EMSP 2306 Pharmacology
EMSP 2444 Cardiology
EMSP 2434 Med Emergencies
Mon, Wed, Fri 0800-1700

Instructor Information: Jay D. Cloud jcloud2@com.edu

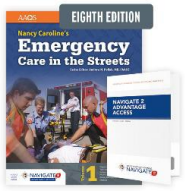
Student hours and location: All didactic classes and skills labs will be conducted in a Face-to-Face format in the COM Public Service Careers Building, room 123. Class will be held every Monday, Wednesday, and Friday from 0800-1700. Other dates and times may be added as needed.

Notice to Students Regarding Licensing: *Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: http://www.dshs.state.tx.us/emstraumasystems/qicriminal.shtm?terms=criminal%20background*

Should you wish to request a review of the impact of criminal history on your potential EMT Certification prior to or during your quest for a degree, you can visit this link and request a "EMS Criminal History Pre-Screening": http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm

This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

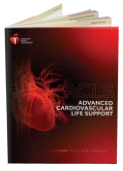
Required Textbook/Materials: (*Also available through the COM Bookstore*)



Nancy Caroline's Emergency Care in the Streets Includes Navigate 2 Advantage Access, Ninth Edition

NC 9e Advantage Hard Copy Books (includes the E-Book and FISDAP)
http://www.jblearning.com/cart/Default.aspx?bc=13723-1&ref=psg&coupon=COMAINTX21

AND



2020 ACLS Provider Manual (Spring Semester)

AND

Emergency and Critical Care
Pocket Guidebook
Eighth Edition (ACLS and ECC 2020)

Textbook Purchasing Statement: The required textbooks and learning management system are available for purchase in the College of the Mainland Bookstore, or you can choose to purchase directly from Jones & Bartlett. *Be mindful of the difference between the package; one includes the E-Book with online access and the other includes the Hardcopy textbooks with online access.*

LockDown Browser + Webcam Requirement

This course may require the use of LockDown Browser and a webcam if online exams are utilized. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions

Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=138331997 **Once Installed**

- Start LockDown Browser
- Log into Blackboard Learn
- Navigate to the test

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online test, follow these guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.

- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with LockDown Browser: • The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.

- You may submit a ticket request if you are having issues either via the Blackboard home page by clicking on the "Technical Support" option at the top of the page or by selecting Blackboard Support Request under Technical Support box on your Dashboard if you are logged in to your Blackboard account. It may be helpful to have the results of the "System & Network Check" and the "Webcam Check" available before they are contacted.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took
  resolve it.

Co-Requisite: EMSP 2306/EMSP 2444/EMSP 2434

Course Description/Outcomes:

EMSP 2306 Pharmacology Course Description: A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.
EMSP 2306 Pharmacology Student Learner Outcome: Categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects.

EMSP 2444 Cardiology Course Description: Assessment and management of patients with cardiac emergencies.
EMSP 2444 Cardiology Student Learner Outcome: Integrate pathophysiological principles and assessment findings to formulate an impression; and implement a treatment plan for the cardiac patient.

EMSP 2434 Medical Emergencies Course Description: Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

EMSP 2434 Medical Emergencies Student Learner Outcome: Integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for the medical patient; and integrate multiple determinants of medical conditions into clinical care.

Core Objectives:

- Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or
- observable facts resulting in informed conclusions
- Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Students will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression of an emergency medical patient.	Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information	Final Exam
Students will be able to implement an acceptable treatment plan of a medical patient	Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	Final Pt Assessment Skills Exam
Students will demonstrate the properattitude expected of an AEMT	Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making	Other: Affective Domain Tool

Course requirements: Your computer must meet the technical requirements as stated in this link: https://www.jblearning.com/TechSupport You must have a functioning webcam and reliable high-speed internet. THIS CLASS IS BEST TAKEN ON A DESKTOP OR LAPTOP COMPUTER. Skills lab will require a student to be able to move about easily, kneel, bend, stoop, lift, etc. Please refer to the **Texas DSHS Functional Position Description** on page 14 of this syllabus.

Co-Requisite: EMSP 2159—Paramedic Clinicals (must maintain didactic grade of 70% to attend)

Determination of Course Grade:

Exams: 30% of grade

- most are noted on the class schedule; however, notice will be given at least 1 class period prior to any supplemental exams
- all exams are cumulative
- FINAL SKILLS testing will count as a *major exam grade*

Final Exam: 20% of grade (cumulative)

- eligible for retake if overall average of 75% prior to Final AND Exam Avg of 75%.
- Note: loss of eligibility for retake with failure of *both* Finals.

