

PCR + narrative for Refusals (1 per shift, if available)

- Required Variable Hours Additional hours & Sites/Locations to be adjusted according to needs assessment.

***At least 1 PCR + Narrative or Refusal PCR + Narrative required on all EMS shifts regardless of the number of total transports, including final shift.**

****NOTE- Refusals require well-documented PCR + Narrative.**

- **Orientation** 9/9/2023 MANDATORY ATTENDANCE
0800 hours, COM Campus, Room STEAM 120
- **Documentation Workshop** Date TBD MANDATORY ATTENDANCE
Time TBD, COM Campus, PSC 123 & 116
Practice Ambulance and Hospital Documentation: Due Date: TBD

Total: 128 minimum hours including competency requirements for students in all areas.

All ambulance patient care reports require a narrative.

Evaluations for each site visit must be completed by the student.

Forms Requirements: ALL forms are to be uploaded into the Fisdap Electronic Data Capture System

Hospital: Light Blue, Pink, Yellow, IV verification

EMS: Light Blue, Pink, Purple, Green, IV verification

Light Blue: Performance Evaluation/Summary of Clinical Experience

Fisdap: Online Entry = Patient Report + Narrative & IV verification forms (as appropriate)

Pink: EMS Program Uniform Inspections

Purple: Ambulance Check Off Form

Yellow: Evaluation of Learning Experience (Hospital)

Lt. Green: Evaluation of Learning Experience (Field)

Determination of Course Grade/Detailed Grading Formula:

Patient Care Data & Information Reports (PCRs) with narratives (whether paper or electronic) ARE THE CLINICAL COURSE PERFORMANCE EXAMINATIONS – included in the overall course grade (but not limited to), are the following documents: Performance Evaluation, Uniform Inspection Sheet, Ambulance Check-off Form, Evaluation of Learning Experience, etc. Clinical reports are not to be done as a group project, as they are strictly required to be done on an individual basis as an exam submitted for a grade. *ANY three exam grades (reports) of less than 75% will result in dismissal from the course.

ALL competencies for level of training must be met in order to qualify for a Course Completion Certificate necessary for National Registry examination authorization. If ANY clinical course competency is not met, the result will be a 100% overall course grade point deduction and a grade of “F” earned in the clinical course.

1. ****Professionalism & adherence to clinical policies/procedures– 30 %**
2. ****Clinical Documentation – Forms, PCRs & Narratives - Comprehensiveness/Accuracy – 50%**
3. **** Practice documentation, quizzes, critical thinking/problem-based learning activities - 20%**

EMSP 2168 (AEMT Clinicals) Weekly Due Day/Time/Rules:

- i. **AEMT Class - Clinical Documentation is due 48 hours post rotation.**
 - ii. **The Light BLUE Forms – Performance Evaluations and Evaluation of Learning Experiences are to be placed in the Clinical Drop Box located in the Public Service Careers foyer the immediate class period after a clinical rotation.**
 - iii. **Failure to submit clinical documentation on time will result in a 100% grade point deduction for the report(s) resulting in a ZERO.**
 - iv. Since clinical documentation reports are Clinical EXAMS and ample time is allowed for completion of documentation, there is NO LATE SUBMISSION of clinical documentation.
 - v. Clinical documentation can be submitted for grading *prior* to the specific due dates.
 - vi. **ANY** missing times, dates, name(s), or signatures on any clinical document submitted for grading will be assessed a 100% grade point deduction for the report(s) resulting in a **ZERO**.
 - vii. Any improperly packaged or uploaded documentation will result in reports losing grade points as applicable to the rotation grade.
4. **BOTH Practice Documentation assignments are due as specified in the course outline section below.**
- a. **Other milestone due dates may be provided by the individual Course Instructor.**
5. Additionally, there may be requirements which are “mandatory” but may not directly calculate into the students’ grade. If mandatory items are not completed, the student will receive an “F” in the class. Examples of mandatory items may include a special report associated with a particular rotation or disciplinary writing assignments. Any mandatory items will be conveyed in writing with student signature of receipt.

***Specific guidelines as to how each category score is determined and how points are accumulated or lost will be provided by the individual Instructors as applicable.*

Course outline: (Subject to change)

- **9/9/2023:** Clinical Orientation, attendance **REQUIRED (mandatory, no exceptions)**
- **9/11/2023:** Pre-Clinical Requirements Uploads via *FISDAP*
- **TBA:** Clinical Documentation Workshop ALL AEMT students (**attendance mandatory**)

- **TBD:** Clinical Rotations to be assigned by Clinical Coordinator based on clinical supervisor scheduling and affiliate shift accommodation. Availability must be at least 3 days per week. Weekend **ONLY** shifts are **NOT** an option for and will **NOT** suffice as the sole opportunity for a student to attend clinical rotations. Rotations will be assigned based on aggregate student population numbers and available shifts per the affiliates.

