



**201 W. University
Odessa, Texas 79764**

EMERGENCY MEDICAL SERVICES PROFESSIONAL

STUDENT HANDBOOK

2023/2024

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PREFACE

Welcome to the Odessa College Emergency Medical Services Professional (EMSP), Paramedic Program! This handbook is a supplement to the Odessa College catalog available online at: (<https://catalog.odessa.edu/mime/media/13/428/Master+Catalog+2017-2018.pdf>) and Odessa College Student Handbook available online at: (<https://catalog.odessa.edu/index.php?catoid=10>). The purpose of this handbook is to provide you with information specific to the EMSP program. The handbook also contains helpful resource information to facilitate your success in the EMSP Program. It is important that you refer to this handbook throughout your enrollment in the paramedic program. The policies, rules, and regulations and the general information provided in this handbook are subject to change without notice.

If you have questions or problems or need any assistance, please do not hesitate to contact the Odessa College EMS Department. Our primary goal is your success, both during paramedic school and as a member of the paramedic profession.

EMSP Offices are located at the Health Sciences Building on Main Campus.

Odessa College Mailing Address:

201 W. University

Odessa, TX 79764

EMSP Office phone: 432-335-6841

EMSP Office fax: 432-335-6671

Office hours for full-time faculty are posted on office doors.

THE ODESSA COLLEGE EMSP PROGRAM DOES NOT DISCRIMINATE IN REGARD TO RACE, COLOR, AGE, ETHNIC/NATIONAL ORIGIN, RELIGION/CREED, GENDER/SEX, MARITAL STATUS, VETERAN STATUS, OR DISABILITY.

ACCREDITATION STATUS

The Odessa College Paramedic program 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).

Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; (727) 210-2350; www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions; 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; Phone (214) 703-8445; Fax: (214) 703-8992; www.coaemsp.org; Accreditation #600500

The Odessa College Paramedic curriculum plan is approved by the Texas Department of State Health Services (TDSHS): 1100 West 49th Street, Austin, Texas 78756-3199; Phone: 512-458-7111

STUDENT INPUT INTO THE EDUCATIONAL PROCESS

Students are the most important part of the paramedic program. Student suggestions and ideas aid us in strengthening the program. Therefore, student input is encouraged and appreciated. Mechanisms for input may be through student government, ad hoc student representation on standing or called faculty committees, student representation on the Advisory Committee, course, and program evaluations, or directly to full time EMSP faculty.

“A teacher can only do so much; a textbook only has value if it is opened and read because academic success lies with the student. Academic success lies with the student’s attitude as much as it does with the student’s ability.”

Wayne Johnson, M.A.

PROGRAM FOUNDATION

MISSION STATEMENTS

Institutional Mission Statement

Odessa College leads the way in preparing its students and community for the future. The College offers exemplary courses, programs, and services to assist students in achieving their educational goals and becoming lifelong learners, community builders, and global citizens.

Program Mission Statement

Provide quality educational programs that graduate compassionate, clinically competent, and technically proficient entry-level Emergency Medical Service providers; and conduct continuing education for healthcare professionals.

We Believe:

1. And accept the purpose and mission statements of Odessa College.
2. Students are individuals and have differing educational needs and life experiences.
3. In establishing a caring environment that encourages students to assume responsibility for learning and personal development in partnership with the faculty.
4. Caring is a fundamental concept through which scientific paramedic principles are used to meet the needs of the patient and family with dignity and competency.
5. Graduates of the Odessa College EMSP Program are prepared to practice with creativity, innovation and adaptability in a variety of health care settings.
6. Successful completion of the courses will qualify the individual to write the examination for registry with the Texas Department of State Health Services, Emergency Medical Services Division.
7. In using collaboration and communication effectively within the community to share and utilize available strengths and resources to enhance curriculum development in order to meet projected community needs.
8. The teaching/learning process is a continuous method that maintains currency in curriculum and practice.

VISION STATEMENT

To be recognized as the premier EMS training program for the local and global community.

CONCEPTUAL FRAMEWORK

The program design of the Paramedic curriculum at Odessa College is based on the belief that each patient is an individual and has health care needs that are based on their environment, culture, and previous experiences. The individuality of each person is unique and emergency care should reflect this individuality. The curriculum addresses the emergency medical needs of individuals, families, and the community as well as the changing health care climate. These needs are based on physiological, psychological, and spiritual needs of the individuals, families, and the community. The following concepts form the basis for the program design. The goal of the Odessa College Paramedic Program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PRIMARY CONCEPT:

Role of the Paramedic: Provider of Care, Coordinator of Care; and Member of a Profession

SECONDARY CONCEPTS:

Continuum of Care from Prehospital to Hospital
Health Promotion/Disease Prevention
Decision-making Skills
Growth and Development
Communication
Professionalism

DEFINITIONS

PRIMARY CONCEPT

The **Paramedic's Role** is defined as **provider of care, coordinator of care, and member of a profession**. As a **provider of care**, the paramedic is responsible for providing competent and appropriate care to patients in a caring, culturally sensitive and ethical manner. The paramedic bases care on the health status and needs of patients as well as scientific principles. Decision making skills are vital to analyzing patient data/condition to make appropriate decisions for meeting health care needs. As **coordinator of care**, the paramedic collaborates with and encourages effective communication between patients, families, and other members of the health care team. The paramedic plans and delivers individualized health care according to patient and family needs. As a **member of a profession**, the paramedic assumes accountability and responsibility for his/her own paramedical actions and practices within the boundaries of the Laws of Texas. In this role, the paramedic functions as a patient advocate. The paramedic maintains currency in practice and promotes activities to enhance the profession of paramedicine.

SECONDARY CONCEPTS:

Continuum of Care is the paramedic's intervention when necessary throughout the life cycle. The care is given to patients of all ages in partnership with the patients and/or families in health promotion, health maintenance, and health restoration. Care is based on the developmental level as well as cultural, socioeconomic, and spiritual needs.

Health Promotion/Disease Prevention includes providing education and health care activities to promote the highest level of performance for the patient/family. In accomplishing this goal, the paramedic relies on knowledge of growth and development, cultural and socioeconomic influences, and community resources to encourage the patient/family to achieve a high level of function.

Decision making skills are based on the scientific method of inquiry, using both intellectual and creative skills to make sound clinical decisions. The paramedic uses critical thinking skills to implement the paramedicine process in each patient encounter and bases paramedicine action on scientific knowledge as well as previous experiences to prioritize patient needs.

Communication skills include written, verbal, nonverbal techniques and presenting as essential components of the provision of emergency health care. Effective use of communication skills enables paramedics to establish trust and convey a caring attitude toward the patient/family. Caring attitudes involve compassion, nonjudgmental affirmation, respect and the art of being fully present to another human being. Written communication is the art of documenting patient information to accurately portray patient condition, paramedic actions, and patient responses to paramedic actions.

Professionalism indicates a desire for excellence in their chosen field of paramedicine and demonstrates a sense of ethics and responsibility in relationships to paramedicine. It is a lifelong endeavor to achieve excellence in the practice of paramedicine. The professional demonstrates an attitude of openness and kindness in interpersonal relationships, focuses on the needs of others and conducts self in a manner to facilitate good communication between members of the health care team and patients/families.

Growth and Development encompasses changes encountered as a person matures physically, emotionally, spiritually, mentally, and intellectually from the fetal stage through death.

