

 Xtreme Education, LLC

Emergency Medical Services Program Student Handbook

Student Name:

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#### Article 1

**Education Program Accreditation Statement**

Xtreme Education, LLC is an approved education program and continuing education program with the following agencies:

American Heart Association [www.heart.org](http://www.heart.org/)

American Safety and Health Institute [www.emergencycare.hsi.com](http://www.emergencycare.hsi.com/)

National Association of Emergency Medical Technicians [www.naemt.org](http://www.naemt.org/)

Stop the Bleed [www.bleedingcontrol.org](http://www.bleedingcontrol.org/)

International Board of Specialty Certifications [www.ibscertifications.org](http://www.ibscertifications.org/)

Texas Department of State Health Services [www.dshs.state.tx.us](http://www.dshs.state.tx.us/)

#### Article2

**welcome to the ems education program at Xtreme education.**

*Our goal is to make you excellent clinicians!.*

**section 2.01** program goal

*To prepare pre-hospital technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains*, *in order to prepare them for positions in the Emergency Medical Field.*

**section 2.02** program philosophy

The Xtreme Education, LLC EMS Education Program prepares students to care for people in the pre-hospital setting. The focus of this educational process is on developing students' skills to make well thought-out clinical assessments to base the best treatment plan for the patient. With the majority of the curriculum focusing on preparing students with the skills to care for patients in an emergency crisis, we also feel that it is equally important to recognize that the majority of what EMS Professionals do on a daily basis is to help people who are not in emergent life-threatening situations. Xtreme Education, LLC expects the student to embrace the aspect of the profession by showing respect and compassion for every person they encounter during and following their training/education.

Being a pre-hospital provider takes a certain kind of individual. A pre-hospital care provider is a person who can assimilate and internalize the essential medical knowledge along with an understanding of patient care and a realization of the inherent stress of the occupation. Fostering a TEAM atmosphere among the students, along with the academics, is a goal of this course so that each and every student is able to reach their full potential as a well-rounded EMS professional.

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***Section 2.03*** ems code of ethics/functional job

description

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***section 2.03*** ems code of ethics/functional job description

**ECA / EMT / ADVANCED EMT (EMT-I) / EMT-P / LP**

**Introduction**

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

**Qualifications**

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

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

EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient.

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

**COMPETENCY AREAS**

**ECA – Emergency Care Attendant**

The ECA must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the United States Department of Transportation [***National***](http://www.nhtsa.dot.gov/portal/site/nhtsa/template.MAXIMIZE/menuitem.2a0771e91315babbbf30811060008a0c/?javax.portlet.tpst=4670b93a0b088a006bc1d6b760008a0c_ws_MX&amp;javax.portlet.prp_4670b93a0b088a006bc1d6b760008a0c_viewID=detail_view&amp;javax.portlet.begCacheTok=com.vignette.cachetoken&amp;javax.portlet.endCacheTok=com.vignette.cachetoken&amp;itemID=1822abcc80c81010VgnVCM1000002c567798RCRD&amp;overrideViewName=Article) ***EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS*** and the Federal Emergency Management Administration (FEMA) document entitled “Recognizing and Identifying Hazardous Material,” and to include aids for resuscitation, blood pressure by palpation and auscultation, oral suctioning, spinal immobilization, patient assessment and adult, child and infant CPR. Automated external defibrillation is a required skill.

**EMT-Emergency Medical Technician**

The EMT must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the [***National***](http://www.nhtsa.dot.gov/portal/site/nhtsa/template.MAXIMIZE/menuitem.2a0771e91315babbbf30811060008a0c/?javax.portlet.tpst=4670b93a0b088a006bc1d6b760008a0c_ws_MX&amp;javax.portlet.prp_4670b93a0b088a006bc1d6b760008a0c_viewID=detail_view&amp;javax.portlet.begCacheTok=com.vignette.cachetoken&amp;javax.portlet.endCacheTok=com.vignette.cachetoken&amp;itemID=1822abcc80c81010VgnVCM1000002c567798RCRD&amp;overrideViewName=Article) ***EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS*** . In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum.

**Emergency Medical Technician Intermediate/Advanced EMT**

The minimum curriculum shall include all content required by the portions of the current [***National***](http://www.nhtsa.dot.gov/portal/site/nhtsa/template.MAXIMIZE/menuitem.2a0771e91315babbbf30811060008a0c/?javax.portlet.tpst=4670b93a0b088a006bc1d6b760008a0c_ws_MX&amp;javax.portlet.prp_4670b93a0b088a006bc1d6b760008a0c_viewID=detail_view&amp;javax.portlet.begCacheTok=com.vignette.cachetoken&amp;javax.portlet.endCacheTok=com.vignette.cachetoken&amp;itemID=1822abcc80c81010VgnVCM1000002c567798RCRD&amp;overrideViewName=Article) ***EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS*** which address the following areas:

* roles and responsibilities of the paramedic;
* well-being of the paramedic;
* illness and injury prevention;
* medical/legal issues;
* ethics;
* general principles of pathophysiology;
* pharmacology;
* venous access and medication administration;
* therapeutic communications;
* life span development;
* patient assessment;
* airway management and ventilation, including endotracheal intubation; and
* trauma

In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum. Manual external defibrillation is an optional course skill.

***Certification as an EMT basic is required as a prerequisite to this course.***

**Emergency Medical Technician Paramedic and Licensed Paramedic**

A minimum curriculum shall include all content required by the current [National](http://www.nhtsa.dot.gov/portal/site/nhtsa/template.MAXIMIZE/menuitem.2a0771e91315babbbf30811060008a0c/?javax.portlet.tpst=4670b93a0b088a006bc1d6b760008a0c_ws_MX&amp;javax.portlet.prp_4670b93a0b088a006bc1d6b760008a0c_viewID=detail_view&amp;javax.portlet.begCacheTok=com.vignette.cachetoken&amp;javax.portlet.endCacheTok=com.vignette.cachetoken&amp;itemID=1822abcc80c81010VgnVCM1000002c567798RCRD&amp;overrideViewName=Article) EMS Education Standards, National Registry of Emergency Medical Technicians and the Texas Department State Health Human Services/EMS In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum. Manual external defibrillation is a required skill.

Certification as an EMT basic is required as a prerequisite to this course.

**Description of Tasks:**

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

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

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

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

about the patient, patient care at the scene and in route to facility, provides assistance to emergency staff as required.

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

article3

Xtreme Education, llc

policies/procedures*I*

section*3.01* introduction

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

The policies/procedures/rules/guidelines set forth in this handbook are designed to support the success of the student.

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

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

section *3.02* students with disabilities

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

Name: James Feltgen EMT-P FP-C

Position: Owner, Course Director

Address: 717 FM 645, Tennessee Colony, Texas 75861

Telephone: 888-84-XTREM; 254-722-9796

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities.

**section*3.03* discrimination prohibited**

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

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

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

### section*3.04* sacs accreditation

Xtreme Education, LLC is not currently accredited by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

### section*3·05* transfer of credit

Because Xtreme Education, LLC is not accredited as a college, college hours and credits are not awarded and cannot be transferred as credit to a college or other post-secondary educational institution, nor can we accept any college credits or hours from any colleges.

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##### *section* 3.o6 reinstated/transfer students

1. Reinstated students will be considered on an individual basis in accordance with standards and education program policies.
2. Transfer students from other education programs will not be accepted.
3. Reinstated students must meet the following prior to acceptance:
	1. Negative Drug Test
	2. Health Screening
	3. Satisfy all eligibility issues
	4. All immunizations complete and up to date

E. Current CPR for health care professionals

f. Final decision on admission rests with the Education Coordinator.

In order to be reinstated, the applicant must:

1. Complete all acceptance procedures
2. Make a written request for reinstatement
3. Contact the Education Coordinator for the reinstatement process

*section* .3.07 course withdrawals

Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request to the Program Coordinator.

Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and will receive a grade of "F" for the course.

*section3.08* schedule changes

Individual requests for schedule changes will be considered on a case by case basis and only in extenuating circumstances. Individuals may submit a request to the program director and to Xtreme Education staff for review and discussion of personal circumstances.

