

# **SOUTH PLAINS COLLEGE EMS TRAINING PROGRAM**

## **ADVANCED EMT (AEMT) TRAINING COURSE**

### **COURSE SYLLABUS**



## **Mission Statement**

It is the mission of the South Plains College EMS Training Program to prepare competent entry-level Emergency Medical Personnel in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technicians, and/or Emergency Medical Responder levels

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## IMPORTANT PHONE NUMBERS

<b>Tyson Powers,</b> Lead Instructor	Cell: 806-782-2941 UMC 806-775-8725 Email: <a href="mailto:tyeson.powers@umchealthsystem.com">tyeson.powers@umchealthsystem.com</a> *
<b>Becki Johnson</b> Clinical Coordinator	SPC: 806-716-4802 Email: <a href="mailto:bjohnson2@southplainscollege.edu">bjohnson2@southplainscollege.edu</a> *
<b>Jacob Braddock,</b> SPC EMS Training Program Director	SPC: 806-716-4877 Email: <a href="mailto:jbraddock@southplainscollege.edu">jbraddock@southplainscollege.edu</a> *

\*Do not send jokes or chain emails to these email addresses.

## COURSE COMPOSITION

The AEMT course is designed to meet requirements for National Registry and State certification at the AEMT level. This course has been approved by the Texas Department of State Health Services.

This course will consist of 160 hours of classroom time and practical exercises. In addition, this course also consists of a minimum of 88 hours of hospital rotations and a minimum of 120 hours of rotations at an approved EMS department where a valid affiliation agreement is in effect with South Plains College. The student will also be required to perform the required skills and procedures as set forth by the SPC EMS Training Program as indicated on the Platinum Planner platform (See page 14). The student must also complete 8 hours of approved community service (See page 16).

## CLASS FORMAT

This class will utilize a “hybrid” format in which lectures will be live with some online via Zoom and skills labs will be live and in person.

**Zoom:** Lectures will be conducted live; but online via Zoom. On occasion, the instructor may, at his discretion, move the live, online lecture to another platform such as in-person, Blackboard Collaborate, GoToMeeting or another appropriate platform. Students will be told, in advance, if the class platform is changed from Zoom.

**Skills Labs:** Skills labs will be held in person on the Reese Campus in Building 2 in Lubbock. The course schedule clearly identifies the dates, times, and location of all skills labs.

## MEDICAL DIRECTOR

According to rules and regulations of the Texas Department of State Health Services, all EMS training programs must have a licensed physician to serve as the program’s medical director. The role of the medical director is to provide medical oversight of the program. Many procedures taught in the AEMT class require medical direction to perform. This medical direction is granted through the program medical director only during the classroom and clinical rotations of this course. Practicing these skills outside the scope of the class may be considered practicing medicine without a license.

The Medical Director for this course is Dr. Justin Tidwell of Lubbock.

## **TUITION**

Tuition is due, in full, and payable according to the SPC policy. If a student quits or fails, any outstanding balance is still due and payable to SPC. Students with outstanding balances may not be eligible for future classes at SPC until the balance is paid in full.

## **PRE-REQUISITES**

### **High School Diploma or GED**

Prospective students must hold a high school diploma or GED.

### **Ability to Pass Criminal Background Check**

Students must be able to successfully pass a criminal background check by the Texas Department of State Health Services. If there is any doubt about a criminal charge or conviction, the student should consult with the lead instructor. No tuition refunds will be granted for any student that begins the course and then is removed or denied certification.

### **CPR Card**

All students must have a current American Heart Association Health Care Provider (BLS) CPR card or the equivalent. This card must be current throughout the duration class and clinicals.

### **Completion of EMT-B Course**

Prospective AEMT students must hold a current National Registry or Texas Department of State Health Services EMT-Basic certification, prior to the beginning of advance clinical rotations. Students who have not yet met this certification requirement may be accepted. However, any student that fails to certify at the NR or Texas EMT Basic level by the beginning of the fourth module shall be dismissed from the course.

### **Mal-Practice Insurance**

As part of the tuition, a student Mal-Practice Insurance Policy is provided. This policy is only in effect during clinicals and EMS rotations in which the student is scheduled, via Platinum Planner, to be performing a clinical. This policy will NOT apply to any skills, procedures, acts, or omissions that are performed outside of the designated AEMT scope of practice as listed with the Texas Department of State Health Services.

### **Student Loans and South Plains College Status**

Since this class is coordinated through a college, students must NOT be in default on any student loans. In addition, students must be in good standing with South Plains College. This includes having no unpaid fees or charges with South Plains College.

### **Computer, Internet, and Email Access**

Students must have access to the internet with printing capabilities and a functioning email address. The didactic portion of the class will be via Zoom. A webcam is required and must be on during all classes unless permission is granted otherwise by the instructor. If there are

technical issues, the instructor must immediately be notified via text or email to avoid being counted as tardy or absent. All class materials will be posted via Blackboard. Since many

communications are handled via email, students should check their email daily. In order to utilize Proctorio (see page 11), the internet browser must be Google Chrome.

## **Immunizations**

Prior to beginning clinical or field rotations, each student must submit copies of the following immunizations. Failure to provide these records will result in the student not being allowed to begin clinical rotations and could result in the student being dismissed from the program. **Note:** students who have not completed the Hepatitis B series must have completed the 2<sup>nd</sup> immunization prior to scheduling rotations.

**TB Skin Test** (Mantoux or PPD): Must be within last 12 months.

**Tetanus Vaccine** (Td or DTP, TDAP or DPT): Must be within last 10 years.

**Measles/Mumps/Rubella** (MMR): Two vaccines. Lab titer must be after 1980. If born before January 1, 1957, proof of vaccine not required.

**Hepatitis B** (Hep B): Must have series of 3 doses. Doses #1 and #2 are required prior to onset of clinical rotations.

**Flu Vaccine:** Must be for current expected strand. If a student is allergic to the vaccine, the instructor will advise the student on this issue.

**Varicella (Chicken Pox):** Vaccine or proof that you have had chicken pox

**COVID-19 Vaccine:** Students must be fully vaccinated for the COVID-19 or have a medical or religious exemption; granted by SPC on file. Fully vaccinated is defined as having received 2 doses of the Pfizer or Moderna vaccine or 1 dose of the Johnson & Johnson vaccine. The instructor will provide additional information on the exemption request procedure and forms.