PROGRAM OBJECTIVES/OUTCOMES

Upon completion of the program, the student will be prepared to competently perform entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as exhibited by:

Provider of Care:

1. Determine the health status and health needs of patients (individual and family) based upon interpretation of health data and preventive health practices in collaboration with patients (individual and family) and interdisciplinary health care team members.
2. Formulate goals/outcomes and plan of care based on field interpretation in collaboration with patients (individual and family) and interdisciplinary health care team members.
3. Implement plan of care within legal and ethical parameters, including scope of practice, in collaboration with the patient (individual and family) and interdisciplinary health care team to assist patient (individual and family) in meeting health care needs.
4. Develop and implement teaching plans for patients (individual and family) concerning promotion, maintenance, and restoration of health.
5. Evaluate patients' (individual and family) responses and outcomes to therapeutic interventions.
6. Provide for the care of multiple patients (individual and family) either through direct care or assignment and/or delegation of care to other members of the health care team.
7. Use critical thinking approach to analyze clinical data and current literature as a basis for decision making in paramedicine practice.

Coordinator of Care:

8. Coordinate human and material resources for the provision of care for patients (individual and family).
9. Collaborate with patients (individual and family) and the interdisciplinary health care team for the planning and delivery of care.
10. Refer patients (individual and family) to resources that facilitate continuity of care.
11. Function within the organizational framework of various health care settings.

Member of a Profession:

13. Assume accountability and responsibility for the quality of paramedic care provided to patients (individual and family).
14. Act as an advocate to promote the provision of quality health care for patients (individual and family).
15. Participate in activities that promote the development and practice of professional prehospital care.

Team Lead:

The objective of a Team Lead is to allow the Paramedic student to successfully lead the team in the capstone field internship site and conduct a comprehensive assessment while being in charge of the assessment, as well as formulate and implement a treatment plan for the patient. The Paramedic student must make most of the decisions, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable), including documentation provided on FISDAP. Minimal to no prompting was needed by the preceptor and no action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, other responders or crew. Team Leads are only counted when the Paramedic student accompanies the transport team to a higher level of care and function as Team Leader with the exception of termination of resuscitation in the field.

DESCRIPTION OF INSTITUTIONAL CORE OBJECTIVES (ICO'S)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the

essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs).

INSTITUTIONAL CORE OBJECTIVES (ICOS):

- 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

PROGRAM ADMISSION

ADMISSION

To be considered for admission to the Paramedic program, the following requirements must be met:

- **All students must first meet with the Fire/EMS Admin Assistant for admission/application guidance.**
1. Applicants new to Odessa College must complete the application requirements online at [Odessa College Admissions](#) or, by applying in person at the Wrangler Express Center, located in the Saulsbury Campus Center.
 2. Complete the Application for Admission to Emergency Medical Services Professional which is available from the EMSP Department and criteria are found at: [Odessa College EMSP Application Information](#).
 3. Provide proof of certification in Texas as an Emergency Medical Technician-Basic by providing the EMSP Department a copy of a current Texas Department of State Health Services, Emergency Medical Technician-Basic card and provide Registrar's Office copy of EMT-Basic Training through a Nationally Accredited Training Program from an Institution of Higher Education.
 4. Provide proof of current training in CPR by providing the EMSP Department a copy of the CPR card verifying training according to the standards of the American Heart Association, Basic Life Support for Healthcare Providers.
 5. Provide the EMSP Department proof of required immunizations and current drug screening when requested.

All documents necessary for program admission must be submitted to the EMSP Department in a folder labeled with the student's name and telephone number. Applications will be accepted at any time during the year. However, if the application is over 90 days old, the student must contact the EMS department and update all relevant contact information no later than 45 days before their desired entry date to be considered for admission into the program. All active applications on file will be reviewed and letters of

acceptance will be sent out approximately 30 days prior to the beginning of class. The EMS department will not accept any incomplete applications.

IMMUNIZATION REQUIREMENTS

In addition to the Institutional requirement to provide proof of Bacterial Meningitis immunization within 5 years if under the age of 22, students in health career programs are required by state law, Odessa College and/or by clinical agencies to have certain immunizations or health screening. Students must show proof of the following *prior to being admitted to the program*:

1. Tetanus-diphtheria (Td) or tetanus-diphtheria – adult pertussis (Tdap) current within the last 10 years. If your immunization will age past that date while you are in the program, please obtain a booster now.
2. Hepatitis B - this is a series of three injections over a 4-6 month time period. If not immunized, it is important to *start the series immediately* so that you are immunized before the admission deadline.
3. Rubella (usually an MMR*)
4. Mumps (usually an MMR*)
5. Rubella. If born on or after Jan.1, 1957, you are required to have *two* vaccines; *one* vaccine if born prior to Jan.1, 1957. Vaccines must have been given after the first birthday. (usually an MMR; sometimes an MR*)
6. Find out if you have had chicken pox (varicella). A parent, physician or school nurse must provide written verification of the disease. If you have not had chicken pox, or you are unable to get written verification, the vaccine is required. Vaccination requires two doses with the second dose being given exactly one month from the first dose.
7. Find out if you were immunized against polio as a child. Boosters are not required for college students.
8. Flu vaccine for each Flu season (typically September through March) that occurs during the time that the student is enrolled in the Odessa College EMSP program.

*MMR = measles (rubella) mumps and rubella; MR = measles (rubella) and rubella

Note: In lieu of dates showing hepatitis B, rubella, rubella, and mumps vaccine(s), or varicella history or vaccination, the student may demonstrate immunity through laboratory blood tests showing positive antibody titers. These lab results will need to be filed in the EMS Department. Physician confirmed disease is also acceptable.

TUBERCULOSIS SKIN TEST

You will be asked to obtain a tuberculosis skin test *when you are admitted into the paramedic program*. The department will not accept a TB skin test that has been done more than 30 days prior to the start of class. If you have a history of testing positive to the TB skin test, have a chest x-ray report on file in the EMS Department. The chest x-ray must be current within 1 year of program admission.

DRUG SCREENING AND PHYSICAL EXAMINATION

Students will be required to obtain a urine drug screen after being accepted into the paramedic program. Some of the clinical agencies also conduct random and for-cause drug screens. Be advised that a positive drug screen will affect the student's status in the program. A pre-participation physical examination is required. *Further information will be provided by the EMS Department for students admitted to the program.*

BACKGROUND CHECK

After admission to the program, new students must complete a background check by an OC EMS Department approved company. This procedure is required for students to go to the various hospitals and agencies for clinical education. If the background check is positive for certain offenses, the student may not be able to participate in clinical education and therefore will not be able to complete the requirements for the paramedic program and will be dismissed from the program.

HEALTH INSURANCE REQUIREMENT

Clinical agency contracts require that students have personal health and accident insurance while enrolled in nursing and other health career programs. *Any policy is satisfactory, but you will be required to verify proof of the policy every semester while enrolled in paramedic courses.* If needed, a student health insurance policy is available for purchase and more information is available on the Odessa College website: [Student Insurance](#). Proof of Insurance is not required until you are accepted into the program.

GENERAL INFORMATION

ADVISEMENT AND REGISTRATION

The Paramedic Program is a competitive admission program of study. Students must successfully progress through all courses in sequence as listed in the current course catalog published by Odessa College in order to receive course completion for graduation.

EMS faculty serves as advisors for students in the paramedic program. If degree plan issues arise, contact the faculty member of the course in which you are currently registered or the Department Director.

PROGRAM COURSES

EMT-B

EMSP 1501 Emergency Medical Technician – Basic (51.0904) (4-4) 5 hours

Preparation for certification as an Emergency Medical Technician (EMT). Lab fee required. (ICO 1)

Prerequisites: Consent of department director. Corequisite: EMSP 1160

EMSP 1160 Clinical – Emergency Medical Technology/Technician

(51.0904) (0-5) 1 hour

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (ICO 6)

Prerequisites: Consent of department director. Corequisite: EMSP 1501.