***section3.09*** students ‘role in decision making

The participation of students in Xtreme Education, LLC decision-making is an important institutional value. Participation occurs in ways, such as program and instructor evaluations, as well as other feedback mechanisms.

***section 3.10*** children in classroom and labs

Xtreme Education, LLC facilities are designed for the use of students and employees. Therefore, children under the age of 18 who are not students of the program are prohibited from the facilities, unless they directly have business with the program. The program realizes that in some situations it may be necessary for under-age children to be present on site to accommodate student(s) attendance. In these situations, the student must obtain permission from Xtreme Education, LLC to allow the under-age child/children on campus while the student is attending classes. ***Due to safety concerns, children are never allowed in labs, skills stations, or in any tactical training areas, even in the company of adults/parents*. *Children are not to be left unsupervised, and Xtreme Education, LLC is not responsible for any accidents that may occur while the children on the premise.***

***Section 3.11*** counseling services

Xtreme Education, LLC does not have a staff of professional counselors or advisors to help students make educational and career decisions, improve study skills, or develop personally and socially, however, when requested, the staff may give their professional opinions to students or refer students to community resources when needed.

**section 3.12 *financial*** *aid*

Xtreme Education, LLC does not accept any forms of financial aid as payment for the courses and services provided. Payments accepted are credit cards, cash, and checks. There will be a $35 [charge for any overdraft fees.](http://www.hillcollege.edu/) In most cases, courses must be paid in full within at least 48 hours before the start of the course or education program. If the payment has not been made, the student will not be able to participate in the course.

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**section*3.13*** library

Xtreme Education, LLC has a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to instructors and students. Many of these materials may be provided to the students during the courses, however, if the student wishes to check out or purchase other materials, they may submit a request to the program director. Xtreme Education, LLC will not provide any proprietary materials, as many of the courses are patented and copyrighted.

***section 3.14*** testing centers

Xtreme Education, LLC is not accredited as an official testing center, but does provide tests and exams for some of the programs that are provided. The training center will make all efforts to make the students [comfortable while testing, but any](http://www.hillcollege.edu/emsp) specific accommodations will need to be made directly to

the program director.

***section3.15*** textbook and supplies

Required textbooks may change without notice. The current text book are as follows: EMR: Emergency Medical Responder: First on Scene, 11th Edition ©2019 Pearson

Chris Le Baudour, Assessment Training Institute, Inc.

J. David Bergeron, Department of Health, Southern Maine Technical College Dr. Keith Wesley, Medical Editor

EMT: Emergency Care, 13th Edition ©2016 Pearson

Daniel J. Limmer, EMT-P, Southern Maine Technical College Michael F. O'Keefe, Southern Maine Technical College

Advanced EMT: Advance EMT: A Clinical Reasoning Approach, 2nd Edition ©2017 Pearson

 Alexander & Belle

***section 3.16*** parking

Student parking is available in the west parking lot of the training facility at West EMS. No parking permits are required.

### article 4 health and community services division rules/

**procedures/guidelines**

***section 4.01*** rules/procedures/guidelines

Students enrolled in Xtreme Education, LLC programs are expected to agree to and abide by the Code of Student Conduct and Statement of Policy regulations [as outlined in the](http://www.hillcollege.edu/) Student Handbook.

***section 4.02*** scholastic dishonesty

Scholastic integrity is an essential component of professional behavior in all Xtreme Education's programs. Any documented incidences of scholastic dishonesty may result in an academic dismissal from the specific program. Scholastic dishonesty shall constitute a violation of the "Code of Student Conduct," and is punishable by the instructor, program director, or the Course Coordinator.

Scholastic dishonesty shall include, but not limited to: a.) Cheating on a test. Which may include:

* Copying from another student's test paper, talking to another student during a test
* Using unauthorized test material (use of cell phone iPad for calculations (only approved calculators allowed)
* Collaborating with or seeking aid from another student without authorization
* Knowingly using, buying, selling, soliciting, stealing, or transporting in whole or in Part the contents of an non-administered/administered test (Having a copy of the examination or examination materials outside the time and place of test administration or review)
* Any form of grade alteration
* Substituting for another student or permitting another student to substitute for one's self to take a test (Assisting others in academic dishonesty)
* Removal of privacy screen on computer where applicable
* Cheating on an exam or quiz by bringing information/ material to the testing area
* Unauthorized entry into test banks or examinations
* Sharing the details of an examination/examination materials/competency check-off with other students

b.) Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

c.) Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic work submitted by students shall be the result of their own thought, their research or self-• expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. Any borrowed ideas, wording or organizational form from another source must be referenced following the APA/ MLA manual.

***section 4.03*** program progression

In order to successfully progress through Xtreme Education, LLC's programs, the student must:

* + Complete any pre-requisite courses that may be required.
	+ Achieve a minimum grade of "C" in all courses and satisfactorily meet course objectives

**section*4.04*** student complaint/grievance procedure

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices, as well as, discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. *This procedure does not apply to student disputes about course grade which are resolved under the supervision of the appropriate instructors and instructional administrators.* The program will not retaliate against the student as a result of filing a complaint. *\*Students enrolled in the EMS Education Program shall first contact their instructor with their concerns. If the instructor is unavailable the student shall contact the EMS Education Program Coordinator/Director with their concerns. If the grievance cannot be settled to the student’s satisfaction after talking to the instructor, clinical coordinator, or EMS Education Program Coordinator/Director, then the formal grievance may be submitted to the Program Medical Director for review.*

***section 4.05*** sexual/racial harassment complaints

If an Xtreme Education, LLC student has a complaint regarding sexual or racial harassment, then the student shall immediately file a complaint with the instructor or program director, as these behaviors are forbidden in the program.

***section 4 ·* o6** grade change policy

If a student has a dispute with a grade during the program, they may request a review of the grade with the lead instructor or the program [director and a full review of the](http://www.hillcollege.edu/) assignment will be made. This does not guarantee a change to the grade for the assignment in question.

***section 4.07*** assignment of grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/ or a specific grade, the student must raise the question *while* enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the EMS Education Program Coordinator/Director. If the student is unable to resolve the questions or objections with the EMS Education Program Coordinator/Director, the student is to make an appointment with the Medical Director or Program Coordinator, to discuss the matter. If the instructor is the EMS Education Program Coordinator/Director, then the student will need to make an appointment with the Medical Director

 ***article 5***

### clinical/practicum rules/procedures/guidelines

***section 5.01*** professional behavior

Xtreme Education, LLC has an academic and ethical responsibility to protect member of the public and of the health care community from unsafe or unprofessional practices. Xtreme Education students, while representing the program, at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by Xtreme Education guidelines and clinical agency policies during each clinical experience.

Failure to adhere to program specific rules/procedures/guidelines related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Rules/Procedures/Guidelines outlined in the Student Handbook.

***Section 5.02*** professional ethics and confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

***section 5.03*** safe/unsafe clinical/practicum practices

Xtreme Education identifies safety as a basic human need. A safety need can be identified as physical, biological, and/ or emotional in nature. Safe practices are a requirement of each program.

The EMS Education Program definition of unsafe clinical and practicum practice are defined as those behaviors which threaten or violate physical, biological, or emotional safety of the patient, caregiver, student, s t a f f or self. U n s a f e or unprofessional conduct during clinical and/or practicum practice may result in implementation of the Progressive Discipline Rules/ Procedures/Guidelines outlined in the Student Handbook.

##### **section*5.03*** safe/unsafe clinical/practicum practices (continued)

The following examples serve as guides to these unsafe behaviors but are not to be considered all• inclusive.

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

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

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

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

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

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

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

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

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**article 6 health and safety information**

**section *6.01*** professional risks

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

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnosis of Tuberculosis, Hepatitis A, B, or C,

HIV/AIDS, Ebola, MRSA/Staff or other infectious/communicable diseases. Students are expected to Implement standard precautions and appropriate barrier protection methods while providing care to all assigned patients.

**section *6.02*** health and liability insurance

*\*Xtreme Education, LLC does not provide personal health insurance coverage for students.*

All Xtreme Education, LLS students need to be aware that many facilities now require the student to carry major medical health insurance. The student will be required to cover the cost incurred for carrying major medical health insurance, *not* Xtreme Education, LLC. Proof of your major medical health insurance is to be kept in your file.

