Clinical/Field Internship

1. Students will follow the Hill College EMS Program Guideline Section 11.04 Attendance.
2. Clinical and field internships are mandatory requirements for successful completion of your EMT Basic course.
3. Failure to attend a scheduled clinical or field internship without contacting the Clinical Coordinator and or the EMS Program Director are AWOP.
4. Any student AWOP from a scheduled clinical or field internship rotation will receive a failing Affective evaluation, resulting in their removal from the Hill College EMS Program.
5. Clinical or field internships may not be rescheduled due to limited time and/or other external constraints.
6. Any student failing to attend a clinical or field rotation must make an appointment with the Hill College EMS Program Director before their next scheduled rotation.

Section 12.07 Special Situations

1. A student shall never make an official statement to the media during a clinical or/ field internship. Students will receive a failing Affective evaluation and removed from the Hill College EMS Program immediately.
2. Students attending a clinical or field internship site will not write an official statement or be interviewed by facility staff without contacting the Hill College EMS Program Director or Hill College EMS Coordinator.
3. Students' medical conditions resulting in their inability to complete the EMT Basic courses of instruction must provide a written physician statement prior to continuing clinical or field internship.
4. Students are discouraged from attending clinical or field internship while pregnant, unless there is written documentation from the student's physician and a waiver of liability to Hill College EMS Program. The student will be eligible to reenroll into the clinical and field internship after the completion of the pregnancy.

Section 12.08 Clinical & Field Requirements

AFFECTIVE OBJECTIVES

1. Integrity
2. Empathy
3. Self-Motivation
4. Appearance & Personal Hygiene
5. Professional Maturity/Self Confidence
6. Communications/Critical Thinking
7. Time Management
8. Teamwork & Diplomacy
9. Respect
10. Patient Advocacy
11. Careful Delivery of Service

EMT BASIC CLINICAL REQUIREMENTS:

1. 48 hours Emergency Medical Services Ambulance
2. 24 hours Emergency Department – Hospital
3. 12 hours Pediatrics Emergency Department
4. 12 hours Labor & Delivery

EMT Skills

1. EMT skills are based on the most current requirements per the National Registry of Emergency Medical Technicians. https://www.nremt.org/rwd/public/document/emt
2. EMT skills are based on the most current requirements per the Texas Department of Health Human Services – EMS https://www.dshs.texas.gov/emstraumasystems/educationprograms.aspx

AFFECTIVE OBJECTIVES

When participating in EMS clinical or field rotations, the students must:

- Be present and on time for each scheduled rotation
- Be professional in appearance, wear the appropriate uniform and have all necessary equipment.
- Acts cooperatively with staff.
- Accept constructive criticism and work toward self-improvement.
- Act appropriately during stressful situations.
- Maintain patient confidentiality and respect the rights of others.
- Demonstrate professional patient interaction by communicating in a nonjudgmental, empathetic and responsible manner.

COGNITIVE OBJECTIVES

When participating in EMS clinical and field rotations, the student must:

- Display an acceptable knowledge base for entry level EMT.
- Demonstrate satisfactory history taking skills
- Use history and physical examination skills and demonstrate knowledge of proper treatment.
- Deliver radio reports in a complete and organized manner (pre-hospital setting)

PSYCHOMOTOR OBJECTIVES

When participating in EMS clinical or field rotations, the student must:

- Demonstrate acceptable assessment and management of the trauma patient.
- Demonstrate acceptable assessment and management of the medical patient.
- Demonstrate acceptable universal precautions and infection control procedures.
- Performs competent care.

Section 12.09 Clinical Paperwork

EMT Basic Student Clinical Field Internship Handbook

All students must complete all required documentation in their clinical/field internship handbook. All documents shall complete all documents with signatures to include:

A. Hill College EMS Program EMT Basic Clinical Handbook Acknowledgment page signed and dated by the student and returned to the Clinical Coordinator prior to beginning clinical/field internship.
B. EMT Basic Clinical Assessment Template and Goals.
C. Ambulance Objectives with preceptor and student signatures.
D. Emergency Department Objectives with preceptor and student signatures.
E. Pediatric Emergency Room Objectives with preceptor and student signatures.
F. Labor and Delivery Objectives with preceptor and student signatures.
G. Patient encounter log with at least 5 patient contacts.
H. Patient encounter form – Patient report of patient. To include preceptor and student signatures.
I. Student Evaluation of a clinical site. To include student signature and date.
J. Student Evaluation of self. To include student signature and date.