EMT- Paramedic

EMSP 1164 Paramedic Practicum I

(51.0904) (1-7) 1 hour

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (ICO 6) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 1165 Paramedic Practicum II

(51.0904) (1-7) 1 hour

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (ICO 6) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 1338 Introduction to Advanced Practice

(51.0904) (2-2) 3 hours

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Lab fee required. (ICO 5) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 1355 Trauma Management

(51.0904) (2-2) 3 hours

Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab fee required. (ICO 1) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 1356 Patient Assessment and Airway Management

(51.0904) (2-2) 3 hours

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Lab fee required. (ICO 1) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2164 Paramedic Practicum III

(51.0904) (1-10) 1 hour

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (ICO 6) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2305 EMS Operations

(51.0904) (2-2) 3 hours

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Students will identify principles of EMS Operations; and describe management of routine and specialized incidents. (ICO 4) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2243 Assessment Based Management

(51.0904) (0-6) 2 hours

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. (ICO 1) Prerequisites: Consent of department. Corequisite: as sequenced by semester of entry.

EMSP 2306 Emergency Pharmacology

(51.0904) (2-2) 3 hours

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. (ICO 2) Prerequisite: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2430 Special Populations

(51.0904) (3-2) 4 hours

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. (ICO 1) Prerequisite: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2534 Medical Emergencies

(51.0904) (4-2) 5 hours

Knowledge and skills in the assessment and management of patients with medical emergencies, includes medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Lab fee required. (ICO 3) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

EMSP 2444 Cardiology

(51.0904) (3-2) 4 hours

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Lab fee required. (ICO 1) Prerequisites: Consent of department director. Corequisite: as sequenced by semester of entry.

PROGRAM EXPENSES

All costs are the responsibility of the student. This includes items such as tuition and fees for the paramedic and non-paramedic (general education) courses, CPR training, books for paramedic courses, supplies, student uniforms and accessories, fees associated with testing and licensing, parking, and liability insurance. Note that books and supplies are REQUIRED.

Transportation-related expenses are the responsibility of the student. Multiple clinical sites in the Permian Basin are utilized. Odessa College is not responsible for any accident, vehicular or otherwise, that occur associated with student assignments.

Expenses are routinely verified, and course fees are approved by the Odessa College Board of Trustees.

Students must assist the EMSP Office by keeping the most current address, email, and phone number(s) on file. A routine update of pertinent student information will be made at the beginning of each fall and spring semester. Inform the EMSP Office regarding name changes. Personal contact information will be kept confidential upon the student's request.

STUDENT-INSTRUCTOR COMMUNICATION

All full-time instructors have scheduled office hours which are posted outside their office doors. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or need other help related to their role as a paramedic student. Contact the EMSP Department Director if further assistance is needed.

Policies and procedures are communicated to students through the Student Handbook, course syllabi and learning materials packets. The handbook is revised as needed to provide current and accurate information to students in the Paramedic Program.

Changes in policies and procedures will be announced to each class by the faculty and copies of the revised policy will be distributed. Instructors and/or the EMSP Department Director will answer student questions regarding stated changes.

ABSENCE AND TARDY POLICY

Students are expected to attend all scheduled theory, laboratory, and clinical classes at the main campus. Because of the large volume of material covered each day, and because clinical laboratory experiences validate learning objectives, it is extremely important that absences and tardiness be kept at a minimum. Good attendance helps ensure success in paramedic school. Attendance and punctuality are also considered important professional responsibilities. Refer to the OC Schedule of Credit Classes and Course Syllabi for days and start times of each class. To successfully obtain a course completion a 90% attendance rate is needed. The student is allowed one absence per eight weeks to ensure compliance, absences are subject to review and accommodations can be made at the department directors discretion.

Tardiness is disruptive to the learning of others and is not acceptable for professional paramedics. Repeated tardiness will be addressed by the instructor and may impact the student's standing in the program.

If the student is anticipating being late the student must notify the instructor(s) prior to the beginning of class. Class begins at 8:00am. In the event of an unforeseen emergency or family crisis, the instructor should be notified as soon as possible. In reference to the EMS program, 07:50 is on time and 08:01 is considered late. Students that are coming off shift with the fire department may be excused from being tardy in the event of a late run. This is considered an issue that is out of the student's control. The student is responsible for notifying the instructor(s), and reporting to class as soon as possible. Instructors will follow up with the fire department to confirm the validity of the tardiness. Two tardies will equal one absence and are subject to review by the department director. Students should refer to the individual course packet for any additional instructions regarding reporting of absences. Upon return to school, the student must see the instructor to discuss the event and make plans for make-up of time lost. The instructor is responsible for reporting the absence in the attendance record.

ABSENCE FROM CLINICAL:

If the absence is clinical, the Practicum course instructor, clinical instructor must be notified according to the specific instructions given at the beginning of the clinical rotation. The student may expect to find these instructions in the course packet for the clinical course.

Clinical absences will be made up to meet course objectives. The type of make-up assignment will be determined at the discretion of the instructor. Initial plans for make-up work must be made with the instructor within one week after the absence and is the responsibility of the student. Make up must be completed prior to final examinations or the student will not be allowed to progress to the next course. Contact the paramedic course instructor for guidance. Make up assignments will not remove the absence from the student's attendance record. The reason for the absence may result in a disciplinary write-up at the discretion of the clinical coordinator. Three write ups will be grounds for dismissal from the program. Students may be allowed to leave class one hour early to attend a clinical with the approval from EMS faculty. The student must make this know prior to the beginning of class so accommodations can be arranged.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college's calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the EMSP Department Director regarding readmission to the Paramedic Program.

NOTE: Students must follow and successfully complete each course in sequence as published in the college's catalog as required for graduation.

EMSP UNIFORM STANDARD

This standard is to establish a level of professionalism for the Emergency Services Technology Programs. The following standard will be followed by all students while representing Emergency Services Professionals and Odessa College. Students must have a copy of their current CPR and DSHS certification cards in their possession at all times during clinical or ambulance rotations.

Uniforms:

- Uniforms will be required during class, ride outs, clinical, and all program sponsored events.
- Uniforms will consist of dark navy-blue pants, EMS Program shirt, EMS name tag, solid black belt and solid black flat soled boots or tennis shoes
- Uniform will be kept serviceable, clean and wrinkle free when worn
- Uniform shirts will be always tucked in
- Long sleeved dark navy blue under armor or long-sleeved shirts may be worn in cold weather. Thermal or long john style clothing **will not** be allowed
- Only approved OC jackets/hoodies will be allowed in inclement weather
- EMS name tag and Facility ID card will be worn on the outside of the shirt to easily identify an OC EMS student
- Baseball caps are approved only for ride-outs and on campus class time as long as they are OC EMS affiliated. No logos or an EMS agency cap will be worn during ride-outs or class time. No other style of hat is approved other than baseball caps.

Jewelry:

Jewelry will consist of no more than one ring per hand, no visible facial piercings, and one religious medallion or set of military dog tags may be worn around the neck and tucked inside the shirt during clinicals, ride-outs, and class time. No piercings will be allowed in the clinical setting.

Hair:

- Hair will be kept off the collar and neatly trimmed
- Hair that extends below the collar will be worn up (i.e. a pony-tail or bun)
- Hair color and hair styles will not be extreme while wearing the uniform
- Facial hair will be permitted but must be kept neat and trimmed

Nails:

- Natural nails are to be kept less than a ¼ inch long by all students and instructors. Freshly applied nail polish may be applied to natural nails in a light color (no chipped nail polish)

- Absolutely no artificial nails or nail tips allowed

Interpretation of this standard is left up to the discretion of the OC EMS Program as to what is appropriate. This standard complies with all affiliates associated with both clinical and field internships.