## **APPEALS**

Any applicant not accepted into the course, who has been dismissed from the course, or who has a grievance with any of the staff or instructors, will have the opportunity to appeal to the SPC EMS Training Program Director. The appeal must be written and submitted to the lead instructor within five (5) working days after being notified of action to be taken. The written notice **MUST** contain the specific and in-depth grounds and reasons for the appeal. The appeal will be reviewed by the SPC EMS Training Program Director and any other persons deemed necessary by the Coordinator. A decision and explanation will be provided to the appealing party within five (5) working days of the review. The decision of the Director is final.

## **STUDENT GRIEVANCES**

A grievance is defined as an unsolved conflict that a student has with an instructor in regards to the enforcement or interpretation of an EMS Training policy or procedure. If a grievance occurs, the student should first discuss the issue with the lead instructor. If the issue cannot be resolved with the lead instructor, it is the student's responsibility to file a written grievance and submit it to the lead instructor within five (5) working days of the conflict. The grievance will be reviewed by the SPC EMS Training Program Director and any other persons deemed necessary by the Director. The written notice **MUST** contain the specific and in-depth grounds and reasons for the grievance. A decision and explanation will be provided within five (5) working days of the review. The decision of the Program Director is final.

## **INSUBORDINATION**

Any form of disruptive or unprofessional behavior will not be tolerated. All incidents will be addressed directly by the instructor. If not resolved with the instructor, the situation will be dealt with by the coordinator. Repeated or gross incidents of this manner will result in termination from the program.

## **INSURANCE**

**No health insurance is furnished by this program.** It is advisable that all students have their own personal insurance. The student assumes all personal liability and responsibility for any personal injury that is a direct result of the student's actions either intentional or otherwise.

## **LIABILITY**

CHAPTER 773 SEC 773.009 OF THE HEALTH AND SAFETY CODE states "A person who authorizes, sponsors, supports, finances or supervises the functions of emergency personnel and emergency medical service personnel is not liable for civil damages for an act or omission connected with training emergency medical personnel or with service or treatment given to patient or potential patient by emergency medical service personnel if the training, services or treatment is performed in accordance with standard of ordinary care".

## **SOCIAL MEDIA/PHOTOS/TEXTING/EMAILS**

With today's technology, there are numerous opportunities for almost instantaneous communications with a large number of persons. This creates challenges for EMS training programs in regards to public perception, confidentiality, and professionalism.

### **Social Media**

Students may not post ANY reference to rotations, clinical sites, preceptors, instructors, patients, or any other person or facility associated with this course. This includes posts on *Twitter*, *Facebook*, *Instagram*, *TikTok*, or other social media sites. Any derogatory remarks about preceptors, instructors, or other persons affiliated with this program may result in immediate dismissal from the program. Any inappropriate posts or photos, regarding the class may result in immediate dismissal from the program. If patient confidentiality is violated, civil and/or criminal charges may be brought against the offending student.

### **Photos**

No photos may be taken during ANY clinical rotation. Any violation of this may result in immediate dismissal from the program. If patient confidentiality is violated, civil and/or criminal charges may be brought against the offending student.

### **Texting/Emails**

Students may NOT send or receive text messages or emails while on EMS calls or during hospital rotations. Texts and emails sent or received from personal computers, cell phones, or other electronic devices must not contain any patient information; even if sent after a clinical rotation. Any derogatory remarks about preceptors, instructors, or other persons affiliated with this program may result in immediate dismissal from the program. If patient confidentiality is violated, civil and/or criminal charges may be brought against the offending student.

# **CLASSROOM POLICIES**

## **Student Participation**

Students are expected to take an active roll in the learning process. Time is scheduled throughout the course for skills instruction and practice. Failure to use this time for skills practice can result in the dismissal of the student form the course. Students will not be allowed to leave early on these classes.

## **Attendance**

Classroom attendance is mandatory. Students must notify the instructor if they will not be attending class. Work, including EMS jobs, does not justify missing class.

## **Absences/Tardies**

All students are expected to attend classes. If a student misses more than **sixteen (16) hours** of class he/she will be dismissed from the class. An appeal can be requested. Since we have to meet State and Accreditation standards, all absences, regardless of reason, will be recorded and counted. All tardies will be counted as partial absences rounded up to the nearest ½ hour increment. For example, a student arrives to class 45 minutes late, the attendance will be recorded as an absence for one full hour. The same process will be utilized to record leaving of class early and arriving back to class from a break late.

**Note:** Any student that is having technical issues with joining a Zoom class will not be counted as tardy so long as the student sends an email or a text to the instructor that is time stamped PRIOR to the appropriate reporting time. However, that student MUST make arrangements to join class within 30 minutes. Technical problems will NOT be considered an acceptable reason to miss class. Students should have an alternate plan to attend class in case of technical issues (different internet access point, cell phone, hot-spot, etc.) If the student sends a text or email after the class start time, a tardy will be recorded as listed above. For example, a student cannot log onto Zoom due to internet issues. That student will not be counted as tardy if he/she emails or texts the instructor PRIOR to class start time.

## **Blackboard**

Students will be given access to the online platform of Blackboard through South Plains College. This platform will host tests, quotes, daily quizzes, notes, messages, homework, and many other items. The student MUST remember their assigned user name and password.

## **Specific Rules for Online Attendance**

- All students must be logged in to Zoom (or other designated platform as indicated by the instructor) by the start of class. Roll call will begin immediately at the starting time. Any student that is having technical difficulties logging in must inform the instructor via email or text BEFORE the beginning of class. Failure to do so may result in a “tardy” being recorded.
- Students shall have their computer video cameras on at all times during online classes, unless authorized to omit by the instructor.
- Breaks will be given periodically for a time period designated by the instructor. Failure to be back on Zoom at the resumption time will be recorded as a tardy.
- Students will be called upon throughout the class.
- Behavior that distracts from the class will not be tolerated. Examples include side conversations, texting, phone calls, etc.

- Students shall be dressed appropriately (no pajamas, offensive shirts, tank tops, etc.). If dress for online classes become an issue, the Instructor may require SPC uniforms to be worn during online lecture.

### **Face Covering Statement**

As of the start of this course, there are no policies or procedures dictating the wearing of facemasks or maintaining social distancing during in-person classes. Any student that wishes to do so, may wear a face mask during in person classes. All students and faculty will respect that decision.

This class will follow all SPC policies for face coverings and social distancing. The student will be informed if new policies or restrictions are mandated by SPC.

### **COVID Statement**

Students that are sick or diagnosed with COVID should stay home and not attend in-person classes and labs as directed by SPC Policy. As this is an everchanging occurrence, the lead instructor will advise students of the current SPC COVID guidelines should the need arise. Students should notify the instructor of his/her COVID diagnosis if this should occur. Attendance to Zoom lectures should NOT be affected as students can attend from anywhere they chose without risk of spreading the virus to other students and faculty.