- Students who fail to complete all Clinical guidelines in Section 12.02 will not meet the requirements for successful completion of their Hill College EMS Program EMT Basic course. Students shall receive a grade of "F" for their EMSP 1160 course of instruction.
- Students will not be eligible to test with the National Registry of Emergency Medical Technician for EMT Basic certification.

✓ Falsification of clinical documentation is Academic Dishonesty and grounds for immediate removal from the program.
✓ Clinical and field preceptors must sign all required EMT Basic Student Handbook documents.
✓ It is the student's responsibility to retain copies of all clinical documentation.

Clinical Field Internship Completion

1. EMT Basic courses are 16 and 11-week courses of instruction.
2. EMT Student shall schedule the required number of clinical and field internship rotations to complete the requirements within the scheduled course completion date.
3. The Clinical Coordinator or EMS Program Director may allow the extension of clinical and field internship completion based on available clinical and field internship opportunities during the semester.
4. Students failing to meet the requirements in Section 10.04 will not be given extended time to complete their requirements for EMSP 1106 EMT Basic clinical.
5. Upon successful completion of all required clinical and field internship rotations, the student shall return the clinical handbook to the Clinical Coordinator for clearance to test with the National Registry of Emergency Medical Technicians Basic (NREMT).

Section 12.10 Clinical Grading Policy

Purpose:

It is the intent of the Hill College EMS Program to sustain competent entry-level EMS professionals. Clinical case studies are critical to the understanding of EMS and give the student both the clinical reference of physiological conditions, as well as basis for an understanding of treatment modalities.

It is the student's responsibility to apply the knowledge presented throughout this course though well documented case studies. The students should understand they will not all will have the opportunity to participate in the treatment of sick or injured patients. The student should make every effort to document what they have encountered.
FISDAP Documentation Late:

- All late case studies shall be assessed with a 10%-point deduction.
- All case studies that are tuned in after the semester that they were due shall be assessed with a 30 %-point deduction.

Patient Care Documentation Grading Criteria:

Content Quantity (20%): Based on the amount of information provided by the student.

- **5 Points:** The student provided no information.
- **10 Points:** Information provided is non-descriptive and contains errors.
- **15 Points:** Information provided is limited; one-to-two-word answers.
- **20 Points:** Information provided is detailed and descriptive.

Content Quality (20%): Based on the relevance of information contained.

- **5 Points:** The student provided no information.
- **10 Points:** Information provided is not clinically relevant to the assessment and treatment of the patient
- **15 Points:** Information provided is clinically relevant to the assessment and the treatment of the patient with limited and non-descriptive documentation.
- **20 Points:** Information provided is clinically relevant and it provided insight into the patient's condition at the time of assessment and treatment.

Clinical Clarity (20%): Based on the overall organization of the document and its contents.

- **5 Points:** No information provided by the student.
- **10 Points:** Information was unorganized, confusing, usage of incorrect terms, ideas, concepts, or treatments.
- **15 Points:** Information was organized but provided limited insight.
- **20 Points:** Information was well organized, provides clinically relevant data, terms, ideas, concepts, and treatments.

Acceptability (20%): Based on overall neatness and professional presentation.

- **5 Points:** Information provided was illegible and could not be deciphered.
- **10 Points:** Information provided was unorganized; contains 3 or more errors.
- **15 Points:** Information provided was neat; contains 1-2 spelling errors.
- **20 Points:** Information provided was neat with proper spelling or error corrections.

Document Completion (20%): Based on the overall completion of the case study with supporting documentation, which includes III and/or XII lead EKGs, vitals, assessment findings, etc....

- **5 Points:** Document is incomplete & lacks signatures and supporting documentation.
- **10 Points:** Document doesn't have all fields completed.
- **15 Points:** Document has all fields complete, but no supporting information.
- **20 Points:** Document has all fields completed and supporting documentation.

Article 13 EMS Education Program Information

Section 13.01 Program Length and Description

Hill College EMT Basic Courses:
The EMT Basic courses of instruction are 16 weeks (Spring Semester) and 11 weeks (summer).

EMT (Lecture/Lab)
EMSP 1501 – College Credit/Continuing Education
EMT Clinical (Clinical)
EMSP 1160 – College Credit/ Continuing Education
The following are EMSP co-requisite courses that are taken in conjunction with each other during the semester:
EMSP 1501 Emergency Medical Technician
EMSP 1160 EMT Basic Clinical

EMSP 1501. Emergency Medical Technician-Basic. (3-8) Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Prerequisite/co- requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

EMSP 1160 Basic Clinical Internship- (o-6)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary.