Any violation can result in disciplinary action, and possible removal from the program.

A student that is found to be out of uniform during class will be sent home to change and be issued a tardy. If the student is found to be out of uniform during a ride-out or clinical rotation the student will be sent home and an absence will be issued.

INSURANCE

Professional liability insurance is required each semester. The cost of the insurance is included in the tuition and fees of each clinical course.

Clinical agency contracts require that students have personal health and accident insurance while enrolled in nursing and other health career programs (i.e. paramedic program). *The student will be required to verify proof of satisfactory policy coverage every semester while enrolled in the paramedic program.* If needed, a student health insurance policy is available for purchase. Ask for an information packet in the office of Student Services.

CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

Prior to the beginning of the paramedic program, and then throughout the program, students are required to show proof of a valid American Heart Association CPR card. Training must be at the BLS for healthcare provider's level. CPR classes are offered throughout the year and at various locations in Odessa and surrounding communities. The student must provide a copy of the CPR card to the EMSP Office. It is the student's responsibility to keep track of their BLS certification, If the student's BLS card expires during the program that is grounds for immediate removal.

GUIDELINES FOR USE OF EMS LABORATORY

1. Consideration of others is expected.
2. Supplies and materials are to be taken from the supply room by instructors ONLY.
3. Use approved needle disposal units to discard needles and other sharp objects.
4. Keep off stretchers unless their use is part of practice in the lab.
5. Leave the lab neat, clean, orderly, and stocked. (This will play into your professionalism grade and will be done at the end of each class day).
6. Use proper shut down procedure before turning off computers.
7. Paramedic students must make time to view handouts and/or media prior to attending the scheduled skills lab if requested by the course instructor. This material may include Odessa College or National Registry of EMT skill sheets, and the CD accompanying the Textbook, or any other material required by the instructor.
8. Scheduled labs are used for guided learning and check-off of skills.
9. Students absent during a scheduled lab must arrange with the course instructor to make up it. Attendance is encouraged at all labs to prevent complications surrounding make-up.
10. Students who demonstrate deficiencies in the clinical setting may be sent back to the skills lab by the instructor for review and rechecks by a Paramedic Skills Lab Instructor and receive a counseling session.

EXAM REVIEW

OC paramedic faculty provide students the opportunity and encourage students to review exam questions after each exam. The method and procedure for exam review is determined by the instructor. In addition, a student must make an appointment with their instructor within one week of the exam to review the exam unless prior arrangements are made with the instructor. Only the instructor may print test. Faculty is under no obligation to review the final exam or exit exam with students. If the instructor allows a student to review the final exam or exit exam, it must be within two days of taking the exam.

If exam questions are challenged, students must submit their challenge in writing. Follow the guidelines in course materials. Final exam questions and exit exam questions may not be challenged.

STUDENT CONTRACT

Student contracts are a part of each course's materials. The student is expected to read the course materials and sign the contract. The signing of the contract indicates that the student understands course requirements and course policies such as, but not limited to, grading and attendance. Student contracts are routinely maintained by the instructor of record for duration of the program.

EVALUATION OF FACULTY AND COURSE

The Paramedic Program welcomes student feedback. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty seriously considers student evaluations in making modifications in the course, specific classes, and clinical assignments. Evaluations of class, laboratory, and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas for needed improvement. The faculty values student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. Students will have the opportunity to complete a Student Evaluation of Instruction each semester for each course. The student will also complete a survey during the Paramedic Program Exit Interview and be required to complete graduate surveys as requested. These surveys are a critical component to program accreditation.

EMSP STUDENT RIGHT TO DUE PROCESS

It is recognized that most academic issues and concerns are resolved on an informal basis. When this is not possible, students may wish to employ a formal means to problem resolution. The Division of Emergency Medical Services Student Right to Due Process reflects the Student Right to Due Process which is found in the OC student handbook.

CONDUCT AND PERFORMANCE

EMT CODE OF ETHICS (as adopted by the National Association of EMTs)

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 professionals and the profession of Emergency Medical Technician. As an Emergency Medical Technician – Paramedic, I solemnly pledge 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 wellbeing.

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

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician 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.

An 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 Emergency Medical Technician.

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

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, must 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 Emergency Medical Technician.

The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services 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.

Written by Charles Gillespie, M.D.

Adopted by: The National Association of Emergency Medical Technicians, 1978.

SCHOOL OF HEALTH SCIENCES CODE OF CONDUCT

It is a honor to be accepted as a student into a Program in the School of Health Sciences at Odessa College. The faculty teaching in these programs expects students to demonstrate professional and ethical behavior at all times that are over and above student expectations as outlined in the Odessa College Student Handbook. A student Counseling/Warning Form or Violation of Professional Standards is used to alert you, and to document, behaviors that may result in failing grade, corrective action assignment, probation or immediate dismissal from the Program. This is notice to the student to become familiar with expected ethical and professional behaviors of your future profession. The NAH Code of Conduct in its entirety will be available on each course shell alongside the Student Handbook for your review.

TOBACCO POLICY

Odessa College and all clinical and field affiliates are tobacco free institutions. Under NO circumstances will the student be allowed to use any type of tobacco, or “vape” products in Odessa College classrooms or in the clinical or field setting. Violation is subject to disciplinary action up to removal from the program.

EMERGENCY TELEPHONE CALLS

Each student should give family a copy of his/her clinical and class schedule for cases of emergency. If an emergency occurs requiring immediate notification of the student, all efforts will be made to contact the student in a timely manner. If the student is in class during the day, family members can contact the EMSP Office. The EMSP Office is not routinely open when students are on campus in the evening. Family can call the instructor's office and leave voice mail if no other means of contact is available. Information may not be conveyed to the student in a timely manner as the instructor is in class.

If the student is in clinical, the most expedient method to contact the student will be for family to contact the unit or area where the student is assigned. This should occur **only** if a true emergency exists. If the instructor has a pager or cellular telephone, have family call the instructor. If the family member calls the EMS Office during normal business hours, attempts will be made to reach the instructor and/or student in the clinical setting. The student must promptly notify the instructor in the event of personal emergency and cannot leave the area without proper notification.

Personal calls of a non-emergent nature are not allowed when the student is in the clinical area of any hospital or agency.

PROFESSIONALISM – AFFECTIVE DOMAIN

One major purpose of the EMSP program is to ensure student professionalism both in the classroom and in the clinical environments. Please be aware that if at any time a student demonstrates or conducts themselves in an unprofessional manner either in the hospital, field setting, in the classroom, or in the lab, that student risks the possibility of being dropped from the program.

Areas of Professionalism - Affective Domain include but are not limited to:

1. Integrity

Examples of professional behavior include, but are not limited to: Consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities.

2. Empathy

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

3. Self - Motivation

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

4. Appearance and Personal Hygiene

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

5. Self - Confidence

Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.

6. Communications

Examples of professional behavior include, but are not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

7. Time Management

Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks and assignments on time.

8. Teamwork and Diplomacy

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

9. Respect

Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.

10. Patient Advocacy

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

11. Careful Delivery of Service

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

STUDENT ACCOUNTABILITY

Each paramedic student is legally accountable to the level of her/his preparation and does not function under the licensure of a paramedic. Accountability is the quality or state of being responsible and answerable for one's decisions, actions, and behaviors. Paramedics committed to interpersonal caring hold themselves accountable for the well-being of patients entrusted to their care and are accountable to their patients, supervisors, and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times.