Malpractice professional liability insurance is required for each Xtreme Education, LLC student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Xtreme Education registration tuition/fees collected for each course from the student.

**section *6.03*** accident procedure

Xtreme Education, LLC provides no on-site facilities for treatment of illness or injury. In the event an emergency situation should arise, which requires immediate medical attention, the local hospital provides emergency room service, and/or 911 should be called.

The student is encouraged to have a personal primary care physician or other qualified health care provider and to make arrangements for health care insurance.

Non-emergency questions that may arise regarding the student's personal health shall be discussed with their personal physician after class or clinical hours. If a student is injured or becomes ill during school hours, the instructor shall be notified. In the event of a serious illness or injury that hinders a student's ability to perform in the clinical setting, the student is required to have written documentation from a physician authorizing that the student can safely continue to give patient care to designated competency levels in the clinical situation.

The student is responsible for all medical costs arising from illness or injury during his/her instruction. Itis particularly important that students understand that they are NOT employees of Xtreme Education, LLC or the clinical facility and are NOT covered under any type of Workman's Compensation Insurance.

**section *6.04*** exposure response

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

If not available, to their immediate Instructor, Clinical Coordinator, and/or EMS Education Program Coordinator/Director. It is the responsibility of the student, in collaboration with the Clinical Coordinator or EMS Education Program Coordinator/Director, to ensure that the appropriate steps have been taken to provide for the safety of the student. Itis the responsibility of the EMS Education Program Coordinator/Director to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

**section*6.05*** clinical accident and/or incident report

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

* + Student must notify the facility Preceptor and follow the facility procedures
	+ Notify Clinical Coordinator and/or EMS Education Program Coordinator/Director
	+ Complete incident report form
	+ Follow Xtreme Education, LLC's policies and procedures, as deemed necessary by the EMS Education Program staff

An unusual occurrence may include such things as a medication error, patient injury witnessed by a student, and/or student injury.

### article 7 hipaa

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since Xtreme Education's students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all Xtreme Education students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings, fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

This training information will be discussed with you by your instructor and where to locate this training.

### article 8 emergency procedures

Any emergency that may arise on campus is to be followed as outlined in the policies and procedures set forth by Xtreme Education.

### article 9 family education rights and privacy act

**(ferpa)**

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

### article 10 ems education program

### rules/procedures/ guidelines

***section 10.01* students with disabilities**

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

***Section 10.02* substance abuse rule/procedure/guideline**

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

Each prospective EMS student is required to have a drug screen paid for and the receipt brought to Coordinator/Instructor/EMS Admission Assistant prior to the posted deadline date. If the student is absent the day of the drug screen, the student will be required to complete the drug screen at the testing site within 48 hours.

If the initial drug screen has an inconclusive result/unable to complete specimen, the student will be required to have a second drug screen performed at the testing site within 48 hours at the student's expense.

If the initial drug screen has a positive result, the student will be required to have a second drug screen performed by hair follicle within 48 hours, NO EXCEPTIONS.

**11 panel drug test:** Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana, Methadone, Methaqualone, Opiates, Oxycodones, Phencyclidine and Propoxyphene.

Submit a money order to Xtreme Education, LLC by the deadline date. Please contact the EMS Education Program department. Each student will be notified after the first-class day of the scheduled drug test. Failure to submit the drug testing payment by the posted deadline date will result in an automatic drug testing failure.

If a student refuses to submit a drug test, the student will be considered an automatic failure and the student will be advised to withdraw from the program. Students must wait one year before applying for selection again.

The well-being of patients and clients cared for by our students is of primary concern in all Xtreme Education's programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents.

Xtreme Education, LLC has adopted a substance abuse testing program wherein a student who is *participating* in an education program will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

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

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

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

If asked to submit a new drug test following the above results and if the results of the drug/alcohol screening is positive or the student admits to the EMS Education Program staff that he/she has taken/ingested a controlled substance, medication, or consumed alcoholic beverages the student shall be dismissed from the EMS Education Program immediately. There are NO EXCEPTIONS. Results may be reported to the licensing agency, if applicable. If the student refuses the drug test, they will withdraw from the program. Students must wait one year before applying for selection again.

***Section 10.03* criminal background**

Successful completion of a criminal background check is required for admission and continuation in all Xtreme Education Programs. Background checks will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in the enrollment at the college. A break in enrollment is defined as withdrawing from a course and/or non-attendance of one full course. *We will need on file a copy of your driver's license.*

Once accepted into the EMS Education Program, it is the student's responsibility to immediately notify the EMS Education Program Coordinator/Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. *Failure to do so will result in immediate withdrawal from the program.*

Additionally:

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

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

The cost of the background check will be at the expense of the student.

***Section 10.04* admission requirements**

Application Process

Prospective EMS students will need to follow the procedures and complete all paperwork by the deadline as stated on the website to include the following requirements:

Immunization Requirements

The Texas Administrative Code, Title 25, Part 1, Chapter 97, sub-chapter B, Rule 97.64 mandates specific immunizations for students enrolled in health-related courses in an institution of higher education. Furthermore, our clinical affiliation agreements with area medical providers also impose specific requirements on Hill College Health and Community Services students. There are NO EXCEPTIONS.

**Required Immunizations to be turned before attending any clinical sites:**

1. Flu shot for current flu season (September - March)
2. M M R 1 & 2 **OR** MMR Titer showing immunity
3. TDap (one dose as adult within the last 7 years)
4. V a r i c e l l a 1 & 2 **OR** Varicella Titer showing immunity
5. HEP B 1, 2, & 3 **OR** HEP B Titer showing immunity The Hepatitis B series schedule:
	1. Hep B #1,
	2. Hep B #2 one month later
	3. Hep B #3 four to six months after the first.
6. **TB Testing**

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

Students who have a positive tuberculin skin test will present proof of a chest radiograph and a statement from their physician that they are not currently symptomatic for tuberculosis. Repeat radiographs are not needed unless signs or symptoms of TB develop, or a clinician recommends a repeat chest radiograph.

The TB Chest X-ray will expire in 5 years. However, every year there is a questionnaire to complete for the TB Chest X-ray.

**Student Record Storage Procedure**

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

**CPR Certification**

Current CPR certification is required for all EMR/EMT classes. EMT student's certification must have been issued within six (6) months preceding the start of class. Paramedic and Advanced student's CPR certification must be current at the start of class and the student must remain certified during their progression of the program. The following certifications are accepted by the program:

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

their certification status is resolved.

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

Failure to maintain CPR certification may be grounds for removal from the course.

A copy of the most current CPR card is to be kept in the student's file.

**EMT students must meet the following eligibility requirements**:

* Be at least 18 years of age prior to start of class.
* Have a High School diploma or equivalent
* Complete documentation and all other course requirements listed above and, on the application, and turn the application in to the office of Xtreme Education.

**Advanced EMT/Paramedic students must meet the following eligibility requirements:**

* Be at least 18 years of age
* Have a High School diploma or GED
* Current TDSHS EMT certification or proof of successful completion of an EMT class or current eligibility to take the National Registry Exam
* Complete and turn in all application documentation required by the application to

Xtreme Education, LLC.

**Section 10.05 Grading policy**

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

1. No grades will be posted on site.
2. No grade will be given over the telephone to a student or any other person under any circumstances.
3. No identification of grade status such as pass-fail will be given over the telephone to a student or any other person, under any circumstances.

**Student Academic Performance**

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

Successful completion of the EMS Program includes passing each component course. In summary, successful completion of course and program requirements requires that students must:

* + Achieve an overall course grade of 75% or greater.
	+ Achieve a final written examination grade of 75% or higher.
	+ Successfully complete all clinical objectives for clinical rotations.
	+ Satisfactorily demonstrate all required psychomotor skills.
	+ Satisfactorily demonstrate all required affective/behavior competencies.

**Student Grading Policy**

Xtreme Education EMS Education Program utilizes several components to determine a student's overall grade in a course. **Emergency Medical Tec**hnician

Daily Assignments: Module Quizzes \*

20 percent

30 percent

Final Exam 50 percent

***\*Some students may require a final examination score greater than 75% to maintain a***

***75 % overall course average based on previous MyBrady Lab assignments and module quiz grades.***

The Education Program utilizes several components to determine a student's overall grade in a course. **Advanced Emergency Medical Technician & Paramedic**.