Quizzes: 15% of grade

- some announced 1 class period prior to class
- some “Pop Quizzes”
- quiz grades for skills testing days assigned based on number of skills passed on first attempt

Homework/Preparation: 15% of grade

- all at the discretion of the instructor

Activity/Participation: 15% of grade

- all at the discretion of the instructor
- based on both observable effort and outcome (do you know what you are talking about?)
- class participation
    - group project grades
    - if not present, no grade for assignment and NO MAKE-UP
    - If homework/preparation not complete, you will not be allowed to participate in the day's activity

Professionalism: 5% of grade

- all at the discretion of the instructor—see Affective Domain Evaluation Tool
- timeliness/attendance
- appearance
- class participation
- general demeanor (respectfulness, willingness to help other classmates, etc.)

Grading Scale:

90-100	A
80-89	B
75-79	C
below 75	F

Requirements to pass—75% overall *and* 75% on Final** (regardless of overall grade) *and* successful completion of skills testing *and* completion of minimum contact hours.

Additional notes: failure of any paramedic course which necessitates the re-taking of that class falls under the "60-day" rule. On successful completion of the course being retaken, you will be required to pass Final Exam(s) from the class(es) you originally passed to get a Course Completion and Authorization to Test.

Methods: You are expected to enter this class with the skills and knowledge of an EMT-Intermediate/AEMT. We will build upon this foundation. Lecture, demonstration, discussion, and class activities will be utilized to reinforce information and concepts.

One of the main focuses of this course is to build critical thinking skills. Homework is assigned to ensure sufficient preparation is completed prior to class. Students are expected to *actively participate* in the learning process. Group projects facilitate team interactions and the understanding of various approaches to one problem.

Quizzes are used both as evaluation and teaching tools. Exams focus on development of knowledge base and application of that knowledge. Discussion, again, is a tool by which progress is measured.

To be a Paramedic, you must also learn to *do* what EMT-P's do. Instructors will provide an initial demonstration of each skill and guidance during practice. Multiple skills sessions are provided to ensure students' comfort and proficiency—don't waste them! Only *perfect* practice, practice, practice will allow the student to perform under pressure.

Students must demonstrate mastery of skills during "Skills Testing" sessions. This is an extremely important process. If a skill is failed on the first attempt, the student will be allowed to retest--not necessarily on the same day. *A failure on the second attempt results in dismissal and a course grade of "F."*

Methods Disclaimer: *Public service careers of any type require exceptional mental clarity and stability. To develop those skills, there will be various scenarios and exposure to a multitude of topics, images, and videos which would be distasteful or even disturbing to the average college student. If you believe you may have a problem with this, see the Program Director as soon as possible for more information and guidance.*

Late Work, Make-Up, and Extra-Credit Policy:

Make-Up Policy:

- Any and all work may be turned in *prior to the due date*. If a student provides notice at least 2 class-periods prior to a planned absence, any work that would have been missed will be administered during the class period just prior to the absence.
- **Quizzes**: MUST be turned in on or before the date due. *Makeup quizzes may be taken by written request.*
- **Homework**: accepted late up to 2 weeks past due date with 20% off.
- **Exams**: by written request, exams must be made up within *four 4-hour class sessions* of the original exam date. You will need to notify Jay D. Cloud (jcloud2@com.edu) to have the make-up exam placed in the Testing Center. Then, you must **call the Testing Center (409-933-8379**) for an appointment.
- **Skills**: If a student is absent during skills labs and/or skills testing times, the program is under no obligation to make any special training arrangements. **Special skills days will NOT be set up for those students that have missed the regularly scheduled skills days.**
- **Hours**: There is no mechanism in place for paramedic students to regain hours lost to absence. For *consideration* of possible make-up work, submit in writing:
  - Dates of absence(s)
  - Your plan to replace missed time
  - How much time your proposed work should count
  - When you expect to do/turn in that work.

Attendance/Tardiness Policy: mandatory; decrements will be noted in ½ hour segments. Students may not miss more than **32 hours** during the entire Spring Semester (Jan-May). It is the ***student's responsibility*** to sign in each day as verification of attendance. Failure to do so constitutes an absence for the entire class period.