- **Attendance Policy:** *As if it is your job.* There are **no excused absences** for clinical time.
 - For every clinical you are required to report to your Clinical Supervisor/EMS Preceptor fifteen (15) minutes before the scheduled start time to be in attendance for the pre-clinical briefing.
 - If a student cannot make a scheduled clinical, they should notify the Clinical Coordinator **by EMAIL** (up to the morning of the clinical) or cell phone as directed by the Clinical Instructor.
 - If a student fails to show up at a clinical **WITHOUT** email notification **prior to start time** will result in termination of ALL clinicals pending review. Remember, this is your “job” where you may be “fired” for poor performance.
 - **NO SHOW - UNEXCUSED ABSENCE/DISMISSAL:** The When-to-Work schedule will be adjusted accordingly for the date missed, and ANY other scheduled rotations will show “PENDING” until a disciplinary meeting with Clinical Instructor and/or Program Director has been completed. This will, at minimum, result in a grade reduction of 10 points (a full letter-grade) off your final grade and ten (10) DAVs.
 - Absences due to a **NO-SHOW** or **Dismissal** from a clinical rotation may require the purchase of Continuing Education (CE) hours, and/or an Incomplete Contract as well as grade point reductions and DAVs.
 - Tardiness can result in dismissal from clinical site, a grade drop of 10 points (a full letter grade) off your final grade and DAVs.

Make-Up Policy: There are no excused absences for mandatory sessions or clinicals. Re-scheduling may occur at the discretion of the Clinical Coordinator, depending on circumstances.

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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.**

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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.

EMS Program Statement—Academic Dishonesty: Academic dishonesty *will not* be tolerated within the College of the Mainland EMS program. Disciplinary action will include, but is not limited to, recording a “0” for the assignment. Dismissal is likely in incidents of cheating or falsification of clinical documents. *NOTICE: Falsification of any program document is grounds for immediate dismissal and may result in a report of all personnel involved under Texas Administrative Code RULE §157.36 (found at the end of this document for your reference).*

Student Concerns: If you have any questions or concerns about any aspect of this clinical course, please contact the Clinical Instructor and/or Clinical Director. 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 encourages students to problem-solve, work as a team, and utilize available resources. Additionally, the Course Syllabus is SPECIFICALLY written FOR STUDENT REFERENCE.

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 Clinical Instructor, Michael Cooper.
 - a. Follow up with an email to the Clinical Instructor, Michael Cooper, 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 Temporary Clinical Coordinator/Director, Karl Moore kmoore19@com.edu (or new Clinical Director). 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 & Clinical Directors.
 - 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 (R.E. Davis, rdavis29@com.edu, 409-933-8313) the Program Director and the Temporary Clinical Director, Karl Moore (or new Clinical Director). You should also state your desired outcome and justifications for that outcome.
 - a. You will likely be asked to meet in person with the Department Chair.
 - 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. <http://www.com.edu/student-services/student-handbook.php>

****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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Cognitive: Students will be able to apply the life-saving knowledge they learned in the EMT-Basic course in the clinical/field setting.	Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	Student Evaluation form submitted with each clinical attendance.
2. Psychomotor: Students will be able to apply the life saving techniques they learned in the EMT-Basic course in the clinical/field setting.	Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	Student Evaluation form submitted with each clinical attendance.
3. Affective: Students will display the proper attitude expected of an EMT-Basic.	Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	Student Evaluation form is submitted with each clinical attendance.

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/student-handbook.html>. *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.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

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 in the Student Success Center.

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.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

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
- Justification—why should you get an exception. This should be a comprehensive explanation.
- The request details what you **HAVE** done to avoid needing the exception
- The request states/illustrates why you “**deserve**” 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**

Methods: EMS professionals require a significant knowledge to be effective. To be an EMS professional, you must also learn to *do* what EMS professionals do. Clinical Supervisors and EMS Preceptors will provide guidance during clinical rotations. **Requirements listed herein are considered MINIMUMS and may be expanded on a case-by-case basis to ensure well-rounded clinical experience.**

*Stressful events on rotations: Public service careers of any type require **exceptional mental clarity and stability**. Students **WILL** be exposed to real-life situations which would be distasteful **or even disturbing to the average college student**. Students should carefully consider this possibility prior to engaging in clinical rotations. Some situations are, in fact, disturbing to all involved regardless of training or experience. **Should you have a clinical experience which leaves you “unsettled” or even obviously distressed, PLEASE SEEK GUIDANCE from your Clinical Team Members or any faculty member with whom you feel comfortable.***

*We have **ALL** been there at least once before. Seeking help does not reflect poorly—rather, it is a statement of maturity and self-awareness. **LET US HELP YOU.***

IMPORTANT: Eligibility for and occupational license may be impacted by one’s criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

EMSP Conduct Requirements

Warning/Dismissal

A professional attitude and dress are expected at all times. Student should approach their clinical rotations 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 to clinicals, that student can be “fired” from clinicals 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 rotation 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 or if any of your actions place the patient in emotional or physical jeopardy or if the clinical site refuses to allow the student to return.
 - Performing interventions without proper authorization, outside your skill level, or refusing to perform a skill/task within your skill level.
 - Forging any internship documents. (This include creating bogus reports, forging the EMS Preceptor’s signature, incorrect hours of attendance or any statements that are untrue)
 - Any behavior judged “unbecoming” of an EMS Professional.
 - Comments made on the Student EMS/Clinical Performance Evaluation Form will be brought to the attention of the student. Failure on the part of the student to correct unacceptable behaviors may result in dismissal. The Clinical & Program Directors have 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.