Safeguards for the Odessa College paramedic student includes being clearly identified as students at all times in a specified clinical/field experience/internship, under the auspices of the program medical director, and under the supervision the designated preceptor prior to performing patient care. Students will not be substituted for staff. As the student acquires paramedicine knowledge and skills, she/he will develop an attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of paramedicine practice.

In paramedicine, we share a common goal of providing the highest quality of care to individuals entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

- Participating in learning experiences and appropriately sharing these experiences and knowledge with instructors and classmates;
- upholding the philosophies and policies of the college, the paramedic program, the clinical agencies within which the student practices, and the Texas State Department of State Health Services;
- maintaining the highest ideals, morals, personal integrity, and ethics possible; and making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behaviors.

In being dedicated and committed to practicing the principles of accountability, the OC paramedic student can have the personal and professional satisfaction of knowing that she/he is doing everything possible to promote trustworthiness in both conduct and actions.

STANDARDS FOR CLASSROOM CONDUCT

Students are required to have the following requirements to be admitted to the classroom:

1. Students must be dressed in the described clean, kept OC uniform. Violations are subject to review with disciplinary actions. Students in violation may be sent home with an absence.

2. Students must show up to class with the proper supplies. (Textbook(s), pen, paper, and laptop). Failure to have the necessary supplies may result in disciplinary action.

Students are expected to observe the following guidelines for classroom conduct:

1. Children must not be left unattended in any area of the Emergency Services Technology Building.
2. Drinks and food are allowed in the classroom with the instructor's permission. Students will clean the classroom prior to leaving at the end of class.
3. Smoking is not permitted in the buildings at Odessa College. Outdoor smoking areas are designated.
4. Students are expected to be seated by the designated starting time for classes, and after designated break intervals.
5. Cell phones and other communication devices must be turned off or put on the vibrate mode during class. Messages received during class must be returned only during breaks UNLESS an emergency exists and the student has informed the instructor of the possibility prior to class.
6. The classroom and skills laboratory are reserved for lecture, instruction, and skills practice. Concerns and comments on Course Curriculum and its contents are to be conducted during instructor's office hours.
7. No food, drinks, or electronics in the computer labs.

Areas that constitute unacceptable behavior include, but are not limited to:

1. Interfering with the learning of others [i.e. talking during lecture].
2. Excessive tardiness.
3. Intimidation of students or faculty.
4. Inappropriate dress that is distracting to the learning process.
5. Cell phones disturbing others.
6. Academic dishonesty.
7. Any other behavior deemed by the instructors as unacceptable for the learning environment

STANDARDS FOR CLINICAL CONDUCT

Every patient has a right to expect competent care provided by a student as part of clinical training.

The instructor will be the ultimate authority to judge student performance. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, performance, and patient safety. A student may be refused access to any clinical facility for infractions of the agency rules and regulations.

Students are expected to observe the following guidelines for behavior in the clinical setting:

1. Students must adhere to agency guidelines and policies. Orientation sessions are MANDATORY for all students.
2. Students may not bring children to the clinical agency at any time.
3. Students should be in the clinical agency only when supervised or with the permission of the instructor (e.g. pre-clinical work-up). In these instances, students must adhere strictly to the course guidelines and agency policies regarding allowable activities.
4. Students may not use cell phones in the clinical setting but may be used on break and only in approved areas.
5. Other communications devices must be put on vibrate or turned off.
6. Students are subject to all policies regarding drugs, criminal background checks, and drug screens, including random and for cause drug screens that clinical agencies may require.
7. Students participating in clinical experiences may not be substituted for staff for any entity during assigned clinical/field experience/internship times.
8. Arrive on time with the appropriate paperwork and clipboard.
9. In uniform with hospital badge and name tag clearly visible.

LEGAL AND ETHICAL REQUIREMENTS IN CLINICAL SETTING

The paramedic student is expected to abide by the following legal and ethical requirements.

1. Be prepared for clinical assignments.
2. Consider all information obtained regarding the patient's status as **strictly confidential**, and not to be discussed with anyone except instructors and peers within the learning environment, and with authorized hospital personnel. (Learning experiences in the clinical area are to be shared during pre- and post-conferences and other related professional sessions).
3. Students must comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The law protects patient confidentiality and the security of patient data. Significant fines, civil and even criminal penalties, can be levied if there is wrongful disclosure of medical data. The general rule affecting paramedicine is that patient authorization is required for any use or disclosure of protected information that is not directly related to treatment or payment. These rules cover all types of communication including patient charts, patient room identification systems, faxes, lab slips or specimens, medication records, dietary trays, and communication boards, faxes and phones. The law provides even more stringent protection for clients in psychiatric and chemical dependency units. Selected applications of HIPPA to your role as a paramedic student:
 - Clinical sites may orient students to the agency's guidelines for HIPPA implementation.
 - Patient names, medical record #'s, or social security numbers will NOT be posted on assignment sheets.
 - Patient information must never be left visible to the public.
 - Do not leave clinical paperwork in a place, even in one's own home, that is visible to others.
 - If using computers in the clinical setting, never leave information on the screen for unauthorized person to gain access; log off.
 - Faxes are to be placed in a secure area, face down.
 - NEVER photocopy portions of the patient's chart, medication record, or lab/diagnostic findings.
 - Even when the discussion concerning a patient is authorized, take care that it is not in a public area or where conversation could be overheard by others.
 - As a student, do not answer any questions about a patient over the phone. Do not state the patient is in the facility unless there is certainty that the patient has approved release of the information. The safest action for a student to take is to refer calls to the charge nurse or primary nurse caring for the patient.
 - Submit reports of patients to instructors using patient age, and sex only, never the patient's full name.
 - Remove the name of the patient if any information is obtained from the patient's chart and used away from the clinical unit.
 - Consult with the instructor if the student feels that circumstances regarding the patient will hamper him/her from giving effective care or would potentially present sensitive issues regarding confidentiality (e.g., person known to the student).
4. The student must conduct himself/herself in a professional manner when caring for patients/families and interacting with staff, instructors, and peers.
5. Channel any criticism of an agency, an individual, or an instructor through the primary instructor or Department Director. In order to engender confidence and trust in our program, students should refrain from critical discussion outside the school or with other students.
6. Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the paramedic program.
7. Be responsible for one's own learning, and help promote an atmosphere, which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
8. Be respectful of instructors and peers. Help maintain an atmosphere where you and others can learn

and grow.

9. Be responsible for reading and familiarizing self with printed college and paramedic department policies and procedures, as well as policies and procedures in clinical agencies that impact the role and function of the paramedic student.
10. Failure to abide by these regulations present grounds for disciplinary actions up to and including dismissal from the paramedic program.