Additionally, students who are tardy will be given 1 DAV (see below) for the first offense, then 2, 4, and finally 6 for the fourth and any subsequent tardies.

Lead instructors will make every effort to provide verbal and written warnings, but it is the student's ultimate responsibility to keep track of their absences.

Should the class have to move to a virtual format, students must participate in virtual discussions and MUST have a functioning webcam and it must be turned on and working during all virtual sessions. Failure to do so, may result in a tardy or absence from class for said day.

Withdrawal Policy: ***Once a student accumulates 32 hours, he/she will not receive a course completion***. If the student does not complete the proper withdrawal form in the Registrar's Office, a grade of "F" will be recorded on the transcript for both EMSP 2306, 2444, 2434, and the co-requisite EMSP 2159. Withdrawals must be completed prior to the semester "W-Day" to avoid an "F." The date can be found in the College Academic Calendar (https://www.com.edu/admissions/academic-calendar.html).

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

EMS Program Statement--Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action, which may include dismissal from the EMS Program.

NOTICE: Falsification of any program document (including online skills sheets) is grounds for immediate dismissal and may result in a report of all personnel involved under Texas Administrative Code RULE §157.36.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. Students have the right to expect their issues to be addressed. Using the method outlined here will ensure that problems are properly documented and, therefore, properly addressed.

Required Syllabus Reference: The EMSP faculty encourage students to problem-solve, work as a team as well as utilize available resources. Additionally, the Course Syllabus is SPECIFICALLY written FOR STUDENT REFERENCE. Do NOT ask a course-related question without first checking the syllabus.

EMS Chain of Command: In order to develop workforce-related professional skills, we employ Chain of Command policies similar to those seen in the workplace.

1. If you have a problem or question, first consult the syllabus.
2. Verbally discuss the issue with the Lead Instructor.
    a. Follow up with an email TO the LEAD INSTRUCTOR summarizing the meeting and your understanding of the outcomes.
    b. If you were dissatisfied with the outcome, proceed to Step 3.
3. Forward your summary of initial meeting to the Program Director (Michael Cooper mcooper18@com.edu) , 409-933-8198) and Lead Instructor. You should also state your desired outcome and justifications for that outcome.
    a. You will likely be asked to meet in person with the Program Director.
    b. As before, prepare a follow-up email summarizing the outcome of the meeting.
    c. If you are dissatisfied with the outcome, you should proceed with Step 4.
4. Forward your summary of initial meeting to the Department Chair, Dr. RE Davis (rdavis@com.edu, 409-933-8313) the Program Director and the Lead Instructor. You should also state your desired outcome and justifications for that outcome.
    a. You will likely be asked to meet in person with the Dean.
    b. As before, prepare a follow-up email summarizing the outcome of the meeting.
    c. If you are dissatisfied with the outcome, you should refer to the Student Handbook for next steps. https://www.com.edu/student-services/student-handbook.html.

**NOTE: This process is not meant to be a barrier to you, but instead to provide the following benefits:

-preparation for the workforce
-proper complaint/incident process
-practice in professional documentation
-ensures that issues are managed as close to the source as possible

"Incomplete" Contract (or exception to any Syllabus guideline): Barring extraordinary circumstances, all students should complete requirements as scheduled. If you would like to request an exception to this or any other guideline in the syllabus, submit:

- A written request for the contract at least 2 business days prior to the stated deadline
- Justification for the contract is stated (with supporting documents/evidence as appropriate)
- The request details what you HAVE done to avoid needing the contract
- The request states/illustrates why you "deserve" the contract
- The request gives your proposed completion deadline and why that one will be achievable

- **IMPORTANT NOTE:** once you are more than 60 days past your class Final Exam (for ANY reason), **you will be required to successfully pass a Competency Exam** to prove you have retained the information **prior to being awarded a Course Completion**

QEP (Quality Enhancement Plan): This class has been selected to include oral communication in its curriculum, as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes

Run/Hide/Fight: In case of an active shooter--
• Our plan: running, hiding, and fighting to survive.
• Lock the classroom door and improvise barricades to block the door.
• Improvise weapons to take down the shooter/aggressor.
• If you must fight, COMMIT to the fight.
• Concealed carry folks: NEVER go seek out the shooter/aggressor. If you have a handgun and must use it, use caution to avoid friendly fire on those seeking refuge and the police.
• Call the campus police as soon as you can do so safely. **409-933-8599 (Program number in your phone)**
• When the police arrive, have your hands up and follow all commands.
• Never hesitate to make the call and report suspicious people or activity to the campus police.