Assignments/Module Exams 20 percent Skills/ Clinical Field Internship 20 percent

Affective Evaluation 10 percent (Students maybe dismissed for a failing affective evaluation).

\*Written Final Exam 50 percent

***\*Some students may require a final examination score greater than 75% to maintain a***

***75 % overall course average based on previous assignments, module exams or skills assessments.***

**Grading Scale:**

The following grading scale is used for all EMS courses:

|  |  |
| --- | --- |
| A | 100-94 |
| B | 93- 84 |
| C | 83 -75 |
| F | <75 (Unsuccessful Course Completion) |

Decimal Points & Rounding

* Quiz grades and final exam grades may be recorded with 2 decimal points if applicable.
* Students scoring 79-49 or lower on a quiz or final exam are considered to fail that exam or quiz.
* Students who score 79.50 or higher will be considered to pass that exam or quiz.
* For the calculation of the final course grade, the unrounded grade with 2 decimal points for quizzes

and final exam are used.

* No extra credit exams or assignments will be administered unless authorized by the E M S Program

Director.

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**Retest of the Final Written Examination**

Students failing the final written exam may automatically retest the exam when all the following criteria are met:

* The student must not have any documented conduct problems in any EMS course classroom, lab, or clinical area.
* The student must have scored no more than 5 points lower than the passing score on the final (75%).
* A student who is in the process of an exam appeal or exam item appeal will not be able to retest during the appeal process.

**In the event of a retest, the following circumstances apply:**

* The student will be scheduled for the retest at the Program Coordinator's discretion.
* A retest score of 80% is required to pass.
* A passing retest grade will be recorded as 75%. (Students who need greater than 80% on their initial final test will not be eligible to retest the final examination and will considered unsuccessful in the enrolled course).

**Students must achieve a grade of 75% or above on the written final exam for each course they are enrolled.**

**section*10.06 incompletes***

All students enrolled in the EMS Education Program are expected to complete all requirements of the course. For occasional, extreme circumstances, an incomplete may be considered if the following requirements are met:

* + The Student must request the incomplete in writing from the EMS Education Program Coordinator/Director AND the Medical Director
	+ The student must have no pending disciplinary actions or probations in affect
	+ For lecture/lab courses, the student must have at least a passing (75%) grade average in the course
	+ For clinical courses, the student's completion must be accomplished with all required paperwork turned in and complete prior to the final exam
	+ The cause of the incomplete is beyond the control of the student
	+ The student will be required to sign a written contract specifying the requirements for completion
	+ The student must show receipt of NR Exam fee prior to taking the course final

The completion requirements contract will include:

* + All coursework that must be completed and the deadline for that completion.
	+ How and to whom the coursework is to be turned in.
	+ The consequences of non-compliance with terms of the Student Incomplete Grade Contract.

In addition, all incomplete work MUST be completed and received by the EMS Education Program Coordinator/Director or designee prior to the date set by the contract.

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**section 10.07** non-progressing course grade

In order to successfully progress into the Advanced EMT and Paramedic courses of the program, each course must be passed with a "C" or better in order to use that course as a prerequisite for another course. A course taken and not passed with a "C" or better (including receiving a "Withdrawal"), may be taken one additional time in order to achieve the required score if needed as a prerequisite.

***Section 10.08*** progressive discipline rules/ procedures/guidelines

Faculty is committed to assisting students to be successful in the program. Therefore, Xtreme Education, LLC students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

***Step 1:* Warning-** The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to; utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from counselors.

\*\*\*All verbal warnings will be documented and become a permanent record in the student's file.

***Step 2:* Written Warning -** The student meets with the instructor in a formal conference to review the performance deficit. A written Conference/Counseling/ Probation "CCP" Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

*Step 3:* **Probation - Formal**- Probation action could be but are not limited to the following:

* + - Unsatisfactory clinical performance.
		- Unsatisfactory clinical attendance and punctuality.
		- Inability to maintain physical and mental health necessary to function in the program.
		- Unethical, unprofessional behavior, and/or unsafe clinical practice.
		- Refusal to participate with a procedure.
		- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
		- Behavior which compromises clinical affiliations.
		- Failure to comply with all terms outlined in the conference report.

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor, EMS Education Program Coordinator/ Director and/or possibly the Medical Director. An Xtreme Education faculty designee may be asked to assist in representing the student. The student and faculty will review and sign a "CCP" Report explicitly stating expectations that must be followed during the probationary period and signed.

*Step 4:* **Withdrawal** - If at any time during the probationary period, the student fails to meet any of the conditions of the probation contract, the student shall be advised to withdraw from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student shall withdraw from the program or receive a letter grade of “F” for the EMS Education course

A student who is placed on probation for unsafe or unprofessional conduct will shall be withdrawn from the EMS program. If the withdrawal date has lapsed the student shall receive a letter grade of "F" for the EMS Education course.

A student may be evaluated by the EMS Program committee for any prefaced incidents or excessive absences/tardies.

Some situations do not allow for the progressive discipline process due to the severity or nature of the situation. Incidents of this nature will require the student to be immediately placed

on probation or withdrawal from the Xtreme Education EMS program. Examples of these include, but are not limited to:

* Violations of patient confidentially. Student Affective evaluations.
* Academic dishonesty.
* Falsification of documentation.
* Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety.
* Unprofessional behavior that seriously jeopardizes clinical affiliations.

NOTE: If the occurrence is past the official date for withdrawal from a course, the student will receive a performance grade of "F" for the EMS Education course.

**section *10.09*** service work rule

Time spent or skills performed as a scheduled paid or volunteer EMS/Firefighter/et al responder CANNOT be used as clinical time/experience/contact. All clinical time MUST be scheduled by the program Clinical Coordinator or designee. Students will not wear their EMS program uniform outside of classroom or scheduled clinical rotation that would cause alarm to the general public or while in the act of a possible criminal offense to include consuming alcoholic beverages.

**section *10.10*** course completion

**Course Completion Certificates**:

Course Completion Certificates will be held for any student that has NOT returned all books and property issued or loaned to them by the EMS Education Program and its staff, or, has not completed all course work as outlined in policies and procedures.

**National Registry**:

Authorizations to Test (ATT) for National EMS Certification will be valid for up to 90 days from the date of issuance, provided all other requirements for National EMS Certification are met.

**An "Authorization to Test," (ATT) declares a candidate eligible to take an NREMT exam within 90 days of issuance. The following must occur before an ATT is generated:**

1. All students must create and complete an application for certification with the National Registry of Emergency Medical Technicians (NREMT).
2. The Xtreme Education EMS Program director (and the Medical Director, if applicable) must sign off on the students NREMT application indicating successful completion of their EMS course(s) of instruction.
3. All students are responsible for all written testing fess to the National Registry of Emergency Medical Technicians (NREMT).

Students who do not complete their cognitive (written) examination prior to the expiration date will be required to make an appointment with the EMS Program Coordinator/ Director to go over the following requirements:

1. Complete a l l E M S P r o gr a m written testing with a passing grade of 75% or greater.
2. Complete a new application for certification with the National Registry of Emergency Medical Technicians (NREMT).

**section *10.11* withdrawal**

A student shall be requested to withdraw from the EMS Program courses if the student exceeds allowable unexcused absences, fails to meet written module exam grades of 75 % consistently leading to a final exam grade greater than 85%, NREMT practical skills proficiency, violations of probationary status requirements or other EMS Program student handbook violations.

***It is the responsibility of the student to submit proper forms with Enrollment Management if recommended to withdraw for the course.***

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

Students who have not voluntarily withdrawn from the EMS Program course(s) by the final withdrawal date, have not completed all requirements for successful course completion, or achieved an overall grade of 75% or greater shall be awarded a grade of "F" for the EMS Education course.

**section *10.12* social media**

Students are encouraged to create social media websites (Facebook) for their individual classes, to assist with interpersonal interactions with your classmates. Students will be required to provide the website URL to the EMS Program Director and the Clinical Coordinator for review of content relating to the EMS Program social media guidelines.