Clinicals:

1. Individual clinical rotations will be assigned a grade and then averaged to determine the final grade. Grades will be determined by the course instructor after consultation with the clinical instructor on level of competency as documented on the clinical evaluation form, and completeness of documented patient assessment forms.
2. Each student must be prepared and have all required equipment with them at the beginning of each clinical and field rotation.
3. Hospital clinical rotations are scheduled through the Fisdap Clinical Scheduling System. Schedules will be coordinated by the Odessa College Clinical Coordinator. Once assigned to a clinical date and time, attendance at that scheduled clinical is mandatory. Changes must be approved by the Clinical Coordinator/Primary instructor. In the event of an emergency, and it is impossible for the student to attend clinical, the instructor must be contacted no later than 45 minutes prior to the scheduled clinical.
4. Students must perform a complete assessment and head-to-toe examination on a minimum of five (5) different patients in the Emergency Department at each clinical rotation these patients will be chosen in order to complete the required competencies in accordance with the Odessa College clinical competency matrix. Document these exams on the Odessa College EMS patient assessment forms, as outlined in the Course Textbook, and as directed by the instructor. A patient may not be assessed for clinical grading purposes by two students simultaneously.
5. Students must submit the completed Hospital Rotation Evaluation Form to the clinical instructor for signature before the end of the clinical. The completed and signed Hospital Rotation Evaluation Form MUST be turned into the lead instructor to receive credit for the clinical hours. Failure to turn in this form will result in the patient information for that rotation to be deleted from the Fisdap system.
6. The student will be required to complete the Patient Assessment and Care Record, Preceptor Evaluation, Self-Evaluation, and Site Evaluation in the Fisdap system within 48 hours of completion of the clinical. The clinical rotation will be locked after 48 hours and no further changes or additions will be allowed to the patient care record without consent of the Primary instructors.
7. Emergency Medical Services field rotations are scheduled through the Fisdap Clinical Scheduling System. Schedules will be set on a first come, first served basis. Field rotations must be scheduled three (3) days in advance. Once assigned to a date and time, attendance at that scheduled clinical is mandatory. Changes must be approved by the Clinical Coordinator/Primary instructor. Only 1 clinical date or time may be modified or changed per semester.
8. In the event of an emergency, and it is impossible for the student to attend clinical, the instructor must be contacted no later than 45 minutes prior to the scheduled clinical.
9. Students must submit the completed Ambulance Rotation Evaluation Form to the lead paramedic/preceptor for signature before the end of the clinical. The completed signed Ambulance Rotation Evaluation Form MUST be turned into the lead instructor to receive credit for the clinical hours. Failure to turn in this form will result in the patient information for that rotation to be

deleted from the FIDAP system.

The student will be required to complete the Patient Assessment and Care Record, Preceptor Evaluation, Self-Evaluation, and Site Evaluation in the FIDAP system within 48 hours of completion of the clinical. The clinical rotation will be marked as Complete after 48 hours and no further changes or additions will be allowed to the patient care record without consent of the Primary instructors. All assessments will be entered through <https://www.fisdap.net/index.html>

Hospital Badges: At the conclusion of the course, you will be required to turn in your MCH Student badge and ORMC Student badge. Failure to do so may result in a no course completion or you will be withheld from taking your Final Exam.

SCOPE OF PRACTICE

Noncompliance in any of the areas listed below may result in dismissal from the Paramedic Program.

THE PARAMEDIC STUDENT MAY NOT:

1. Assume responsibility for patient valuables.
2. Sign/witness patient or client signature for consents for any type of procedure or sign AMA forms.
3. Implement teaching plans/discharge plans without the primary nurse/preceptor or paramedic instructor present.
4. Fill out incident reports without instructor present.
5. Take verbal or telephone orders from physicians.
6. Administer blood or blood products or chemotherapy.
7. Perform post-mortem care without presence and permission of instructor and/or preceptor.
8. Scan, photograph, photocopy, or tape record content of patient documents.
9. Have unauthorized patient contact.
10. Use profanity or vulgarity while in the clinical setting.

Further details regarding the scope of practice for a particular course will be found in clinical course materials.

VISITING HOSPITAL PATIENTS

The student may not visit hospitalized friends or family when in the student role or while wearing the OC uniform. Students shall not visit patients who have been assigned to them before or after any clinical experience. One of the indications of high level paramedicine professionalism and competency is the provision for proper care and termination of the paramedic/patient relationship.

DISCIPLINARY SANCTIONS

The Rules and Polices of the Texas Department of State Health Services, the Statutes and Laws of the State of Texas, including but not limited to, Texas Administrative Code 157 will apply to the paramedic student for necessary disciplinary actions while enrolled in the Odessa College Paramedic Program.

EVALUATION AND GRADING

GRADING POLICY

Class/Theory/Practicum Grading Policy

Students will receive a numerical grade. A grade of 80% or greater is required to pass. Theory grades are assigned according to the following scale:

90-100	A
85-89	B
80-84	C
60-79	D
Below 60	F

Grades will be calculated at the end of the semester for each class according to the formula specified in the course syllabus. Final grades are not rounded to the next point therefore a grade of 79.99 or lower is a failing grade for the course. Late work will be accepted but at a reduced grade. Up to 24 hrs late 25% reduced score. 24-48 hrs late 50% reduced grade. After 48 hours is will not be accepted.

Testing Policy

- Testing will be conducted in Odessa College testing labs unless the instructor authorizes a different site.
- Tests will be proctored.
- Cell phones, smart watches, or any other electronic devices are prohibited to be in the student's possession during the test.
- There will be no makeup tests without **prior** consent of the instructor **before** the time that the original test is administered. If the student will not make the test on that date due to illness, injury, or emergency, then it is that student's responsibility to contact the instructor prior to the test day; if it is not possible to contact the instructor prior to the test then contact must be made as soon as reasonably possible.
- Any student cheating during the test will be removed from the testing lab immediately. The grade will be entered as a zero and the student may be removed from the program.

Threshold Exam and Practical Exam

In the final Module of the class year, Assessment Based Management, there will be a Threshold Exam and Practical Examination of skills for the paramedic skills required by NREMT. The Threshold Examination is a written test provided to the student and must be passed with a score of 70% or better to be allowed to test for National Registry. The student will take all attempts for the Threshold Test; if the student fails to pass on the 2nd attempt then the student will be required to complete a structured review and then given 2 more attempts to pass the Threshold Exam before the course completion date. Any student who fails the 4th attempt has demonstrated insufficient knowledge and an inability to pass NREMT and will not be authorized to test for NREMT and the student must repeat the paramedic program. The student will be eligible to enroll in the paramedic program again at the first available opportunity.

The Practical Examination of skills will be conducted at the end of Assessment Based Management and the rules and procedures for the examination are attached to this document at Appendix A.

There will be a threshold cognitive exam in the Spring and another exam in the Fall covering basic paramedic knowledge up to the level the students are expected to be at during that time. A minimum passing score of 80% is required to move forward in the program. There will be two attempts at the exams to reach that 80% mark.

There will be threshold skills exams in the Fall and in the Spring to assess the level of knowledge retention the student has. This will allow the instructors to determine if the student has understanding of basic knowledge that was instructed during that semester and an ability to apply that knowledge. The students will complete an oral skills station and a static/dynamic cardiology skills station in the Fall and an out of hospital and trauma skills station in the Spring. These exams will be graded on a pass/fail scale allowing for one retest per skill with different skills instructors. Failing at these skills stations will reflect that the student has not displayed the knowledge required to move forward in the program and may be dismissed.

Test Analysis/Trigger Points

Tests reliability is measured by the Kuder and Richardson Formula 20. When the formula is run the results are represented by a decimal number ranging from 0.00 to +1.00. Our tests are high stakes tests therefore are intended to distinguish those students who have mastered the material from those who have not. Our tests are designed for a KR(20) of +0.50 or higher and anything below this threshold is subject for review. In addition, each question is given a p-Value in order to gauge difficulty. The closer the p-Value is to 0.0 the more difficult the question. For example, a p-Value of 0.0 means that no student answered the question correctly and therefore it's a really hard question. Test questions that fall below a .50 are subject for review and possible removal from assessment scores.

Other Grades That May Be Assessed

Grades of "I" (incomplete) and "W" (withdrawal) follow Odessa College policy as stated in the Academic Catalogue. Each semester, the college publishes the "last day to withdraw". Students should consult with the cashier's office regarding refund eligibility.