The instructor will work with students to make up skills labs missed due to health reasons whenever possible. However, students must comply with dates, times, and location for makeup labs as designated by the instructors. Students will be responsible for maintaining all designated skills proficiencies as assigned by the instructor.

### **Handgun Policy**

#### **SPC CAMPUS CARRY:**

Campus Concealed Carry – Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209(a). **All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).** Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php))

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**During Clinicals:** No handguns; whether licensed or not are allowed to be carried during a clinical or field internship rotation. Carrying a weapon on hospital grounds constitutes a criminal offense and will be reported.

### **Cell Phones**

Cell phones are allowed in the classroom during normal classes. However, the phones should be set on silent or vibrate. Students must leave the classroom to answer or speak on cell phones. No texting, surfing, or other uses of cell phones are allowed during classroom lectures. No cell phones will be allowed in the classroom during testing; except under extenuating circumstances as allowed by the lead instructor.

## Cleaning of Classroom and Skills Areas

Students are expected to straighten up the classroom and skills areas after every in-person class and return the chairs to their proper position. Following skills practice or testing, students are expected to assist the instructors in picking up and cleaning all manikins, skills supplies, and equipment prior to leaving.

## Make-up Hours

Under most circumstances, make-up hours are NOT allowed. With severe extenuating circumstances the Program Director, along with the lead instructor, may allow exercises, additional training, or special requirements to make up missed hours. This will be addressed on a case by case basis and will ONLY be considered in severe extenuating cases.

## Textbooks

The textbooks for this course are the Brady Publishing *Paramedic Care Principles and Practice; 5<sup>th</sup> Edition* Volumes 1, 2, 4 and 5. Each student is required to purchase and bring to class the appropriate textbooks on their own. The student may purchase the textbook from any source and digital versions of the books are acceptable. **Purchase of the designated textbook is MANDATORY. No sharing of textbooks.**

## Proctorio

This course uses a tool called Proctorio for testing of major exams. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

### **Before Using Proctorio:**

- In order to use Proctorio, you must have a **basic webcam or built-in camera with microphone** enabled on your laptop or desktop computer.
- You must have the **Chrome browser** on your computer. [Download Chrome.](#)
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.

### **Proctorio FAQs:**

#### **Q: Can I listen to music while taking the exam?**

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

#### **Q: Is someone watching me take the test since it is proctored (via Proctorio)?**

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

#### **Q: What if I have to get up to use restroom during the quiz/exam?**

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Canvas Inbox) letting them know that your quiz/exam attempt might be “flagged.” Please do your best to plan ahead and “go” before beginning the quiz/exam!

#### **Q: Can I take the quiz/exam from any location?**

A: You may take the quiz/exam from any location as long as you have a strong Internet connection. You should be in a quiet environment and strive to limit your outside distractions as well.

### **Proctorio Technical Support**

(760) 227-7129 - Available 24/7

Email: [support@proctorio.com](mailto:support@proctorio.com)

Live chat (icon located on the quiz/exam page) [Learn more about Proctorio for students](#)

## Exams

Modular (Sectional) exams will be administered live and using Proctorio (See Proctorio page 11) Students are required to take exams during the class that the exam is scheduled. Only cases of extreme emergency or pre-approved absence will be considered for rescheduling of an exam. All rescheduling of an exam must be approved by the lead instructor prior to the exam. Scheduling of make-up exams will be at the convenience of the lead instructor. The lead instructor may authorize other instructors to administer the exam. Exams not taken within this time frame will result in a zero.

As described previously, major exams will be administered via Proctorio. While taking an exam via Proctorio, the student should follow the following rules:

- Video camera and microphone **MUST** be on and functioning properly at all times during the exam
- Students will immediately begin the exam as directed by the instructor without delay.
- Students **CANNOT** leave the computer during testing.
- If an emergency arises resulting in the need for the student to step away from the computer, the student is to **IMMEDIATELY** notify the instructor via text or phone
- Eyes should be on the computer screen
- It is acceptable to occasionally write down a note so that a question can be reviewed during class. However, repeatedly looking away from the screen will result in a test being flagged and reviewed for potential cheating
- Cell phones, class notes, textbooks, etc. should **NOT** be near the computer during an exam
- Earphones, ear buds, or any electronic listening device is **NOT** allowed during exams
- No hoodies, hats, or other articles of clothing that covers the ears are allowed
- Hair should be arranged to allow video access to clearly see the ears to assure no electronic devices are being used
- An on-screen calculator will be furnished for required calculations. No other calculator will be allowed.
- Student needs to assure that there is no background noise such as a television or radio
- Students must make every effort to have privacy during the test and inform others to not approach the computer or speak to the student during a test
- The instructor will review all video and audio of the student taking an exam. If the instructor finds any violation of these rules or feels that cheating occurred, the student will be contacted. The instructor reserves the right to remedy the situation by appropriate means including entering a score of “0” for an exam, requiring the student to take future exams in person at the EMS Faculty Office, dismissal from the course, or additional actions as indicated.
- The student is required to immediately contact the instructor if there are any technical issues or problems that prevents a student from taking the test or that results in a student leaving the site. The instructor should be contacted via phone or text immediately.

The lead instructor reserves the right to alter the test taking platform (Proctorio) for any or all students. This could occur if the instructor feels that a student or students are exhibiting inappropriate behavior while taking a Proctorio proctored exam. This could also occur if the student continuously has technical issues taking an exam requiring stopping and starting of the exam.

## **Cheating**

Cheating will not be tolerated at any time. Students caught cheating will be dismissed from the course. No use of calculators or other electronic devices are allowed during testing; except as provided by Proctorio or the instructor. No cell phones will be allowed in the classroom during any in person testing.

## **Grading Policies**

The acceptable passing grade for this course will be a score of 75 percent.

Students will be required to maintain an average of 75% in order to participate in all clinical sites. Students whose class average drops below 75% will lose the privilege to attend all clinical sites. The student will meet with the lead instructor to develop a plan to correct the problem. Students who fail to complete clinical rotations because the class average is below 75% will fail the course and will not be placed on the course completion form.

In addition to the above criteria, all students must have at least a 75% for their final grade.  
Final Grades will be based on the following criteria:

- |                              |                    |
|------------------------------|--------------------|
| • Daily Quizzes/Pop Quizzes: | 20% of final grade |
| • Module Exams:              | 40% of final grade |
| • Homework Assignments       | 10% of final grade |
| • Course Written Final:      | 30% of final grade |

## **Student's Responsibilities**

### **It is the student's responsibility:**

- To keep track of his/her absences.
- To notify the instructor of the absence prior to class.
- To make up any missed materials/skills.
- To acquire lecture material, assignments, and handouts.
- To turn in homework that will be late due to an absence.
- To take a make-up exam within the allotted time.
- To read the material to be covered in class before class begins.
- To arrive on time to class.
- To practice skills during the allotted time.
- To seek clarification on any subject matter that is not understood.