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

Social media sites may not contain pictures, statements, or the like posted on any social media regarding the EMS Program to include; pictures in uniform with an Xtreme Education EMS Education Program patch, name badge, etc. without the expressed written consent of the Program Coordinator/Director or assigned Xtreme Education Representative.. ANY FACULTY/STUDENT FOUND IN VIOLATION OF THIS POLICY WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO REMOVAL FROM THE PROGRAM OR TERMINATION OF EMPLOYMENT AND/OR SERVICES WITH XTREME EDUCATION.

### article 11

 **classroom and lab policies section *11.01*** general behavior

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

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

Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior that distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, disrespectful language or refusal to comply with faculty directions.

**section *11.02*** cell phones/pagers/electronic devices

While representing Xtreme Education, as a student on a Clinical or Field rotation, the following devices will not be allowed: cell phone, beepers/paging devices, any devices Cameras/video recorders/audio recorders, incoming or outgoing personal calls are not allowed unless emergency, the use of patients' telephone, other EMS or fire personal for personal use is strictly prohibited.

While in the classroom, cell phones and beepers/paging devices will not be allowed. Laptops/iPad or tablets used for any purpose other than for EMS Program related content will be prohibited from use in the classroom.

Note: All EMS Program courses contain required student computer processes for initial EMS certification.

Any student failing to adhere to this policy shall be dismissed from the classroom/facility and counseled by the EMS instructor and/or EMS Education Program Coordinator/Director. Repeated violations of this policy will result in the student being removed from the EMS Education Program with a grade of "F" for the EMS Education course(s).

The department recognizes there will be instances where a student will need access to their cell phone or pager. The student **must** speak with their EMS instructor or EMS Coordinator/Director prior to entering their classroom. Only the EMS instructor or EMS Coordinator/Director can approve the exception to this rule.

**section *11.03*** dress code

Student are not required to wear their EMS uniform to class. The dress code for classroom time may be comfortable and appropriate to the weather conditions, but cannot, in any way, be revealing, sexual, or vulgar in nature. See Section 12.03Clinical Dress Code for detailed information.

**section *11.04* attendance**

Attendance relating to your EMS Education courses to include class room instruction, practical skills labs, clinical internship and field internship is mandatory requirement for successful completion. If a student has more than 10% absences throughout the course, the student may be dropped from the course with a grade of "F" for the EMS Education course.

Students who do not contact the office, or scheduled faculty instructor of their absence prior to a scheduled class, clinical, or field internship will be considered Absent without permission. Contact information will be provided on the first day of class.

All other faculty instructor contact information will be provided at the instructor’s discretion.

Any student that fails to attend a scheduled mandatory class or lab will be excused from their EMS Program courses of instruction. The student will receive a grade of "F" for the EMS Education course.

Attendance will be taken for every lecture and lab session. Students may be required to sign in at the beginning of every class and sign out at the end of every class. A student is late or tardy if he/she arrives more than five (5) minutes after the schedule class start time. Three documented late/tardies will be considered one absence. Students may be referred to the absence review committee for excessive tardies/absences.

**section *11.05* testing**

**Types of Module Exams Questions**

Exams may consist of multiple choice, matching, fill-in-the-blank, short-answer, essay, labeling, and/ or identification questions. Exams may be presented in written, video, lab practical, and skills performance. *NO ORAL EXAM WILL BE GIVEN AS OUTLINED BY THE FUNCTIONAL POSITION DESCRIPTION AS STATED BY THE BUREAU OF LABOR AND STATISTICS AND BY TDSHS, UNLESS STUDENTS HAVE A VERIFIED WAIVER ON FILE WITH XTREME EDUCATION, LLC.*

**Homework/Quizzes**

Homework assignments and daily quizzes may be given in each class. The EMS Education Program strives to maintain consistency with the most updated material used so students learn all information needed to be competent EMT/Paramedics; however, the student needs to be aware that not all instructors grade *exactly* the same.

**Didactic Exams EMT Students:**

Students must pass all didactic exams with a minimum grade of 75%. Each didactic exam must be passed prior to taking the next scheduled exam in the all course. All course final exams are absolute and require a minimum passing grade of 75%.

In a given course, a student may be given a total to four retests to use on didactic exams. In order to achieve a passing score, retests may be used on the same exam, or they may be used on two individual exams. The highest grade received on a retest is a 75%. If you do not successfully score an 80% or better on the retest and you are out of retest you are to withdrawal from the program or receive an "F." No retest on the final exam, NO EXCEPTIONS.

Exams that a student does not take during the time period specified by the course instructor will be given a score of zero ("0").

A student, who fails to pass an exam and has no allowed retests remaining for the course has not completed the requirements of the course and is required to immediately withdraw or receive an "F."

**AEMT/Paramedic Students:**

Each module within a course has its own final. A daily grade, quizzes, and homework will be a part of your grade. You must make a 75% or better on each module exam/final to receive a passing grade. There will be a cumulative final within each semester which requires a minimum passing score of 75 % and is absolute.

**Skills Exams**

Skills may be tested in two different ways, as a "Summative" exam, and as a "Formative" exam. Skills may be tested at any time during the program after the initial training. Individual skills to be tested will be identified in each course syllabi/schedule all skills (practice, testing/lab time) must be documented.

Each summative skills exam in a course may be retested a single time. Only one single skill summative exam in a course may be retested a second time. A student who fails a second retest of a skills summative exam, or who fails initial retests on two summative skills exams in a course, has not completed the requirements of the course and is required to immediately withdraw.

For summative exams, each course will have a specific deadline by which a skill exam must be completed successfully. Failure to meet this deadline constitutes failure to complete the requirements of the course, and the student shall be required to immediately withdraw from the course.

Formative skills exams may count as a part of a student's grade for a course. Failure of formative skills exams will not by itself constitute failure of the course as a whole but may lower a student's grade below a passing level. If a student's grade is lowered enough that it becomes impossible to regain a passing score, that constitutes failure to complete the requirements of the course and shall require the student to immediately withdraw from the course.

Skills may not be tested, either to a summative or formative level, on the same day as they are remediated or practiced. Itis the student's responsibility to consider this policy when scheduling remediation and practice sessions prior to testing a skill. Failure to adhere to testing deadlines due to inappropriate scheduling of a remediation or practice session may result in, among other consequences, the ski11 exam being recorded as a failure, violation of a remediation/counseling plan, and failure to complete the requirements of the course.

Summative skills failed in a skills class during a clinical rotation semester may cause the

immediate removal/withdrawal of the student from both the skills class and the clinical class. Failure of summative skills indicates a safety issue for both the student and any prospective patient.

\*Refer to Grading policy for further understanding

***Section 11.06*** lab policy

Students may schedule additional lab time with the instructor, clinical coordinator or the EMS Education Program Coordinator/Director.

**Article 12**

 **clinical policies**

\*\*UNDER NO CIRCUMSTANCES SHALL A STUDENT ATTEND A CLINICAL OR FIELD INTERNSHIP FACILITY WITHOUT THE REQUIRED CLINICAL CLEARANCE FROM THE XTREME EDUCATION EMS PROGRAM CLINICAL COORDINATOR OR PROGRAM DIRECTOR.

\*\*UNDER NO CIRCUMSTANCES SHALL A STUDENT CONTACT A CLINICAL OR FIELD INTERNSHIP FACILITY, REGARDING T H I E R CLINICAL OR FIELD INTERNSHIP. ALL STUDENTS SHALL CONTACT THE EMS PROGRAM CLINICAL COORDINATOR, AND/OR PROGRAM COORDINATOR/DIRECTOR WITH QUESTIONS OR COCERNS REGARDING CLINICAL OR FIELD INTERNSHIP\*\*

**section *12.01*** clinical professionalism

While at any hospital, clinic or MICU, you shall conduct yourself as a professional and show respect to all patients, families, hospital or ambulance staff, physicians and all other professionals.

Refer to the Code of Student Conduct located in the Student Handbook.

Students are expected to comply with all civil and criminal law, respect proper constitutional authority, and obey all policies, rules and regulations.