Success Tips for Students
Success in one's career is almost as dependent on *professional* behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class and is punctual** – The student attends every class period, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g., um, you know, like
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. https://www.com.edu/student-services/docs/Student_Handbook_2021-2022_v3.pdf *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal. https://www.com.edu/student-services/docs/Student_Handbook_2021-2022_v3.pdf*

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

Early Alert Program: The Counseling Center at College of the Mainland has implemented an Early Warning Program. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Warning Program you will be contacted by someone in the Counseling Department. As student success and retention is very important to us, someone from the Counseling Department will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage ALL members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Additional Guidance—EMSP Courses

*****Exceptions to ANY guideline or policy:** If you would need to request an exception to any guideline in the syllabus, submit:

- A written request for an exception or variance via email
- Justification—why should you get an exception? The request states/illustrates why you "deserve" the exception
- The request details what you HAVE done to avoid needing the exception
- If you are requesting a deadline exception, give your proposed completion deadline and why that one will be achievable

    - **IMPORTANT NOTE:** once you are more than 60 days past your class Final Exam (for ANY reason), **you will be required to successfully pass a Competency Exam** to prove you have retained the information **prior to being awarded a Course Completion OR Authorization to Test.**

EMSP Conduct Requirements

Warning/Dismissal: A professional attitude and dress are expected at all times. Student should approach their courses with the same expectations of a job. If a student repeatedly acts in an unprofessional manner, does not wear the proper uniform and / or is late, that student can be "fired" in the form of receiving a failing grade for the course.

1. Failure to act in a *professional manner* will result in dismissal from the site and, depending on the infraction, either a written warning or dismissal from the course.
2. Accumulation of 15 DAVs results in clinical suspension. Twenty DAVs constitute grounds for dismissal.
3. Students may be dismissed from the course for:
    - Any behavior/action that is unsafe.
    - Performing interventions without proper authority.
    - Forging documents.
    - Any behavior judged "unbecoming" of an EMS Professional.
    - Failure on the part of the student to correct unacceptable behaviors may result in dismissal.

    The Program Director has final departmental authority on all decisions.

Students in disagreement with any disciplinary action may follow the Grievance Policy outlined in College of the Mainland's Catalog.

Dress Code: Clinical uniform—be prepared for inspection.

- **Hair**: clean, neatly groomed, of a color that could occur in nature
- **Hats**: **NONE** in building or in the presence of helicopter rescue

- **Tattoos/Piercings**: not allowed; cover tattoos
- **Shoes**: Black with regular clinical uniform; any single-color on days scrubs are allowed (usually skills days)

Conduct--Lab Rules: The lab is provided as place for hands-on learning. Unless a problem develops, the lab will be open/unlocked any time the building is. Please be respectful of other students and classes that also use the space.

- Treat equipment as if someone's life depended on it
- Put things back where you found them
- Realize that we occasionally have unannounced visitors—DO NOT place rescue mannequins in inappropriate poses.
- DO NOT TOUCH SIMMAN without qualified instructor present.

Conduct--Communication Devices: Violations of this guidance may result in DAV citation and removal from the learning environment. Keep electronic devices in "silent" mode during lectures and be respectful of instructors and other students should you need to answer a call. Students should refrain from using a cell phone during class, lab, or clinical time except as specifically allowed (project research, etc.) and during breaks. Due to cheating in the past, we cannot allow any wireless devices to be on during tests. In an emergency, you may be reached by contacting **Campus Police** at **409-933-8403** or **x8599 (emergencies)** and directing them to the PSC Building. NO department response pagers/radios allowed.

Conduct - Demonstrated Affective Violation (DAV) System:

- **Purpose:** To record and track student's overall performance as reflected in the affective domain. Behavioral violations related to those listed in the Professional Behavior Evaluation will cause a DAV citation.