## **Skills and Skills Exams**

Skills are a critical aspect of an EMS training program. Each student is solely responsible to complete all peer review skills requirements and documentation on the Platinum Planner platform within 48 hours of completion of the skills lab. Many skills, such as BLS skills, are designed to be self-paced. Ample time is allocated during the class to complete this component. Each student is expected to utilize the allotted class time appropriately to achieve completion. Students are responsible to track and document all skills. The skills requirements for the AEMT Program are comprehensive and listed on Platinum Planner. The Instructor will assign due dates for specific skills completion. Failure to complete this requirement shall result in the dismissal from the course.

All students **MUST** pass each of the final skills exams as prescribed by the lead instructor. Each student will have a total of three opportunities to pass each final skills exam. All final skills exams shall be administered by a faculty member. Final skills exams will include an initial final exam and a maximum of two retests. Each retest, as needed, shall be administered by a different faculty member or the lead instructor. Failure to pass the final skills exams, within the three attempts, shall result in the dismissal from the SPC EMS Training Program.

**Failure to complete and pass the required skills requirements  
will result in dismissal from the program**

## **Documenting of Skills Labs**

Students will be **solely** responsible for documenting all skills labs on Platinum Planner. During skills labs, students will “create a lab” and document all peer and instructor skills check sheets on Platinum Planner. Students must assure proper peer and/or instructor signatures are obtained. **All skills lab documentation MUST be documented and submitted on Platinum Planner within 48 hours of the skills lab. Failure to submit skills documentation within this time frame will result in the student having to repeat those skills outside of designated skills lab times.** Repeated violations of this policy may result in termination from the Program.

## **Homework**

Homework will be assigned according to the schedule; or by the Lead Instructor. Homework is a **MANDATORY** part of the course. Failure to complete any homework assignment will result in a score of zero for that assignment. Failure to turn in homework assignments on time will result in points being deducted from the homework grade and will **NOT** be accepted at all after 72 hours from the due date; in which a “0” will be recorded for that grade.

Homework will include; but not limited to:

- Daily Quizzes/assignments
- Jurisprudence Exam: The PowerPoint presentation is found at [http://www.spems.org/Documents/Jurisprudence\\_Presentation.pdf](http://www.spems.org/Documents/Jurisprudence_Presentation.pdf) . The exam is found at: <https://www.classmarker.com/online-test/start/?quiz=xvb599f81f45e079>
  - Student must complete during this class. Prior completion does **NOT** count.
- Pharmacology/Math Assignments
- Any other assignments as deemed appropriate by the lead instructor

## **Tobacco Use**

On the SPC campuses, smoking is only allowed outside during allotted breaks. Smokeless tobacco is allowed so long as spit cups are not left in the classroom or offices. All spit cups shall

be disposed of in the dumpster and not in the trashcans at the station. The lead instructor may alter this policy at his discretion. Vapor or E-cigarettes are not allowed in the classroom.

### **Parking**

While on SPC Reese campus, students should park in the Building 2 parking area. The address for Building 2 is 516 Gilbert Drive, Lubbock, Texas. An SPC Parking permit is NOT required to park in the SPC parking areas.

### **Behavior, Appearance, Attitude**

- Students are expected to arrive on time for all classes and prepared for learning.
- UMC uniforms will be worn for all in-person classes and labs.
- Talking among students, during lectures, is strictly prohibited.
- Each student is responsible to practice skills in the allotted time. Failure to adequately practice skills will become evident on testing dates.
- Food and beverage are allowed during in-person classes so long as it does not disrupt the learning environment. However, loud crunching of ice and food items is not allowed. The instructor reserves the right to alter the food and beverage privilege.

## **COURSE CLINICAL REQUIREMENTS**

**All Clinical Requirements MUST be completed by **October 1, 2023**. All rotation hours as well as required skills/procedures MUST be accurately documented on Platinum Planner. If the rotation has inadequate documentation, the rotation will not count.**

### **SPC Clinical Handbook**

Each student will be furnished a copy of the SPC Clinical Handbook that explains clinical policies and procedures. The student MUST read and understand these policies. Failure to comply with the SPC Clinical Handbook may result in disciplinary action up to and including termination from the program. If there are any discrepancies between this syllabus and the SPC Clinical Handbook, the rule in the Clinical Handbook will be followed.

### **Clinical Requirement Summary**

#### **Adult Hospital Emergency (ER) Rotations**

Total Hours of ER Rotations: **48**

- Minimum of 12 hours to a maximum of 24 hours at a Freestanding ER
- Remaining hours may be performed at UMC, CMC Lubbock, Covenant Children's, Covenant Hospital Plainview or other facility with a valid affiliation agreement.

#### **Pediatric Emergency (ER) Rotations**

Total Hours of Pedi ER: **12**

- May be performed at UMC Pedi or Covenant Children's

#### **Hospital Burn ICU Rotations**

Total hours: **12**

- Must be performed at UMC in Lubbock

#### **Hospital Respiratory Department Rotations**

Total Hours: **8**

- Must be performed at UMC, CMC Lubbock, and/or Covenant Children's

## **Hospital Operating Room (Surgery) Rotations**

Total Hours: 8

- Must be performed at UMC or CMC Lubbock

## **Ambulance Rotations**

Total hours of EMS Rotations: 120

- Must be with a State certified AEMT (EMT-Intermediate) or Paramedic
- Student must be in the back of the ambulance during treatment and transport
- Can only be performed at UMC EMS or other service where an affiliation agreement is in place. Questions regarding this should be directed to the lead instructor.

**NOTE:** Other clinical sites may be added or some may be removed; depending on demand, availability and need.

## **Community Service:**

The student must complete 8 hours of community service as pre-approved by the Lead Instructor and/or Clinical Coordinator. Community service must be EMS related and cannot be performed while accepting pay. All community service must be documented on the proper community service form and submitted to the lead instructor and the clinical coordinator. Students will be informed on numerous community service activities throughout the semester

## **Required Skills/Procedures:**

Students will be required to complete all requirements of skills and procedures as set forth within the Platinum Planner system.