Any inappropriate, unprofessional, disrespectful or argumentative behavior while attending any course or in any hospital facility, clinic, or other specialized clinical internship to include Fire/EMS training sites, or other affiliate agency will not be tolerated.

**section *12.02*** clinical guidelines

Clinical rotations are a very important part of your training, and we are extremely fortunate to have many excellent facilities available to us in the East and Central Texas area.

1. ALL STUDENTS MUST COMPLETE ALL DATA WITHIN 24 HOURS OF THE COMPLETION OF THE THEIR SCHEDULED ROTATION.
2. FAILURE TO COMPLETE THE DOCUMENTATION WILL RESULT IN THE SCHEDULED SHIFT BEING AUTOMATICALLY DOCUMENTED AS INCOMPLETE. THIS SHALL RESULT IN THE ROTATION NOT BEING COMPLETED AS SCHEDULED.
3. STUDENTS WHO HAVE ISSUES COMPLETING THIS WITHIN THE REQUIRED TIME FRAME MUST CONTACT THE EMS PROGRAM COORDINATOR FOR APPROVAL OF THEIR CLINICAL/FIELD INTERNSHIP DOCUMENTATION.
4. STUDENTS FAILING TO MEET THE CLINICAL FIELD GUIDELINES WILL NOT BE GIVEN CREDIT FOR THE CLINICAL/FIELD INTERNSHIP ROTATION, RESULTING IN CLINICAL FIELD INTERNSHIP BEING REPEATED.
5. STUDENTS ARE NOT GUARANTEED ANOTHER CLINICAL/FIELD INTERNSHIP VACANCY BEING AVAILABLE WHICH MAY RESULT IN A STUDENT NOT BEING ABLE TO COMPLETE CLINICAL/FIELD REQUIREMENTS FOR THEIR ENROLLED COURSE
* Information concerning proper dress for clinical is found under "Clinical Dress Code" section. Violations of the Clinical Dress Code may result in the student being sent home from that clinical. *This will constitute an unexcused clinical absence.*
* Read the objectives for each clinical site before each shift.
* You must be present for the shift you signed up for, and you will not be allowed to take a shift that you have not signed up for. If you show up for a rotation you are not scheduled for, you will be removed from the program. You shall arrange your schedule so that you will be on time for your rotation.
* "0N TIME" means 30 minutes before the start of your shift. You may not arrive at your clinical site more than 30 minutes prior to the start of your shift.
* Arrival at a clinical site more than 10 minutes after the scheduled start time will result in the student being sent home from the clinical/field internship site, with an unexcused absence.
* Students will bring all relevant c l i n i c a l / f i e l d i n t e r n s h i p paperwork to the clinical site. Failure to have the correct paperwork may be grounds for the student to be sent home and to receive an unexcused absence. Students Clinical Handbooks include:
	1. Student who do not have signatures from their preceptor will not be given credit for the clinical/field internship and will need to repeat the scheduled rotation.
	2. Completed Patient encounter log with at least five (5) patient contacts.
	3. Completed documentation of a patient encounter with student and preceptor signatures. Failure to have the required signatures will result in the clinical/field rotation receiving no credit. The student will need to repeat the rotation based on availability.
	4. Completed Student Evaluation of Clinical Site with student’s signature.
	5. Completed Student Evaluation of Self with student’s signature.
	+ A PCR must be turned in for each patient transport.

**Make copies of all before handing i n y o u r paperwork.**

* You should report to the charge nurse or the clinical preceptor upon your arrival to the clinical site.
* Students shall discuss the goals of the clinical with their clinical preceptor.
* You may sit in on patient reports/assessments but shall ask for permission in advance from the patient and staff.
* It is imperative that you always maintain the patient’s and the professional’s right to confidentiality . At no time shall you discuss a patient with anyone other than the patient's doctor/nurse or your preceptor. Questions from family, friends, media or police are not allowed at any time. Failure to follow this procedure shall result in immediate removal from your EMS Program courses.
* You are NOT to seek free medical advice for yourself or your family while at the clinical.
* Clinical internships greater than eight (8) hours shall include a 30-minute break based on patient census.

There is no break for clinical less than six hours in length. Breaks must be on campus or site. Students will not leave a clinical or field internship site during their schooled rotation. Students leaving the clinical site without permission from the Clinical Coordinator, Program Director or clinical preceptor will be dismissed from the EMS Program.

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* + Field internship rotations may have the ability to eat with the crews on duty. Students should bring cash, or you may bring your own food for the scheduled rotation
	+ 24-hour shift students must bring bedding and toiletries.
	+ You are responsible for your own transportation to and from your clinical site/rotation.

**section *12.03*** clinical dress code

While at clinical sites, students must adhere to the dress code appropriate for the specific environment. Students not in proper uniform will be dismissed from their clinical/field internship rotation and will subject to disciplinary actions to include dismissal from your EMS Program.

**EMS Program Uniform**

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

**Students will also practice the following:**

* + Students are responsible for maintaining good personal hygiene. All students are expected to smell clean.
	+ *No perfume or cologne* (due to possible allergies to the public) shall be worn and students will not smell of cigarette smoke or strong food odor (i.e. garlic). Deodorant is required
	+ Hands, including fingernails, must be clean and neat. Fingernails must be short and natural; nail polish not chipped
	+ Tattoos will be covered with either makeup or long-sleeves/high collars
	+ Students can wear only wedding rings/bands or engagement rings/bands. One pair of stud earrings will be allowed for females only. Males are not allowed to wear earrings or any other jewelry. Medical alert bracelets are always mandatory during classroom instruction and during your clinical rotations
	+ Hair must be neat and clean. It must also be a color found naturally on humans. Extreme haircuts/styles WILL NOT be allowed. Males: must be above the collar in length. Females: long hair must be pulled back and/or up
	+ Neatly trimmed beards/mustaches are allowed during classroom and clinical sites. All facial air

must appear clean and neat while attending classroom and clinical rotations. Discretion is left to the opinion of the lead instructor, coordinator, or preceptor.

* + Clothing must be clean and unwrinkled. Soiled items must be replaced if they become stained to the point of being unprofessional. (Bring at least 2 shirts and pants for field internship).

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*Section 12.04* attendance

Attendance at clinical is mandatory. Missing a clinical will result in disciplinary action. Under certain circumstances a missed clinical may be rescheduled if clinical time is available. Students not successfully completing all required clinical time will not be issued a course completion. The program cannot guarantee that a missed clinical can be made up within the course timeframe. This may result in receiving an "Incomplete" with appropriate documentation and at the Course Coordinator's discretion.

*Section 12.05* clinical scheduling and absences

1. The TDSHS EMS Trauma Systems requires a minimum number of contact hours to be met in order to obtain a specific EMS certification. Each individual EMS education program must meet those requirements. Our Program requires more than the minimum contact hour requirements and

those minimums are on file within our accreditation self-study and with TDSHS for our courses. The student must meet Xtreme Education’s minimum hourly requirements in order to receive a successful course completion and be eligible to sit for certification as an EMS provider.

1. Due to constraints of available clinical time, there will be no make-up clinical scheduled after the end date. If the student is unable to attend a clinical as scheduled, the student will be able to change the date only if it can be arranged with another student or if there is an empty slot available on the clinical calendar and *approved* by the Clinical Coordinator. All clinical changes must be made through the clinical coordinator or EMS Education Program Coordinator Director or designee and are not guaranteed.
2. Clinical attendance is a vital part of EMS education. Students must attend every required clinical

to complete the course successfully. It is expected that students will attend the clinical for which they are scheduled. *Under no circumstances may the student attend a clinical that has not been properly scheduled, leading up to removal from the program.*

1. If the student is unable to attend a clinical, they have been scheduled, they must notify the EMS Education Program Coordinator or the EMS Program Director.
2. The expectation is that notification will be made at least twelve (12) hours in advance of the start of the clinical, but no less than three (3) hours prior to the start of their clinical/ field internship. The student may be asked to provide documentation for the reason for missing a clinical/ field internship, including a doctor's note for illness.
3. Students with two clinical absences shall be placed on clinical probation. Future clinical absences may result in the student’s removal from the EMS Program.
4. A missed clinical will count as an unexcused absence if the student fails to provide appropriate notification before the start of the clinical.
5. A student can be sent home from the clinical by the clinical preceptor for reasons which may include, but are not limited to: dress code violations, failure to bring correct clinical

paperwork, late arrival for the scheduled start of the clinical, or other reasons as determined by the department. The student will then be given an unexcused absence.