Guidance

- DAV must specifically relate to one of the 11 categories of the Behavioral Evaluation tool—hence the term, "Demonstrated." DAV's do not eliminate other penalties. Rather, they present the overall picture of student behavior in all venues: in class, in lab, and at clinical locations.
  - Person administering the DAV should indicate which category the infraction reflects.
  - If Adjunct or Clinical Supervisor submits DAV form, it is the responsibility of the Lead Instructor to assign the proper number of DAV's based on prior events (i.e., doubling where necessary). The Lead Instructor will also complete a Professional Behavioral Counseling Record and have face-to-face session with student to fully communicate details of infraction and follow-up (include specific expectations, clearly defined positive behavior, actions that will be taken if behavior continues, dates of future counseling sessions, etc.) as noted in the Record.
  - Refer to the Professional Behavior Evaluation tool for descriptions of each category:
    - **Integrity**-- Consistently honest; trustworthy with the property of others; guards confidential information; truthfully documents.
    - **Empathy**-- Responds appropriately to emotions of others; demonstrates respect for others; demonstrates calm, compassionate, and helpful demeanor toward those in need, supports and reassures others.
    - **Self-motivation**--Takes initiative to complete assignments; improves/corrects own behavior; accepts and completes tasks; requires little to no supervision; strives for excellence in all aspects of professional activity; shows enthusiasm for learning.
    - **Appearance/Personal Hygiene**-- Presents self in professional manner; wears appropriate clothing/uniform; maintains uniform/boots/equipment in neat, clean, ready-status; keeps hair, facial hair, piercings, tattoos appropriate to COM EMS guidelines; no strong odors (body odor and/or synthetic fragrances).

- **Self-confidence**-- Demonstrates ability to trust own judgment; aware of personal strengths and weaknesses; readily assumes leadership roles (classroom/field).
- **Communication**-- Speaks clearly; writes legibly; actively listens; adjusts communication strategies to various situations; positively accepts constructive criticism and corrections; does not make excuses; completely and accurately documents patient care and learning activities.
- **Time Management**-- Consistently punctual; completes tasks and assignments on time; manages scene times appropriately.
- **Teamwork/Diplomacy**-- Places success of the team above self-interest; supports other team members; remains flexible and open to change; works with others to solve problems; does not try to force team leadership/direction when in team "member" role.
- **Respect**-- Civil/respectful of others; avoids derogatory or demeaning terms; behaves in a manner that brings credit and credibility to the profession.
- **Pt Advocacy**-- Keeps personal bias or feelings separate from patient care; places patient needs at highest priority over self-interest; protects patient confidentiality; demonstrates mindfulness of patient dignity.
- **Careful delivery of service**-- Masters and refreshes skills; performs complete equipment checks; demonstrates safe operations; accurately follows policies, procedures, and protocols; follows orders; carefully checks med "rights."

- **DAV penalties serve as a way to measure student's *overall* performance. DAVs are given *in addition to* other program penalties which will continue to be enforced.**
- All faculty members should issue an appropriate DAV citation based on the infraction. The citation is "pending" confirmation by the Lead Instructor.
- The Lead Instructor and EMS Program Director may increase or decrease the number of DAVs per violation. Students with repetitive similar events will be given TWICE the prior number of DAVs for each subsequent occurrence.

Appeals:

- There is no mechanism to "work off" DAVs.
- DAVs are given **in addition to** other stated penalties
- To properly request an appeal, follow the documentation instructions noted in the "EMS Chain of Command" section of this document.
- One to 5 DAVs per occurrence are appealable to the level of Lead Instructor. If administered by the Lead Instructor, not appealable.
- Greater than 5 DAVs per occurrence are appealable to the Program Director.
- Any appeals beyond Program Director can be made only for the Final Grade in the class and will follow the appropriate policy as noted in the College of the Mainland Student Handbook.
- Severe infractions may skip the DAV process altogether at the discretion of the Program Director.
- Students who have accumulated 10 DAVs will be put on notice of Disciplinary Probation.
- Students who have accumulated 15 DAVs will be put on Clinical Suspension (not allowed to attend clinicals) until satisfactory completion of corrective action as prescribed by Program Director.
- Students who have accumulated 20 DAVs will be considered for removal from the program.
- Students who incur a failing grade in any class are entitled to follow the Grade Appeals process as outlined in the College of the Mainland Student Handbook.