## **Rotation Deadlines**

- All Rotations must be completed by **October 1, 2023.**

## **Clinical Rotation Timeline**

OR and Respiratory clinical rotations may begin *after* successful completion of the 2<sup>nd</sup> module. ER and Burn ICU clinicals can begin *after* successful completion of the 3<sup>rd</sup> module. All hospital clinicals **MUST** be completed prior to performing any field internship (EMS rotations). All students must be in good standing in order to perform any clinicals. This includes passage of all exams, skills exams, assignments, and full payment of tuition.

**All rotations MUST be completed by **October 1, 2023.****

## **Scheduling Clinical Rotations**

All rotations **MUST** be scheduled through the Platinum Planner system. All students **MUST** complete a Platinum Planner for skills and clinical documentation. The Clinical Coordinator for SPC EMS Training Programs will provide training, instructions, and answer any questions about the Platinum Planner system. Students **MUST** be scheduled on Platinum Planner for any skill or call to count towards course requirements.

The student **MUST** complete the entire rotation that is scheduled. For example, a student cannot leave after 4 hours when scheduled for 8 hours.

Students must abide by the SPC EMS Training Clinical Handbook which will be available to all students.

## Canceling Rotations

Last minute cancellations prevent other students from scheduling rotations. The lead instructor and Clinical Coordinator will closely monitor cancelled or dropped rotations. All students **MUST** send the lead instructor and Clinical Coordinator an email (not texts or phone calls) for all cancelled rotations explaining the reason for the cancellations. This should be done **BEFORE** the rotation date and no later than the day of the scheduled rotation. Continued last minute cancellations (less than 14 days prior to rotation) may result in loss/suspension of rotation privileges, deduction from grades, or even dismissal from the course. The best way to avoid issues is to carefully plan your rotations and stick to the scheduled rotations.

## Rotation Documentation

All rotations **MUST** be documented on Platinum Planner within 48 hours of completion of the rotation. Failure to submit the documentation before the 48-hour deadline will result in that rotation being disallowed. Continued delays in completing documentation can result in dismissal from the course.

Paper should be taken to each clinical site so that notes can be taken for documentation after the rotation is completed. The lead instructor and SPC staff monitors student documentation on Platinum Planner. If a student fails to complete and lock documentation within 48 of a completed clinical, the student's rotation privileges will be subject to suspension.

Since all evaluations are via the Platinum Planner, students must take their cell phone or a tablet with them to all clinical sites. Use of these devices should be limited to patient documentation and not for personal use. **Do NOT use these devices in front of patients. Fill out forms at the appropriate time and place (nursing station, EMS station, break room, etc.).** All clinicals will require that their preceptor sign the electronic device verifying skills, hours, etc.

The student is solely responsible for all clinical documentation. Students should have all documentation prepared and signed *before* the end of the shift. Patient information can be documented after the shift using notes. At EMS clinicals, students should have all forms signed before the EMS crew goes to bed (as applicable). Lost, incomplete, or unsigned documentation will **NOT** be accepted and may result in said rotations being disallowed.

All documentation will be filled out according to the scheduled shifts on Platinum Planner.

All documentation will be reviewed by the Clinical Coordinator. Deficient or erroneous documentation will be sent back to the student for correction. Failure to correct documentation deficiencies can result in the clinical having to be repeated. Repeated deficiencies can result in disciplinary action up to and including termination from the program. If errors or corrections need to be made to Platinum Planner documentation, the lead instructor or Clinical Coordinator can unlock the shift to allow corrections to be made. If this is needed, students may email the lead instructor with the shift date, time, and location as well as the reason that the shift needs to be unlocked. Again, repeated requests to unlock shifts may affect the student's rotation privileges. **Falsifying clinical documentation is grounds for dismissal from the program.**

## Time Extensions for Clinical Requirements

**All rotations MUST be completed by October 1, 2023** Time extensions are seldom granted and will only be considered in extraordinary situations on a case-by-case basis. Any person requesting an extension shall submit, in writing, a request to the lead instructor detailing the reasons for not completing clinicals on time. The SPC Program Director will make the final decision.

## Skills to be Performed at Clinicals

AEMT students are allowed to perform ONLY BLS skills and those skills learned throughout the AEMT course. The performance of, or the attempt to perform any skills or procedures that are not BLS or taught in the AEMT course is strictly prohibited. Performance of such skills will result in immediate dismissal from the program. Student cannot perform an invasive skill (intubation, injection, IV, etc.) unless they have been cleared to do so in class and documented on Platinum Planner)

At the beginning of each clinical, the student should explain their training level to the preceptor(s) and explain the skills that he/she are allowed to perform.

## Behavior, Appearance, Attitude

- Always introduce yourself to the preceptor(s) and explain the appropriate training level.
- Do not consume food, beverages, or chew gum in the patient areas. This is only allowed in the lounge or cafeteria.
- Do not give your home address or phone number to the patients or their families.
- Acceptance of payment, gifts, or gratuities from the patients or their families is strictly forbidden.
- Be professional in your behavior, i.e. dependable, courteous, prepared and motivated.
- Follow the dress code for the clinical site. Practice good hygiene.
- Do not adjust or change any settings on any piece of equipment without direct supervision from the appropriate personnel.
- Use caution in exercising independence. For reasons of liability and good practice, check with the appropriate personnel before doing something you are unsure of or have not been directly instructed to do.
- Follow all policies/procedures as listed in the Clinical Handbook

## CLINICAL DRESS CODE POLICY

### Unless stated otherwise in a specific guideline

- Clothing: Pants will be black EMS pants that fit correctly.  
Shirts will be the SPC polo shirt. No t-shirts. **Shirts must be tucked in.**  
Shoes should be closed toe, solid black (EMS style duty boots preferred), and in good condition.  
It is recommended that students bring an extra uniform in case of emergencies. (ex: uniform being soiled with blood, vomit, etc.)  
Jackets should be a dark, solid color. **No certification or other patches will be allowed.**
- Caps/Hats: No caps or hats are allowed during hospital rotations.  
Baseball style caps are allowed during EMS clinicals so long as they are a solid blue or black in color and will not detract from the appearance of professionalism  
If a cap is worn, it is recommended that students utilize the SPC EMS Training Program Cap. No business names, EMS or fire department logos, sports teams, or other verbiage allowed. Caps with minor markings such as a manufacturer logo are acceptable. Caps will be worn with the brim straight forward. Such caps should be approved by the lead instructor PRIOR to wearing at a clinical site.
- Undershirts/Undergarments:  
Any clothing worn beneath the uniform shirt (undershirt, t-shirt, bra, camisole, etc.) must be in a color that is not visible through the uniform shirt.