The grade of "Z" (grade not determined) is used in the situation when a student fails one of the co-requisite courses and cannot receive a passing grade in the other course because of program policy. The "Z" remains on the transcript until the course is re-taken and a new grade determined.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college's calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the EMSP Department Director regarding readmission to the Paramedic Program.

NOTE: Students must follow and successfully complete each course of sequence as published in the college's catalog as required for graduation.

ACADEMIC ALERTS

Academic alerts may be used by the instructor at any time to notify the student of failing grades. At least 72 hours prior to the published drop date, the instructor of record will calculate grades and notify students in writing of grade status if failing or at high risk to fail. Students will have their options explained to them by the instructor and/or the Program Director. Options include:

- a. Withdrawal prior to the deadline so that the student's grade will be a "W". Withdrawal from co-requisite courses will be explained.
- b. Continuation in the program with the understanding that if the student's scores do not improve, he/she could receive a grade of "D" or "F" for the course.

PROCEDURE FOR REQUESTING SPECIAL ACCOMMODATIONS

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with special needs should contact the Odessa College Office of Disability Services at 432 335-6861 to request information or assistance with obtaining accommodation services.

Paramedic students with a disability who request reasonable accommodations must meet with the Program Director or Department Director no later than the first week of classes. Reasonable accommodations will be provided as authorized by the Office of Disability Services as long as the ability to meet course requirements is not compromised. Paramedic faculty provides no accommodations without authorization. It is the student's responsibility to be a self-advocate when requesting accommodations. Students must meet with each course instructor at the beginning of each class to discuss the particular accommodation needed. Students are responsible for obtaining appropriate documentation, such as that from a professional health care provider which will be maintained in the student's file.

PROGRESSION/READMISSION

PROGRESSION AND READMISSION

Students should progress in sequential order of courses and graduate within three semesters. It is expected that students follow the degree plan. Gaps in enrollment occur for various reasons including personal and academic issues. Individual situations vary and considerations in progression deviations are made by the Department Chairman.

Exiting the Program: Student Responsibility in Dropping the program

The student should contact the Department Chairman and immediately visit with their Success Coach to sign a document to officially drop the program.

Ineligibility for Re-Admission

Failure of any core course in the TDSHS approved Paramedic cohort will result in the student not to continue in the series of courses of sequence in the curriculum. The student can re-apply to the paramedic program and, if selected, will re-take core courses, beginning with the first semester. This fresh start option is not available for students who have demonstrated unsafe clinical practice or unprofessional conduct.

Progression: Special Situations

Students follow the curriculum plan delineated in the college catalog. Paramedic courses are sequential. Special progression is allowable only with the Department Chairman's approval.

REQUIREMENTS FOR GRADUATION

To be eligible for graduation and Course Completion Verification, the paramedic student must have completed each of the prescribed courses in the curriculum with a minimum grade of 80. Each of the paramedic and non-paramedic courses required for the degree must also be passed with a minimum grade of "C."

PRACTICUM EVALUATION

Students receive a clinical evaluation from their preceptor at the end of each clinical rotation. Students will also receive formative evaluation periodically concerning competencies that should be met during their clinical rotations. These reports are to ensure that the student is aware of the expectations and requirements of the practicum. Summative evaluations occur at the end of clinical course. An evaluation conference with the primary instructor(s) will be scheduled at the end of each course to discuss the summary evaluation of clinical performance using the clinical evaluation form. Students are encouraged to speak with instructors at any time regarding clinical performance. Prior to the end of the semester if adequate number of patient contacts were not available to the student, simulation may be offered to meet the required minimums.

Clinical failures may occur before the clinical course is completed or may occur at the end of a course. In cases of clinical failure, the student will be apprised of the failure as soon as reasonably possible. If clinical failure occurs before the end of the semester, the student has the option of continuing in the didactic course although a passing grade cannot be issued in the didactic course since the clinical course was failed. If the student questions the decision, he/she may refer to the grievance policy.

Immediate dismissal from the Paramedic Program may occur with serious violations of safe clinical practice. The following are unsafe practice categories according to patient/client impact:

Physical Hazard: A physical hazard is any action performed by the student which could endanger the client's life. Examples of a physical hazard include (but not limited to) medication error, leaving the side rails down, bed in high position, removing oxygen from a client over a period of time, non-

report of symptoms that could endanger client, attempting to practice beyond scope, attempting skills that have not been checked off by instructor, performing a skill without proper or approved supervision.

Emotional Hazard: An emotional hazard is any verbal or non-verbal behavior by the student which puts the client in danger, or is inappropriate, or unprofessional. Examples of an emotional hazard include (but not limited to) displaying emotional outbursts, cursing, obscene facial or hand gestures, yelling at faculty, staff or client, racial slurs/comments, talking about client in an inappropriate setting, making unfavorable statements regarding patients or their significant others to other students in an inappropriate setting or to the public.

INCIDENT REPORTS

Any unusual occurrence or medication report made in the clinical area will be reported in the manner given in the procedure manual of the specific hospital. A report must also be filed on campus since photocopying of agency documents is not allowed. The report must be signed by the instructor. The report will be reviewed by the Department Chairman, and involved instructor. The student may be interviewed by any of these individuals. Appropriate remediation shall be required.

STUDENT HEALTH AND SAFETY

SAFETY IN THE CLINICAL SETTING

Students are expected to provide appropriate care to all assigned patients during clinical learning experiences. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, HIV, and other communicable diseases, which pose potential risks to a caregiver. The student is responsible for implementing standard precautions and adhering to all agency policies when providing care. The student should immediately consult with the instructor, agency policies, and/or staff when questions of safety or infection control arise.

GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE

The management of issues related to infectious diseases is of primary concern to students, paramedic faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, with the individual rights of privacy and equal opportunity. As part of the curriculum, paramedic students are provided with information regarding protection from infectious diseases common in the health care environment.

Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of the Paramedic Program that:

1. All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical experiences. Instruction in Standard Precautions and CDC recommended infection control measures will be provided and skills reinforced in the laboratory setting.
2. This information will be repeated and will increase in depth and/or application as the student encounters more complex situations.

GUIDELINES:

1. Routine use of Standard Precautions for all patients will reduce the risk of disease transmission.

3. Patients suspected of having a condition requiring Airborne, Droplet, or Contact Precautions require the use of enhanced precautions.
3. The student will be asked to review current information regarding Standard Precautions and CDC recommended infection control measures in the clinical setting with instructor and/or agency staff guidance. Infection Control manuals and/or on-line policies and procedures are to be consulted when in the clinical setting.

INFECTION CONTROL PRECAUTIONS:

1. Handle the blood of all clients as potentially infectious.
2. Wash hands before and after all contact with clients or specimens containing body fluids.
3. Wear gloves for potential contact with mucous membranes, non-intact skin, blood, or body fluids.
4. Wear mask if airborne transmission of microorganisms is possible.
5. Wear protective eyewear if splatter with blood and body fluids is possible. Wear gown if clothing is apt to be soiled.
6. Immediately place used syringes in nearby impermeable container. Do not recap or manipulate needle in any way.
7. Treat all linens soiled with blood and/or body secretions as potentially infectious.
8. Process all laboratory specimens as potentially infectious.
9. Follow agency policy regarding resuscitation during respiratory arrest.
10. Utilize red biohazard bags for medical waste.
11. Ask questions regarding infection control policies and their application in each agency or unit where assigned. Be informed; practice proper procedures with every client situation, and be safe.