DAV Accrual**

***Examples used for illustrative purposes only and are not all-inclusive*.

One (1) to Five (5) DAVs

- Late to class (Time Management)—1 DAV doubling with each occurrence (1, 2, 4, then 6 for each additional occurrence)

- Late to clinical – 3 DAVs if tardy for pre-clinical briefing, plus additional 1 DAV per minute up to 5 minutes late for clinical. At 5 minutes late, mandatory dismissal with 8 DAVs issued overall per occurrence
- Uniform irregularity (Appearance/Personal Hygiene) --1 DAV doubling with each occurrence, no maximum
- Negative impact on learning environment (possibly Teamwork/Diplomacy, Communication, other—depends on infraction)—3 DAVs doubling with each occurrence, no maximum
- Disrespectful, any location (possibly Teamwork/Diplomacy, Communication, other—depends on infraction) --3 DAVs doubling with each occurrence, no maximum

- Using phone numbers listed as "FOR EMERGENCY ONLY" for a non-emergency—2 DAVs doubling with each occurrence, no maximum

Six (6) to Ten (10) DAVs

- Failure to attend class (Time Management, Respect)—6 DAVs per occurrence
- Clinical cancellation 24 or more hours prior to scheduled shift (Time Management, Careful Delivery of Service) -- 6 DAVs doubling with each occurrence, no maximum
- Clinical No-show (Time Management, Respect, Careful Delivery of Service) without written notification or call: 10 DAVs doubling with each occurrence, no maximum

Other "minor" & "major" infractions result in DAVs depending on the infraction, error, or violation.

Completion/Certification Procedure (Paramedic):

1. Complete all requirements for didactic courses:
    a. Spring: EMSP 2306, 2444, 2434, 2561
    b. Summer: EMSP 2330, 2243, 2169
    c. Successfully pass Oral Exam with Medical Director
    d. Successfully pass Capstone Exam
    - **IMPORTANT NOTE:** once you are more than 60 days past EMSP 2143 class Final Exam, **you will be required to successfully pass ALL Course Final Exams** to prove you've retained the information **prior to being awarded a Course Completion and Authorization to Test**
2. Create a profile at NREMT.org.
3. Create a "NEW APPLICATION" at NREMT.org. This creates the place for the Program Director to confirm that you have completed the class.
4. Notify Program Director via email that your application is ready for approval.
    - **IMPORTANT NOTE:** once you are more than 60 days past EMSP 2143 class Final Exam, **you will be required to successfully pass ALL Course Final Exams** to prove you've retained the information **prior to being awarded a Course Completion and Authorization to Test**
    - **Program Director will generate a Course Completion Certificate** (which has info you will need to fill out the Texas DSHS Form).
5. Once approved, login to NREMT.org, print your AUTHORIZATION TO TEST.
6. Visit PearsonVue.com to find and schedule a computer-based certification exam.
7. Begin the process of applying for Texas Department of State Health Services Certification (required to be eligible to work as an EMT in Texas):
    - Visit http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm#EMS
    - Look for the link "EMS Certification—Initial" and download the PDF.

Initial applications		
EMS personnel: ECA, EMT-basic, EMT-I, EMT-P or LP	PDF	Read procedure
FAST Pass- Fingerprint form	PDF	Fingerprinting FAQs
Inactive certification/licensure	PDF	Read procedure
Out-of-state reciprocity	PDF	Read procedure

    - Obtain the Course Number and Completion Date from the Course Completion Certificate provided by the Program Director.
    - Fill out the form and submit with required fees.

- Obtain your FAST Pass Fingerprints
- Allow 6 to 8 weeks for processing.

Texas DSHS Functional Position Description

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

Introduction

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

Qualifications

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

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. EMS personnel should 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.

Description of Tasks:

Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance t 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, 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, 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.

For Your Reference, Texas Administrative Code,

TITLE 25	HEALTH SERVICES
PART 1	DEPARTMENT OF STATE HEALTH SERVICES
CHAPTER 157	EMERGENCY MEDICAL CARE
SUBCHAPTER C	EMERGENCY MEDICAL SERVICES TRAINING AND COURSE APPROVAL
RULE §157.36 (Excerpt)	**Criteria for Denial and Disciplinary Actions for EMS Personnel and Applicants and Voluntary Surrender of a Certificate or License**

(b) Disciplinary Action. The department may **suspend, revoke, or refuse to renew an EMS certification** or paramedic license, or may reprimand a certificant or licensed paramedic for, but not limited to, the following reasons:

(1) violating any provision of the Health and Safety Code, Chapter 773, and/or 25 of the Texas Administrative Code, as well as Federal, State, or local laws, rules or regulations affecting, but not limited to, the practice of EMS;

(2) any conduct which is criminal in nature and/or any conduct which is in violation of any criminal, civil and/or administrative code or statute;