Accessories: A black belt will be worn at all times during rotations. A watch capable of counting seconds is required. No rings allowed. Students should carry at least 2 ink pens (black or blue ink) and paper to take notes.

Piercings: Females shall be allowed to wear earring studs only with ONLY one in each earlobe. Males must remove earrings. All other visible piercings (male and female) must be removed during rotations. If a piercing site has a visible “hole”, then that should be covered with a Band Aid type bandage that is skin colored and does not distract from the professional appearance.

Hair and Beards:

Hair should not be allowed to interfere with providing patient care, nor contaminate wounds or sterile fields. Hair should be kept clean and well groomed. Hair longer than collar length must be pulled back or put up. Wild or bright unnatural hair colors will NOT be allowed.

Beards or mustaches must be clean, short, and neatly trimmed.

Hygiene: Cosmetics should be kept to a tasteful minimum with extreme colors avoided. Do NOT wear cologne or perfume. Due to infection control, artificial nails are prohibited. Good hygiene is essential for clinical rotations. Please bathe or shower before clinicals and use a deodorant.

Tattoos: All tattoos must be covered and not visible while on rotations. A long sleeve white undershirt, a long sleeve Polo style shirt, or other sleeve device may be used to cover tattoos on the arms. All other tattoos must be covered as well. Consult with your instructor if you need assistance in this matter.

Name Badges:

Students will be required to wear name badges with photograph at all times during their clinical rotations at both the hospital and at EMS. Students not wearing their name badges can be removed from the clinical site. The name badges will be issued to you by the instructor prior to you beginning clinical rotations.

Lanyard: The blue SPC “Advanced” lanyard must be worn during all clinicals.

**Violation of the dress code policy can result in dismissal from the clinical site and from the Program.**

## **HOSPITAL CLINICAL GUIDELINES**

**It is the student’s responsibility to read, understand, and comply with the department attendance procedures. Failure to follow the guidelines could result in the dismissal from the program. Each student is responsible for ensuring that he/she completed the total number of hours required by this department.**

Students will not be allowed to park in the ER drive or ER patient parking spots as those are for patients and physicians only. Students will only be allowed to park in the employee parking areas as directed by the clinical coordinator and lead instructor.

Hospital rotations will be performed only in increments as allowed by Platinum Planner. No cutting short or leaving early from a rotation is allowed except in cases of emergency.

## **Hospital Clinical Rotations**

All hospital rotations will be at UMC, CMC, Covenant Children's, or Covenant Hospital Plainview as described on page 15. Pediatric ER clinicals can only be performed at UMC or Covenant Children's. The one or two shifts required at a freestanding ER will be performed at those facilities as indicated on Platinum Planner. The Burn ICU clinical can only be scheduled at UMC. The Respiratory clinical and OR clinicals can only be scheduled at UMC, CMC, or Covenant Children's.

**All rotations MUST be scheduled through Platinum Planner (See Page 17).**

In the event that a rotation needs to be cancelled on the date it is scheduled, the student must email the lead instructor and Clinical Coordinator with the reason for the last-minute cancellation.

## **Hospital Rotation Hours**

Hospital rotation hours are designated on Platinum Planner and may NOT be altered. Students may NOT schedule back to back 12-hour shifts. However, students may schedule back to back 8 hour shifts if available. These times are set on Platinum Planner and cannot be altered by the student. The student must complete the entire rotation as scheduled; even if the hours requirement was met earlier during the rotation.

## **Attendance**

Students should arrive at least fifteen (15) minutes before the start of your clinical. If you are going to be late or unable to attend a clinical, and it is too late to cancel the rotation on Platinum Planner, notify the person in charge of the clinical site, (ex: charge nurse in the ER). If you are late to or miss a scheduled rotation, you must notify the lead instructor and clinical coordinator at the earliest possible time.

Failure to attend a scheduled clinical rotation without notification may result in dismissal from the course.

## **Tobacco Use**

Smoking and the use of other tobacco products is **prohibited** within the clinical site. All clinical site hospitals are "tobacco free" facilities" and tobacco use is not allowed anywhere on their property or in designated areas only. Students MUST comply with hospital tobacco policies. Students caught violating these policies will be dismissed from the clinical site and could result in dismissal from the course.

## **Universal Precautions**

Universal Precautions are not an option, they are mandatory. Failure or refusal to utilize Universal Precautions can result in dismissal from the course. If you are unsure about Universal Precautions or Bio-Hazard procedures, ask a supervisor or an on-duty instructor first. Students must adhere to the clinical site's PPE policy in regard to COVID. If special PPE is needed, and not furnished by the clinical site, SPC will furnish that PPE.

## **Dress Code**

Students are required to be in proper uniform with proper identification badges (see dress code policy). Students must have all required equipment and clinical documents with them. Students will be sent home from a clinical site if dress code is not followed. Students who continue to not follow the dress code policy can be dismissed from the course.

## Cooperation With Hospital Staff

Cooperation with hospital staff is imperative and any deficiency in this area will not be tolerated. Make yourself available to perform any necessary duties that are within your scope of training. Try to stay as busy and maintain a good, positive attitude. If the clinical area is quiet and there are no patients to observe or work with, use this time to study. Remember, patient care takes priority over study.

If you are asked to do something that is beyond your level of training, respectfully advise the staff member making the request that the procedure is beyond your scope of training. Performance of procedures or duties beyond your level of training could result in dismissal from the course.

## Patient/Family Interaction

Confidentiality: **Never** discuss a patient, patient's family or lifestyle, or any information from the care of the patient with anyone. The student is not to offer his/her opinions or personal knowledge of the patient to anyone. Patients have the right to confidentiality concerning their care, personal matters and diagnosis. The Texas Medical Privacy Act and HIPAA regulations must be observed. **Violation of this rule will result in dismissal from the course and can also result in a personal lawsuit.**

Courtesy: Students will treat patients, their families, visitors, hospital staff, and EMS staff with courtesy and respect at all times.

Questions: All questions from the patient, the patient's family, or visitors in regard to the patient's condition or treatment will be referred to the appropriate staff member or department head. Students are not to offer their opinions about the condition of the patient, treatment the patient has or has not received, or the patient's diagnosis. **Violation of this rule will result in dismissal from the course and can also result in criminal/civil charges being filed.**

## Telephone/Cell Phone

Students are not allowed to answer the phone in the hospital unless directed to by a nurse. Identify the unit, yourself and your title. Refer all calls or messages to the appropriate person immediately.

Personal cell phones are ONLY allowed to document clinicals and not for personal or pleasurable use.

## Visitors

Personal visitors are not permitted during clinical rotations.