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1. A student who attains one (1 ) unexcused absence will be placed on clinical probation.

Student who attain t wo (2) unexcused absences per semester shall be removed from the EMS program.

1. A Student who is absent without permission will be dropped from the EMS Program.
2. Students will not receive a course completion to test with the National Registry of Emergency Medical Technicians until all requirements have been meet for successful completion of their enrolled EMS courses.
3. Students may be eligible to reenter the EMS Program as scheduled, after completion of new application requirements.
4. Students dismissed from clinical/ field internship will be required to pay all required tuition and all appropriated fees related to their courses of instruction before they schedule future clinical/field internship.

**Absence Review Committee Referral**

All students with excessive absences will be forwarded to the absence review committee for Health and Community Services. This will occur after the second unexcused absence or third excused absence. A student may be granted the opportunity to make up the missed time or removed from the program.

***Section 12.06*** missed clinical

It may be possible that a missed clinical cannot be rescheduled due to limited time and/or other external constraints. Students who have two unexcused absences from clinical rotations will be removed from the program and receive a grade of "F."

If, for any reason, a student misses a clinical or is sent home from a clinical, the student *may not attend any subsequent clinical until the student has spoken to the Clinical Coordinator.* A Doctor's note may be required to return to clinical from a significant illness or injury.

**section *12.07*** special situations

If a student is involved in an incident where the student is requested to make an official statement by a representative of the clinical/ field internship, the student shall contact the Clinical Coordinator or Program Director immediately, prior to submission of any statement.

Under no circumstances will the student write an official incident report or be interviewed by facility staff regarding events; for example, questions of patient care, inappropriate behavior, accident reports or procedural issues occurring during the clinical rotation without the permission and/ or representation of the Clinical Coordinator or Program Director.

If during a clinical, a student becomes injured, the student must immediately contact the Clinical Coordinator or Program Director.

If a student becomes pregnant during their course of instruction, they will not be allowed to continue with their clinical/field internship until they have received their physician's clearance without restrictions.

**section 12.08**clinical requirements

EMT Skills

* + EMT skills are based on the most current requirements per the NREMT and TDSHS. Information can be found at [www.nremt.org](http://www.nremt.org/) and http:/f[www.dshs.state.tx.us/emstraumasystems/.](http://www.dshs.state.tx.us/emstraumasystems/)
	+ Airway and ventilator management, e.g., bag-valve-mask ventilation, suction, adjuncts and oxygen administration.
	+ Bleeding and shock management.
	+ Stabilization of painful, swollen and/or deformed extremities.
	+ Use of immobilization and carrying devices.
	+ Assisted medication administration. *(Nitroglycerin, metered dose inhalers, nebulizers and*

Epi-Pen).

* + Semi-automated external defibrillation
	+ Other approved skills at student's training level

EMT Clinical Hours

* + 48 Hours MICU

Minimum of five documented patient care reports from transports to the hospital

* + 24 Hours Emergency Department

AFFECTIVE OBJECTIVES

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

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

COGNITIVE OBJECTIVES

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

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

PSYCHOMOTOR OBJECTIVES

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

* + Demonstrate acceptable assessment and management of the trauma patient.
	+ Demonstrate acceptable assessment and management of the medical patient.
	+ Demonstrate acceptable universal precautions and infection control procedures.
	+ Performs competent care.
	+ Perform skills safely.

Advanced EMT Skills

* All EMT skills
* Advanced EMT skills are based on the most current requirements per the NREMT. Information can be found at [www.nremt.org](http://www.nremt.org/)
* Endotracheal intubation
* IV cannulation
* Phlebotomy

Paramedic Skills

* All EMT & Advanced EMT Skills
* Paramedic skills are based on the most current requirements per the NREMT. Information can be found at [www.nremt.org](http://www.nremt.org/)
* Endotracheal intubation
* IV cannulation
* Phlebotomy
* EKG interpretation (12-lead)
* Intraosseous (10) infusion
* Manual defibrillation
* 12-lead EKG application
* IV/IO medications
* IV/IO infusion medications (piggyback)
* Subcutaneous injections
* Intramuscular injections
* Transtracheal medications
* Transtracheal suctioning
* Other approved skills at the student's level of training Advance Level Training

EMS Intermediate Clinical Hours

24 OR

72 ER

12 Pedi

72 MICU

EMS Paramedic Clinical I Hours

24 MICU

24 ER

24 ICU

8 Cardiac Cath Lab 8 Pediatrics

8 Labor & Delivery

EMS Paramedic Clinical II Hours

36ER

24ICU

12 L&D

8 Pediatrics

16 Nursing Home/Psych.

EMS Paramedic Practicum Hours

240 MICU (20 minimum team leads)



AFFECTIVE OBJECTIVES

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

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

COGNITIVE OBJECTIVES

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

* Display an acceptable knowledge base for an EMT.
* Display knowledge of disease process, kinematics of injury, and normal physiology and development.
* Display knowledge of general pharmacology, drug actions, indications, contraindications, side effects, and normal dosing of medications for the appropriate training level.
* Use history and physical examination skills while demonstrating knowledge of proper treatment.
* Demonstrate effective management, interaction, and task delegation while working under difficult and stressful circumstances in emergency situations

PSYCHOMOTOR OBJECTIVES

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

* Demonstrate acceptable assessment and management of the trauma patient.
* Demonstrate acceptable assessment and management of the medical patient.
* Demonstrate acceptable universal precautions and infection control procedures.
* Perform care competently.
* Perform skills safely.

EMS Education Program Clock Hours (2065 total contact hours)

* 1381 hours Lecture/Laboratory
* 288 hours Clinical
* 480 hours MICU

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section *12.09* clinical paperwork

1. It is the responsibility of the student to see that the documentation forms are completed properly and turned in by the prescribed deadline. The clinical supervisor/preceptor (instructor, RN, Paramedic, or other professional) must sign any documentation forms personally and *prior* to leaving the clinical site.
2. Falsification of clinical documentation will be considered Academic Dishonesty and grounds for immediate removal from the program. Paperwork that has not been signed by the appropriate person, including the student, will not be accepted. *It is the student's responsibility to retain copies of all clinical documentation.*
3. The EMS Program will not be responsible for lost documentation. Students may not return or contact a clinical site directly to get clinical documentation completed after the scheduled shift has ended.

**Paperwork Submission**

The student will be required to keep proof of attendance at clinical. The Clinical Coordinator will explain in class how this is to be done. Incomplete originals (missing dates, papers, signatures) will either not be accepted, or may be returned to you from your faculty mentor as "incomplete," and therefore late, if resubmitted past the due date or at the discretion of the Clinical Coordinator.

**Paperwork Deadlines**

*Paperwork is due at or before the beginning of the class meeting immediately following the date of the clinical, or 24 hours, whichever comes first. If paperwork is not submitted in a timely manner, paperwork* ***WILL NOT*** *be accepted, and the clinical rotation will not count towards your hours nor your skills and patient contact minimums. This will also result in unsuccessful completion of the clinical requirements for graduation from the EMS Program.*

section *12.10* clinical grading policy

**Purpose:**

It is the intent of the Xtreme Education's EMS Program to produce competent entry level providers. Clinical case studies are critical to the understanding of EMS and give the student both the clinical reference of physiological conditions, as well as basis for an understanding of treatment modalities.

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

Case Studies that have been turned in late:

* + All late case studies shall be assessed a 10%-point deduction regardless of when it is turned in for that

course.

* + All case studies that are tuned in after the course that they were due shall be assessed a 20 %-point deduction regardless of when they are turned in.

**All case studies will be evaluated in the following areas:**

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

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

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

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

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

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

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

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

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

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

###### article 13

**ems education program information**

**section *13.01* program length and description**

EMT (Lecture/Lab) EMT Clinical (Clinical)

The following courses are required courses in an EMS Education Program towards certification/ licensure as a Paramedic in Texas. There are academic courses required outside of the EMS department for the Certificate programs.