(3) **failing to make accurate, complete and/or clearly written patient care reports documenting a patient's condition upon arrival at the scene, the prehospital care provided, and patient's status during transport, including signs, symptoms, and responses during duration of transport as per EMS provider's approved policy;**

(4) **falsifying any EMS record**; patient record or report; or making false or misleading statements in a oral report; or destroying a patient care report;

(5**) disclosing confidential information or knowledge concerning a patient except where required or allowed by law;**

(6) causing or permitting physical or emotional abuse or injury to a patient or the public, and/or failing to report such abuse or injury to the employer, appropriate legal authority and/or the department

(7) failing to report to the employer, appropriate legal authority or the department, the event of abuse or injury to a patient or the public within 24 hours or the next business day after the event;

(8) **failure to follow the medical director's protocol, performing advanced level or invasive treatment without medical direction or supervision, or practicing beyond the scope of certification or licensure;**

(9) failing to respond to a call while on duty and/or leaving duty assignment without proper authority;

(10) abandoning a patient,

(11) turning over the care of a patient or delegating EMS functions to a person who lacks the education, training, experience, or knowledge to provide appropriate level of care for the patient;

(12) failing to comply with the terms of a department ordered probation or suspension;

(13) issuing a check to the department which has been returned to the department or its agent unpaid;

(14) **discriminating in any way** based on real or perceived conditions of national origin, race, color, creed, religion, sex, sexual orientation, age, physical disability, mental disability, or economic status;

(15) misrepresenting level of any certification or licensure;

(16) misappropriating medications, supplies, equipment, personal items, or money belonging to the patient, employer or any other person or entity;

(17) failing to take precautions to prevent misappropriating medications, supplies, equipment, personal items, or money belonging to the patient, employer or any person or entity;

(18) falsifying or altering, or assisting another in falsifying or altering, any department application, EMS certificate or license; or using or possessing any such altered certificate or license;

(19) committing any offense during the period of a suspension/probation or repeating any offense for which a suspension/probation was imposed within the two-year period immediately following the end of the suspension or probation;

(20) **cheating and/or assisting another to cheat on any examination, written or psychomotor, by any provider licensed by the department or any institution or entity conducting EMS education and/or training or providing an EMS examination leading to obtaining certification or renewing certification or license;**

(21) **obtaining or attempting to obtain and/or assisting another in obtaining or attempting to obtain, any advantage, benefit, favor or gain by fraud, forgery, deception, misrepresentation, untruth or subterfuge;**

(22) illegally possessing, dispensing, administering or distributing, or attempting to illegally dispense, administer, or distribute controlled substances as defined by the Health and Safety Code, Chapter 481 and/or Chapter 483;

(23) having received disciplinary action relating to an EMS certificate or license or another health provider certificate or license issued in another state or in a U.S. Territory or in another nation, or having received disciplinary action relating to another health provider certificate or license issued in Texas;

(24) failing or refusing to timely give the department full and complete information requested by the department;

(25) failing to notify the department of a change in his or her criminal history within 30 business days of the issuance of a court order, which resulted in him or her being convicted or placed on a deferred adjudication community supervision or deferred disposition for any criminal offense, other than any class C misdemeanor not directly related to EMS or other than any offense noted in §157.37(e)(5) of this title (relating to Certification or Licensure of Persons With Criminal Backgrounds);

(26) failing to notify the department within 5 business days of his or her being arrested, charged or indicted for any criminal offense, other than any class C misdemeanor not directly related to EMS or other than any offense noted in §157.37(e)(5) of this title;

(27) failing to notify the department of a change in his or her criminal history within 2 business days of the issuance of a court order, which resulted in him or her being convicted or placed on deferred adjudication community supervision, or deferred disposition for any offense noted in §157.37(e)(5) of this title;

(28) failing to notify the department within 5 business days of his or her being arrested, charged or indicted for a criminal offense noted in §157.37(e)(5) of this title;

(29) having been convicted or placed on deferred adjudication community supervision, or deferred disposition for a criminal offense that directly relates to the duties and responsibilities of EMS personnel, as determined by the provisions of §157.37 of this title, except that a person's EMS certification or paramedic license shall be revoked if the certificant or licensed paramedic is convicted, or placed on deferred adjudication community supervision or deferred disposition for a criminal offense, noted in §157.37(e)(5) of this title.