## Alcohol/Chemical Use

Consumption of alcohol or other chemicals on hospital grounds, EMS sites and vehicles or any other sites related to the course are strictly prohibited. Any use of prescribed or non-prescribed medications with potential to affect ability to perform duties listed in the clinical objectives is prohibited. Possession of above described substances or paraphernalia is strictly prohibited. Students who arrive to a clinical site under the influence will not be allowed to stay. Violation of this policy will result in dismissal from the course.

## **Clinical Documentation**

Students will complete all clinical evaluations needed and obtain preceptor signatures before leaving your clinical rotation as described in Rotation Documentation on Page 17. **It is the student's responsibility to obtain the preceptor's signature via Platinum Planner.**

**Falsifying clinical documentation is grounds for dismissal from the program.**

**ANY VIOLATION OF THE ABOVE POLICIES AND PROCEDURES CAN RESULT IN THE DISMISSAL FROM THE COURSE!!!!!!!**

## **AMBULANCE CLINICAL GUIDELINES**

**It is the student's responsibility to read, understand, and comply with the departmental attendance procedures. Failure to follow the guidelines could result in the dismissal from the course. Each student is responsible for ensuring that he/she completes the total number of hours required by this Program.**

### **EMS Field Internship Rotations**

Students will be doing their field internship with UMC EMS. A total of 120 hours of EMS rotations are required. When you arrive at an EMS station, you need to park in the appropriate parking area. All rotations must be scheduled through Platinum Planner.

**All rotations MUST be scheduled through Platinum Planner (See Page 17).**

In the event that a rotation needs to be cancelled on the date it is scheduled, the student must email the lead instructor and Clinical Coordinator with the reason for the last-minute cancellation.

**DO NOT PARK IN THE DRIVEWAY OR IN THE AMBULANCE BAYS AS THESE ARE FOR EMERGENCY VEHICLES ONLY!**

### **EMS Rotation Hours**

EMS rotation hours are designated on Platinum Planner and may not be altered. Students may NOT schedule back to back 12 hour shifts without the permission of the Instructor and Clinical Coordinator. However, students may schedule back to back 8 hour shifts if available. These times are set on Platinum Planner and cannot be altered by the student. The student must complete the entire rotation as scheduled; even if the hours requirement was met earlier during the rotation.

### **Attendance**

Students should be at least fifteen (15) minutes prior to the start of your clinical. All changes in scheduling must be approved by the Clinical Coordinator.

In the event that a rotation needs to be cancelled on the date it is scheduled, the student should call the rotation location 15 minutes prior to the scheduled start time to cancel the rotation. Acceptable reasons for missing a clinical rotation are: illness, work, or a family emergency. Clinical time will have to be rescheduled through the appropriate method. Failure to attend a scheduled clinical rotation without notification may result in dismissal from the course.

## Tobacco Use

UMC EMS is a tobacco free facility and no tobacco use is allowed. Students are expected to follow the tobacco use policy at all field internship sites.

## Universal Precautions

Universal Precautions are not an option, they are mandatory. Failure or refusal to utilize Universal Precautions can result in dismissal from the course. If you are unsure about Universal Precautions or Bio-Hazard procedures, ask a supervisor or an on-duty instructor first. Students must adhere to the clinical site's PPE policy in regard to COVID. If special PPE is needed, and not furnished by the field internship site, SPC will furnish that PPE.

## Dress Code

Students are required to be in proper uniform with proper identification badges (see dress code policy). Students must have all required equipment and clinical documents with them. Students will be sent home from a clinical site if dress code is not followed. Students who continue to not follow the dress code policy can be dismissed from the course.

## Ballistic Vests

SPC student ballistic vests will be housed at all UMC EMS stations. Students must check in/out by scanning the QR code at the site. Students must wear the vests as directed by the EMS crew precepting the student.

## Cooperation With EMS Staff

Cooperation with EMS staff is imperative and any deficiency in this area will not be tolerated. Students are expected to participate in the daily maintenance and other duties of the shift. If there are no calls, or other duties to perform around the station then use this time to study.

## Patient/Family Interaction

Confidentiality: **Never** discuss a patient, patient's family or lifestyle, or any information from the care of the patient with anyone. The student is not to offer his/her opinions or personal knowledge of the patient to anyone. Patients have the right to confidentiality concerning their care, personal matters and diagnosis. **Violation of this rule will result in dismissal from the course and can also result in criminal/civil charges being filed.**

Courtesy: Students will treat patients, their families, visitors, hospital staff, and EMS staff with courtesy and respect at all times.

Questions: All questions from the patient, the patient's family, or visitors in regard to the patient's condition or treatment will be referred to the appropriate staff member. Students are not to offer opinions about the condition or treatment of the patient, or the patient's diagnosis. **Any violation of this rule will result in dismissal from the course.**

## **Telephone/Cell Phone**

Students are not allowed to answer the phone unless directed to by the on-duty crew. If instructed to answer a phone, identify yourself and your title. Refer all calls or messages to the appropriate person immediately.

Personal calls are not allowed and will not be tolerated. Instruct friends and family not to call the clinical site unless there is an emergency.

Use of a personal cell phone is regulated by the individual EMS department. Students must inquire about and abide by their policy and gain staff permission before using a cell phone at an EMS clinical site. **No cell phones may be used while on an EMS call.**

## **Visitors**

Personal visitors are not permitted during clinical rotations unless authorized by the preceptor.

## **Alcohol/Chemical Use**

Consumption of alcohol other chemicals on hospital grounds, EMS sites and vehicles or any other sites related to the course are strictly prohibited. Any use of prescribed or non-prescribed medications, with potential to affect ability to perform duties listed in the clinical objectives is prohibited. Possession of above described substances or paraphernalia is strictly prohibited. Students who arrive to a clinical site under the influence will not be allowed to stay. Violation of this policy will result in dismissal from the course.

## **Meals**

Students will be responsible for providing their own meals. If the EMS crew eats out or does carry out food, the EMS student can eat as well if he/she chooses. If the EMS crew is cooking in and the student is invited, the student will need to pay their share of the meal and help with cleanup. Students should not expect EMS crews to make a special trip to take them to purchase meals. Students must pay for their own meals!