Prerequisite/co-requisite: Must be Eighteen years of age at the completion of the course. Must have obtained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

Section 13.02 Program Cost

The cost of the program is based on the most current tuition and fees schedule as posted at https://www.hillcollege.edu/academics/HealthPublicSvc/Health_Sciences/EMS.html

Please contact Enrollment Management for further questions regarding tuition and fees

Section 13.03 Physical Requirements

Students will be required to perform certain job functions that may require the student to be able to carry at least 120 lbs. Another requirement for employment in EMS is extended hours without sleep. To prepare the student for these tasks, each student may be required to perform physical exercise to include but not limited to:

- Push-ups
- Sit-ups
- Leg lifts
- Walking with a patient, equipment, and supplies over various terrains.
- Perform CPR for extended periods of time (not to exceed 6o min)
- Remain at a clinical rotation site for 24 hours while completing ambulance rotations.

Article 14 Secretary Commission on Achieving Necessary Skills (SCANS)

SCANS Skills: This syllabus meets all Differentiated Entry Level Competencies and Secretary Commission on Achieving Necessary Skills (SCANS) competencies, which are identified throughout all syllabi. Please refer to the Scans chart for further clarification. The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities needed for solid job performance.

FOUNDATION	
Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.	
F1 Reading	Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
F2 Writing	Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F3 Arithmetic	Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F4 Mathematics	Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F5 Listening	Receives, attends to, interprets, and responds to verbal messages and other cues.
F6 Speaking	Organizes ideas and communicates orally.
Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.	
F7 Creative Thinking	Generates new ideas
F8 Decision Making	Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
F9 Problem Solving	Recognizes problems and devises and implements plan of action.
F10 Seeing Things in the Mind's Eye	Organizes and processes symbols, pictures, graphs, objects, and other information.
F11 Knowing How to Learn	Uses efficient learning techniques to acquire and apply new knowledge and skills.
F12 Reasoning	Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.
Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty	
F13 Responsibility	Exerts a high level of effort and perseveres towards goal attainment.
F14 Self-Esteem	Believes in own self-worth and maintains a positive view of self.
F15 Sociability	Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
F16 Self-Management	Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
F17 Integrity/Honesty	Chooses ethical courses of action.

COMPETENCY	
Resources: Identifies, organizes, plans, and allocates resources.	
C1 Time	Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
C2 Money	Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
C3 Materials and Facilities	Acquires, stores, allocates, and uses materials or space efficiently
C4 Human Resources	Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.
Information: Acquires and uses information.	
C5	Acquires and evaluates information.
C6	Organizes and maintains information.
C7	Interprets and communicates information.
C8	Uses computers to process information.
Interpersonal: Works with others.	
C9 Participates as a member of a team	Contributes to group effort.
C10	Teaches others new skills.
C11 Serves Clients/Customers	Works to satisfy customer's expectations.
C12 Exercises Leadership	Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
C13 Negotiates	Works toward agreements involving exchange of resources; resolves divergent interests.
C14 Works with Diversity	Works well with men and women from diverse backgrounds.
Systems: Understands complex interrelationships.	
C15 Understands Systems	Knows how social, organizational, and technological systems work and operates effectively with them.
C16 Monitors and Corrects Performance	Distinguishes trends, predicts impacts on system operations, diagnoses system's performance, and corrects malfunctions.
C17 Improves or Design Systems	Suggests modifications to existing systems and develops new or alternative systems to improve performance.
Technology: Works with a variety of technologies	
C18 Selects Technology	Chooses procedures, tools or equipment, including computers and related technologies
C19 Applies Technology to Task	Understands overall intent and proper procedures for setup and operation of equipment.
C20 Maintains and Troubleshoots Equipment	Prevents, identifies, or solves problems with equipment, including computers and other technologies.

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Hill College
Emergency Medical Services Program

Article 15 EMT Basic Student Contract

These procedures prescribe standards of conduct for students enrolled in Hill College EMS Program. I understand this handbook contains information about the guidelines and procedures of the Hill College EMS Program in which I *am* enrolled. I also understand that I can find information about the general college policies in the Hill College Catalog. I may find information specific to each Allied Health Program from the Program Coordinator, program faculty, program website, course syllabi and course outline.

The Hill College EMS Program guidelines are in addition to those prescribed for students under Hill 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 class schedule, college student handbook, and specific Hill College EMS Program student handbook guidelines. Copies of the Hill College EMS Program Handbook are available from the EMS Program Director.

By signing this agreement, I certify that I have received a copy of the Paramedic Student Handbook, read, and understand the EMS student guidelines and will meet the policies of the Hill College EMS Program.

_____
Student's Name (printed)

_____ _____
Student's Signature Date

_____
Witness Name (printed)

_____ _____
Witness Signature Date

_____ _____
Faculty Signature and Title Date