(30) failing to timely complete any portion of the criminal history evaluation process, including submission of fingerprints, or timely providing information requested by the department within 60 days of notification to do so, in accordance with provisions in §157.37 of this title;

(31) engaging in any conduct that jeopardizes or has the potential to jeopardize the health or safety of any person;

(32) using alcohol or drugs to such an extent that in the opinion of the commissioner or his/her designee, the health or safety of any persons or may be endangered;

(33) failure by the employee, of an employer drug screening test right before, after or during an assigned EMS work or volunteer shift;

(34) resigning employment or refusing by the employee, of an employer drug screening test right before, after or during an assigned EMS work or volunteer shift;

(35) engaging in any activity that betrays the patient privacy perspective or public trust and confidence in EMS;

(36) failing to maintain a substantial amount of skill, knowledge and/or academic acuity to timely and/or accurately perform the duties or meet the responsibilities required of a certified emergency medical technician or licensed paramedic.

(37) delegating medical functions to other EMS personnel without approval from the medical director per approved protocols;

(38) failing to transport a patient and/or transport a patient to the appropriate medical facility according to the criteria for selection of a patient's destination established by the medical director;

(39) failing to document no-transports and refusals of care and/or follow the criteria under which a patient might not be transported, as established by the medical director;

(40) failing to contact medical control and/or the medical director as required by the medical director's protocols and/or EMS provider's policy and procedure when caring for or transporting a patient;

(41) failing to protect and/or advocate for patients/clients and/or the public from unnecessary risk of harm from another EMS certified or licensed personnel;

(42) falsifying employment or volunteer medical profession applications and/or failing to answer specific questions that would have affected the decision to employ or otherwise utilize while certified or licensed as an EMS personnel;

(43) behaving in a disruptive manner toward other EMS personnel, law enforcement, firefighters, hospital personnel, other medical personnel, patients, family members or others, that interferes with patient care or could be reasonably expected to adversely impact the quality of care rendered to a patient;

(44) failing to notify the department no later than 30 days of a current and/or valid mailing address;

(45) falsifying or altering clinical and/or internship documents for EMS students;

(46) falsifying or failing to complete daily readiness checks on EMS vehicles, medical supplies and/or equipment as required by EMS employers;

(47) engaging in acts of dishonesty which relate to the EMS profession and/or as determined by the department;

(48) behavior that exploits the EMS personnel-patient relationship in a sexual way. This behavior is non-diagnostic and/or non-therapeutic, may be verbal or physical, and may include expressions or gestures that have sexual connotation or that a reasonable person would construe as such;

(49) falsifying information provided to the department; and

(50) engaging in a pattern of behavior that demonstrates routine response to medical emergencies without being under the policies and procedures of an EMS provider and/or first responder organization, and/or providing patient care without medical direction when required.

(c) Criteria for Denial of EMS Certification, or Paramedic Licensure. An EMS certification or paramedic license may be denied for, but not limited to, the following reasons:

(1) failing to meet standards as required in this section;

(2) previous conduct of the applicant during the performance of duties that are similar to those required of EMS personnel, whether performed as a volunteer or for compensation, but which such previous conduct that was committed is contrary to accepted standards of conduct as described or required in this section or Health and Safety Code, Chapter 773;

(3) having been convicted or placed on deferred adjudication community supervision, or deferred disposition for a criminal offense that directly relates to the duties and responsibilities of EMS personnel, as determined by the provisions of §157.37 of this title, except that a person's application for EMS certification or paramedic license shall be denied if the applicant is convicted, or placed on deferred adjudication community supervision or deferred disposition for a criminal offense, described in §157.37(e)(5) of this title;

(4) receiving disciplinary action relating to a certificate or license issued to the applicant in Texas, in another state or in a U.S. territory, or in another nation, or by the National Registry of Emergency Medical Technicians (NREMT), or any other organization that provides national recognized for EMS certification;

(5) falsifying any Texas application for certification or licensure or falsifying any application or documentation used to acquire registration, certification or licensure;

(6) issuing payment to the department which has been returned to the department or its agent;

(7) misrepresenting any requirements for certification, recertification, licensure, or licensure renewal;

(8) staffing an EMS vehicle deemed to be in service while the person's previously issued certification or license is expired, suspended or has been revoked; and/or

(9) failing to maintain a substantial amount of skill, knowledge and/or academic acuity to timely and/or accurately perform the duties or meet the responsibilities required of a certified emergency medical technician or licensed paramedic.

LONG HOURS AND HARD WORK ARE NOT EXCUSES. THEY ARE A PART OF THE JOB.