## **EMS Rotation Documentation**

Students will complete all clinical evaluations needed and obtain preceptor signatures before leaving your clinical rotation as described in Rotation Documentation on Page 17. **It is the student's responsibility to obtain the preceptor's signature via Platinum Planner.**

**Falsifying clinical documentation is grounds for dismissal from the program.**

**ANY VIOLATION OF THE ABOVE POLICIES AND PROCEDURES CAN  
RESULT IN DISMISSAL FROM THE COURSE!**

## **COURSE COMPLETION**

Once a student completes all requirements as set forth, the student shall notify the lead instructor. The lead instructor will contact the Clinical Coordinator to verify that all clinical rotations and required skills/procedures have been completed and properly documented on Platinum Planner. If all documentation is in order and approved by the Clinical Coordinator, the Course Coordinator will issue a course completion certificate and authorize the student to test for the National Registry.

**NOTE: Students MUST have a valid and paid for NR application before the Coordinator can authorize the student to test for the NR.**

**No rotations may be completed AFTER October 1, 2023.**

## **STUDENT STATUS AFTER END OF COURSE**

**IMPORTANT NOTICE:** After completion of all rotation requirements OR after October 1, 2023 (whichever comes first), students lose all rights and privileges to function as an AEMT Student. This means that students MAY NOT perform any function or procedure above their individual certification level as prescribed by the TDSHS. Continuing to perform any skills above their TDSHS certification level may constitute practicing medicine without a license and is subject to prosecution; even if acting under the direct supervision of a certified AEMT or Paramedic. Such violations can result in criminal prosecution and/or disciplinary actions taken by the Texas Department of State Health Services.

Furthermore, if a student fails out of the course, is dismissed from the course, or quits the course, that person is no longer considered a student of this program and cannot attend any clinicals or EMS rotations; even if scheduled previously. Continuing to participate in clinical rotations will be considered fraud and may constitute practicing medicine without a license and is subject to prosecution; even if acting under the direct supervision of a certified AEMT or Paramedic. Such violations can result in criminal prosecution and/or disciplinary actions taken by the Texas Department of State Health Services.

## **SYLLABUS DISCLAIMER**

Serious effort and consideration were used in preparing the syllabus presented. While viewed as an educational contract between instructor and student, unforeseen events may cause changes to the scheduling of exercises, quizzes, etc. Every effort will be made NOT to change scheduled items. Nonetheless, SPC EMS instructors reserve the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

## **ACCOMMODATIONS**

### **DIVERSITY STATEMENT**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **DISABILITIES STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

## **TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

## **EQUAL OPPORTUNITY, HARASSMENT, AND NON-DISCRIMINATION STATEMENT**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

# **CERTIFICATION INSTRUCTIONS**

In order to become certified, you **MUST** become NR certified AND complete a State of Texas Application.

## **NR Application Process:**

- Follow the instructions on the NR Certification Brochure (next page)
- Brochure is found at:  
<https://content.nremt.org/static/documents/exam-pathway.pdf>
- You can also watch an video giving instructions by going to:  
<https://www.youtube.com/watch?v=vJcB66etThM&feature=youtu.be&list=PLEU9dZYdJ1OaxJxOW44OHH8hPm83A38GE> and click on “Step by Step Instruction for Applying Online for the NREMT Test
- When filling out the online application, it will ask about your training site. Under Texas, select “**South Plains College**”
- Your application status will then show something like “Awaiting Verification”
  - Once you have completed ALL requirements for the course and have turned everything in, the lead instructor will inform the coordinator to authorize you to test. Once you are authorized, you may precede with Step 6 of the NR application instructions.

**NOTE:** you need to complete the NR application AND make the payment BEFORE we can authorize you to take the NR Exam.

## **State Application Process: Perform AFTER gaining NR Certification**

- Online State Application is available at:  
<http://www.dshs.texas.gov/emstraumasystems/txonlinelinks.shtm>
  - Click on “Online Licensing System”
  - Create a User and password
  - After signing in, select “Choose Board”
    - Select “Emergency Medical Services”
  - Select “Choose Application”
    - Select “EMS Personnel Initial Online Application”
  - Fill out the online application
    - Your Course Approval Number is: **618681**
    - Select “South Plains College” as the training program
    - Be sure and answer ALL questions
    - Pay your fee with a credit or debit card
- If you have an existing Texas EMS certification AND have been fingerprinted in the past for the Texas Department of State Health Services EMS certification, you do NOT have to do the FBI fingerprint criminal history check
  - To verify that you have been fingerprinted for DSHS before, you can look for your name by going to:  
<https://www.dshs.texas.gov/emstraumasystems/recertinfo.shtm#fingerprint>
  - Click on your current certification level and it will pull up an Xcel spreadsheet with names listed by county of residence (not county of employment). If your name is on the list, then you have been fingerprinted before. If you name is NOT on the list, then you need to follow the procedure to be fingerprinted.
  - You should do the fingerprints BEFORE the State application
  - The fingerprint code can be found at:  
<https://www.dshs.texas.gov/emstraumasystems/EMS/pdf/TexasFingerprintServiceCodeForm.pdf>

# EMS Students!

## Follow These Steps to Take The NREMT Exam



National Registry of  
Emergency Medical Technicians®  
THE NATION'S EMS CERTIFICATION

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

### Step 1: Create Your Account

- Go to [nremt.org](http://nremt.org) and click on 'Login' (found in the blue bar at the top of the NREMT home page).
- Click on 'Set Up New Account' and follow the instructions.

### Step 2: Login

- After you have completed Step 1, you can follow the link and login with the username and password you created.

### Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate and card upon successful completion of the examination.

**Read this to avoid delay!** Make sure the name you use to set up your Account matches the name on your drivers license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!

### Step 4: Create a New Application

- Click on 'Create a New Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

### Step 5: Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.

**Read this to avoid delay!** An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and all other verifications are complete.

- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

### Step 6: Check to See if You Are Approved to Take Your Exam

- When all areas of the application process are completed and have been verified, you will see the following link: 'Print ATT Letter'.

**Read this to avoid delay!** You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on 'Candidate Services'.
- Click on 'Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the program indicating that you have completed the course.
- If you see the link 'Print ATT Letter', click on the link.

### Step 7: Print the ATT Letter to Schedule Your Exam

- Scroll down to see if the 'Print ATT Letter' appears.

**Read this to avoid delay!** Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.

### Step 8: Call Pearson VUE to Schedule Your Exam

- Your ATT Letter will contain the Pearson VUE phone number to call to schedule your examination.
- Your ATT Letter will also include other important information you should read carefully!

**Read this to avoid delay!**

- You can reschedule your exam up to 24 hours in advance by calling Pearson VUE at 1-866-673-6896 or visiting the Pearson VUE website. If you fail to appear for your exam, you will have to complete a new application and pay another application fee!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

**Additional informational can be found on the NREMT instructional DVD.  
Ask your instructor for more information or visit the NREMT website at [www.NREMT.org](http://www.NREMT.org).**