* + - Basic Clinical Internship
		- Intermediate Clinical
		- Paramedic Clinical I
		- Paramedic Clinical II
		- Trauma Management
		- Patient Assessment & Airway Management
		- Introduction to Advanced Practice
		- Emergency Medical Technician
		- Assessment Based Management
		- EMS Operations
		- Emergency Pharmacology
		- Special Populations
		- Medical Emergencies
		- Paramedic Clinical III
		- Cardiology
		- Anatomy & Physiology I
		- Anatomy & Physiology II

**Basic Clinical Internship**

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

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

**Intermediate Clinical**

A method of instruction providing detailed education, training and work-based experience, and direct patient/ client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of introduction to Advanced Practices to include airway management and intravenous infusion therapy.

**Paramedic Clinical 1**

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

Prerequisite/co-requisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy and emergency pharmacology.

**Paramedic Clinical II**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Paramedic I and Assessment Based Management.

**Trauma Management**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite: Patient Assessment & Advanced Airway.

**Patient Assessment & Airway Management**

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Prerequisite: EMT Introduction to Advanced Practice.

**Introduction to Advanced Practice**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisite: EMT.

**Emergency Medical Technician**

Introduction to the level of Emergency Medical Technician (EMT). Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

**Assessment Based Management**

Designed to provide teaching and evaluating comprehensive assessment based patient care management.

**EMS Operations**

A detailed study of the knowledge and skills necessary to safely manage the scene of an emergency.

**Emergency Pharmacology**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses.

**Special Populations**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, Cardiology, and Medical Emergencies.

**Medical Emergencies**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

**Clinical-Emergency Medical Service**

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

**Cardiology**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

**section *13.02***program cost

The cost of the program is based on the most current tuition and fees and based on a competitive rate. [Tuitions are subject to change.](http://www.hillcollege.edu/students/index.html)

Please contact Xtreme Education, LLC for further questions regarding tuition and fees.

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***section 13.03*** physical requirements

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

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

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## article 14

**secretary commission on achieving necessary skills (scans)**

SCANS Skills: This syllabus meets all Differentiated Entry Level Competencies and Secretary Commission on Achieving Necessary Skills (SCANS) competencies, which are identified throughout all syllabi. Please refer to the Scans chart for further clarification.

SCANS Occupational Assessment

Workplace Know-How

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities needed for solid job performance. The rating level ranges from 1(low) to 5 (high). Please circle your response.

|  |  |
| --- | --- |
| COMPETENCY | RATING |
| Resources: Identifies, organizes, plans, and allocates resources.C1 Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.C2 Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.C3 Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.C4 Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback. | 1 2 3 4 51 2 3 4 51 2 3 4 51 2 3 4 5 |
| Information: Acquires and uses information.IC5 A c q u i r e s and evaluates information. C6 Organizes and maintains information.C7Interprets and communicates information. C8 Uses computers to process information. | 1 2 3 4 51 2 3 4 51 2 3 4 51 2 3 4 s |
| Interpersonal: Works with others.C9 Participates as a member of a team: Contributes to group effort. C10 Teaches others new skills.C11 Serves Clients/Customers: Works to satisfy customer's expectations.C12 Exercises leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.1C13 Negotiates: Works toward agreements involving exchange of resources; resolves divergent interests. C14 Works with Diversity: Works well with men and women from diverse backgrounds. | 1 2 3 4 51 2 3 4 51 2 3 4 51 2 3 4 51 2 3 4 51 2 3 4 5 |
| Systems: Understands complex interrelationships.C15 Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them. | 1 2 3 4 5 |

|  |  |
| --- | --- |
| C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system Operations, diagnoses system's performance, and corrects malfunctions.C17 Improves or Design Systems: Suggests modifications to existing systems and develops newOr alternative systems to improve performance. Technology: Works with a variety of technologiesC18 Selects Technology: Chooses procedures, tools or equipment, including computers and related technologiesC19 Applies Technology to Task: Understands overall intent and proper procedures for setupAnd operation of equipment.IC20 Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems With equipment, including computers and other technologies. | 1 2 3 4 5 |
| 1 2 3 4 5 |
| 1 2 3 4 5 |
| 1 2 3 4 5 |
| 1 2 3 4 5 |

I

|  |  |
| --- | --- |
| FOUNDATION | RATING |
| Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and |  |  |  |  |  |
| speaks. |  |  |  |  |  |
| F1 Locates, understands, and interprets written information in prose and in | 1 | 2 | 3 | 4 | 5 |
| documents such as manuals, graphs, and schedules. |  |  |  |  |  |
| F2 Writing: Communicates thoughts, ideas, information, and messages in writing; creates | 1 | 2 | 3 | 4 | 5 |
| documents such as letters, directions, manuals, reports, graphs, and flow charts. |  |  |  |  |  |
| F3 Arithmetic: Performs basic computations; uses basic numerical concepts such | 1 | 2 | 3 | 4 | 5 |
| as whole n u m b e r s, etc. |  |  |  |  |  |
| F4 Mathematics: Approaches practical problems by choosing appropriately from a variety | 1 | 2 | 3 | 4 | 5 |
| of mathematical techniques. | 1 | 2 | 3 | 4 | 5 |
| F5 listening: Receives, attends to, interprets, and responds to verbal messages and | 1 | 2 | 3 | 4 | 5 |
| other cues. |  |  |  |  |  |
| F6 Speaking: Organizes ideas and communicates orally. |  |  |  |  |  |
| Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows |  |  |  |  |  |
| how to learn, and reasons. |  |  |  |  |  |
| F7 Creative Thinking: Generates new ideas | 1 | 2 | 3 | 4 | 5 |
| F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, |  |  |  |  |  |
| and evaluates and chooses best alternative. | 1 | 2 | 3 | 4 | 5 |
| F9 Problem Solving: Recognizes problems and devises and implements plan of action. | 1 | 2 | 3 | 4 | 5 |
| F10 Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, |  |  |  |  |  |
| graphs, objects, and other information. | 1 | 2 | 3 | 4 | 5 |
| F11 Knowing How to learn: Uses efficient learning techniques to acquire and apply |  |  |  |  |  |
| new knowledge and skills. | 1 | 2 | 3 | 4 | 5 |
| F12 Reasoning: Discovers a rule or principle underlying the relationship between two or |  |  |  |  |  |
| more objects and applies it when solving a problem. | 1 | 2 | 3 | 4 | 5 |
| Personal Qualities: Displays responsibility, self-esteem, sociability, self- management, integrity, and honesty. |  |

F13 Responsibility: Exerts a high level of effort and perseveres towards goal attainment. 1 2 3 4 5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| F14 Self-Esteem: Believes in own self-worth and maintains a positive view of self. | 1 2 | 3 | 4 | 5 |
| F15 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and |  |  |  |  |
| Politeness in group settings. | 1 2 | 3 | 4 | 5 |
| F16 Self-Management: Assesses self accurately, sets personal goals, monitors progress, |  |  |  |  |
| And exhibits self-control. | 1 2 | 3 | 4 | 5 |
| F17 Integrity/Honesty: Chooses ethical courses of action. | 1 2 | 3 | 4 | 5 |

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#  Xtreme Education, llc

#  emergency medical services

#  program

**Article 15**

**Student Contract**

The student is considered a responsible adult. The conduct of students

on the premises of Xtreme Education must not interfere with the orderly processes and governance of the business or any other courses.

The student's enrollment into the Xtreme Education EMS Program indicates acceptance of those standards of conduct.

I have read this handbook and I understand that it is my responsibility to be knowledgeable of, and to comply with, the contents and provisions of Xtreme Education's EMS Program’s policies, rules and regulations stated within.

Additionally, I have read and understand the Physical Risk Statement and agree to its terms.

Further, I understand that non-compliance with any of the policies or procedures may be grounds for my withdrawal from the Xtreme Education's EMS Program courses.

I also acknowledge that occasionally policies and procedures may change. Updates will be provided in written form before implementation.

I will agree to changes made in program policies and or procedures or I will withdraw from the program with no promise of reimbursement of tuition or fees to Xtreme Education.

Student's Name (printed)

Student's Signature Date

Faculty Signature and Title Date

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