OSHA GUIDELINES FOLLOWING PERCUTANEOUS OR MUCOSAL EXPOSURE:

A significant occupational exposure is defined as:

- A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood and/or body fluid.
- A mucous membrane exposure to blood or body fluids (i.e. splash to eyes, nares, mouth).
- A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid — especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

The student will immediately notify the instructor of an injury or exposure (or potential exposure) to an infectious disease while in the clinical setting.

PROCEDURE FOLLOWING EXPOSURE:

1. Wound care/first aid
 - a. All wounds shall be vigorously cleansed with soap and water immediately.
 - b. Mucous membranes shall be flushed with water or normal saline. Use eye wash stations when needed.
 - c. Other wound care shall be rendered as indicated.
2. Notification of responsible parties
 - a. The student will report to the clinical instructor any incident that constitutes an exposure.
 - b. The clinical instructor, and the student, will complete a written report and submit them to the EMSP Program Director.
 - c. Clinical instructor and/or student will notify the Infection Control Officer or designee of the clinical agency involved. Specific recommendations will be made according to the

type of exposure and infectious disease involved. Expense incurred in exposure follow-up is the responsibility of the student.

STUDENT ILLNESS OR INJURY

When a student receives an injury, or becomes acutely ill at the clinical site, the instructor shall be notified. The paramedic faculty will not assume responsibility for students in the clinical area who are excessively fatigued, emotionally unstable, physically ill, or who exhibit behaviors indicative of drugs or alcohol use. The student will be dismissed from the clinical experience if any of these problems occur, and in the professional judgment of the instructor, the student is potentially unsafe to render paramedical care.

INSTRUCTOR RESPONSIBILITY:

1. A determination shall be made if the student is in need of:
 - a. Emergency Room — used for treating injuries/illness requiring immediate assessment and treatment, i.e., trauma.
 - b. Employee Health Service (if available) — this service may or may not be available to students. Service may be used to provide assistance when a student has received an occupational related exposure to an infectious agent.
 - c. Private physician — health problems that are not emergent in nature and do not involve possible liability on the part of the agency, or for health clearance to return to class.
 - d. No referral.
 - e. Referral following agency protocol if drugs/alcohol suspected.
2. Notify the EMS Department Chairman of the incident.
3. File a report in the EMSP Office as soon as practical but within 72 hours of the event.

STUDENT RESPONSIBILITY:

When a student is seen in the Emergency Room for care, he/she will notify his/her own insurance carrier. The student and his/her health insurance company will be billed for services rendered.

RETURNING TO CLASS AND/OR CLINICAL FOLLOWING ILLNESS OR INJURY:

Students returning to class or clinical following an illness or injury may be required to obtain a release from the health care provider. If activity restrictions are prescribed, the health care provider's documentation must be explicit. Some restrictions may prevent the student from continuing in the clinical course. A course withdrawal or grade of incomplete may be necessary, depending on the nature and timing of the problem. It is the responsibility of the student to contact the instructor before the next class/clinical to see if a doctor's release is necessary. Failure to obtain the requested release will prohibit the student from entering the clinical or classroom setting until the doctor's release is obtained.

Illness denotes an unhealthy condition in which physical, emotional, or intellectual function is diminished or impaired.

Injury results from either internal or environmental factors. Injury may be biological, chemical, physiological or psychological in nature.

PREGNANCY

The health and wellbeing of the pregnant student and her unborn child are paramount. Women who are pregnant, or become pregnant, must notify their primary instructor or Department chair of their status. They should also discuss their paramedic school status with their health care provider. The Paramedic Program requires that the health care provider provide written approval for the student:

1. To remain in the paramedic program when pregnancy is determined;
2. Before the student can return to school following delivery; and
3. When there is any significant change in the health status of the mother or child.

RESOURCES/MISCELLANEOUS

LEARNING RESOURCE CENTER (LRC)

Learning Resource Center

The Learning Resources Center (LRC) at Odessa College is open extensive hours that vary by semester and are always posted on the LRC page on the Odessa College website. The LRC is located on the Odessa College main campus. LRC staff is helpful and will gladly provide support, tutoring, or assistance as needed. Main phone number for LRC is 432-335-6640.

Early intervention for academic problems is important for success. EMS faculty encourages students to visit the LRC during open hours or by appointment. LRC staff can assist students to target solutions for identified problems, such as developing test taking skills, prioritization strategies, and study skills specific to EMS content. On-line sessions are available and interested students should call the LRC main phone line to set up an appointment.

EMS students can also become tutors for other EMS students! Tutoring is free of charge to students but tutors do get paid. EMS students interested in becoming tutors should first see the Associate Dean.

Counseling

Odessa College's counseling department can assist students with academic issues as well as offer short-term crisis counseling. The counselors can make referrals as necessary. Please contact Ms. Genevia Slate at 432-335-6121 for assistance.

Appendix A

Procedure for the Assessment Based Management Practical Testing

The Practical Exams for Assessment Based Management are meant to, as closely as possible, replicate NREMT Skills Testing that is required to pass prior to an EMT being eligible to certify as a Paramedic. Passing the Assessment Based Management Practical Exam is meant to be an indication that the student is ready to take NREMT Skills, but does not guarantee passing NREMT.

On the date(s) of the Practical Exams, students will be required to demonstrate proficiency in all aspects and modules previously instructed over the previous course year by practical demonstration. The requirements and rules are as follows:

- Practical examination stations are graded as a Pass(100)/Fail(0) grade and will include:
 - One Static Cardiology station (time limit set the day of)
 - One Dynamic Cardiology station (time limit set the day of)
 - One Oral scenario station (15 min time limit)
 - One Trauma assessment station (10 min time limit)
 - One Out of Hospital scenario station (20 min time limit)
- The Cardiology stations, Oral station, and Trauma station will have one paramedic administering, observing, and grading the skill demonstrated. If a student earns a grade of Fail, the student may be given one (1) retest with a different scenario. If the second attempt is failed, a grade of zero (0) will be issued.
- The Out of Hospital scenario skill will have two (2) paramedics administering the exam: one paramedic will administer the skill exam as well as observe and grade the skill, the second paramedic will portray the paramedic partner and assist with grading. At the conclusion of the scenario, the paramedics will privately discuss and analyze the skill performed and issue the student a grade of Pass or Fail. If the first attempt is failed, a second attempt with a different scenario and two different paramedics may be issued to the student. If the second attempt is failed, a grade of zero (0) will be issued.
 - If any student believes that there be any biases towards the student from a specific paramedic administering and grading any of the skills to be performed, the student must bring that concern to the Instructor or Lead Instructor **prior** to beginning the skill and the paramedic may be replaced. Any issue raised **after** the skill has been performed and graded will not be considered as a valid reason to invalidate the skill.
- The Instructor shall review the graded skill sheet and notes from the paramedics administering any skill that is shown to be a fail to ensure a valid evaluation of the skill performed and present the results to the Lead Instructor. The Lead Instructor shall review the graded skill sheet to confirm that a valid evaluation of the skill was performed. At that time, if the student is eligible for a retest, the Lead Instructor may grant a retest to the student.

If the student fails to pass all of the 5 stations they will not be issued a PATT and will not be allowed to test NREMT skills. At that point, the student must complete a structured review with faculty until passing all 5 stations and the student must then find an alternative testing site to test for NREMT skills.

**ODESSA COLLEGE
PARAMEDIC PROGRAM
STUDENT HANDBOOK CONTRACT**

_____ (print name) I have read and will abide by the policies, rules, and guidelines stated in the Student Handbook for the Odessa College Paramedic Program. I understand that the paramedic student handbook is supplemental to the policies of Odessa College, and that I must also adhere to all Odessa College policies, procedures, and guidelines that may not be published in this booklet.

Signature Date