What should I do if I think I messed up?

Immediately notify your Temporary Clinical Coordinator/Director, Karl Moore AND copy the Program Director, *in writing*. You should submit an “Incident Report” which includes the date and time of the event. It should, as objectively as possible, document the event in question. Be sure to include names of participants.

This does not guarantee you will get in trouble—quite the contrary. Recognizing and admitting your own mistakes is a highly mature and professional behavior.

Problem or Issue at a Clinical Site—general approach

1. Depending on the severity of the disruption, the student will generally be removed from the clinical site. This minimizes further disruption and allows for logical exploration of the facts.
2. Rotations scheduled within the next 5 business days will automatically be cancelled. Further rotations will become “pending” on WhenToWork until the event has been investigated and resolved. This is standard policy and does NOT automatically mean the student is “in trouble.”
3. Upon completion of investigation, the student will be notified of decision and status of upcoming rotations as active or cancelled. Generally, the student will be asked to write a paper regarding the event and lessons learned prior to resuming rotations. If the student fails to comply with instructions or does so in an insufficient manner, clinicals will continue to be cancelled with associated negative effects on the final class grade.

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.” DAVs 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 DAVs 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 Clinical & Program Directors.
- 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) DAV's

- Late to clinical class, workshop or required training, debriefing or PBL session (Time Management)—1 DAV doubling with each occurrence (1, 2, 4, then 6 for each additional occurrence)
- Late to clinical – 5 DAVs if tardy for any portion of the pre-clinical briefing. If any number of minutes tardy for the shift, as published as the When2Work start time, mandatory dismissal is required with 10 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 DAV's doubling with each occurrence, no maximum

Six (6) to Ten (10) DAV's

- Failure to attend clinical class, workshop or required training, debriefing or PBL session (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. **One (1) clinical no-show occurrence max per student.**

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

Clinical Conduct:

1. Conduct yourself as a professional. Every rotation is a job interview and EMS is a tight community—*word travels fast!*
2. **Respect patient privacy and HIPAA laws.** This career will excite you and you will want to share with others. However, do not do so in public places or in ways that could possibly identify the patient to a listener. You never know who knows what. Something which seems really innocent can turn out to be a violation of patient privacy. (Example, “*I worked a huge wreck out on 45 where a guy got his foot cut off.*” Response, “*Yeah, that was my uncle.*”)
3. Wear the COM student uniform **only** when scheduled to be at the rotation site or in class. If you must make other stops to or from either class or clinical, be prepared by bringing an extra shirt. This is **ABSOLUTELY CRITICAL** if you plan to stop for dinner where you or others in your party may choose to drink alcohol. Failing to follow this policy is grounds for immediate dismissal from the program.
4. **Clinical Supervisors & EMS Preceptors:** **Clinical Supervisors** - the COM Faculty (primary), RN, or Technician who supervises students at hospital clinicals. **EMS Preceptors** - the Paramedic or authorized crew member who supervises students on EMS rotations.
 - i. **All shifts:** students are not allowed to leave the clinical site for any reason. Departure from a site will be interpreted as your termination of the rotation. Appropriate discipline will be employed based on specific conditions of the event.
 - ii. **Hospital:** Do not leave the assigned rotation area without notification and permission of the Clinical Supervisor. Do NOT EVER move patients within the hospital without hospital staff.
 - iii. **EMS:** Do NOT leave the crew to whom you’ve been assigned. Students are required to make all responses during the course of their shift.
5. You are responsible for your own transportation to and parking fees at clinical facilities
6. Do NOT practice or perform skills for which you are not trained and tested in class; (out of scope violation)
7. ***Students can have their cell phones but must check or use only as approved by Clinical Supervisor/Preceptor. Any unauthorized use of a cell phone during a clinical rotation will result in a mandatory dismissal from the rotation and possible removal from the College of the Mainland EMS program.*** Students are not allowed to conduct work over the phone while on a clinical-period.
8. No consumption of altering or intoxicating substance within 12 hours of any clinical.
9. Students may NOT sleep on any day-time EMS clinical, if you show up too tired, you will be dismissed.
10. Students are expected to use clinical time effectively. If you are on a clinical and not engaged in a clinical-related activity, you should study or review skills. No playing video games on a clinical.
11. Students may not drive any emergency vehicles.
12. Do not spend time in the nurse’s station or break room except by *express permission or direction* of your Clinical Supervisor. You are expected to complete your paperwork in a timely manner and ongoing throughout your shifts. You should inquire of your Clinical Supervisor an appropriate place to work on your documents.
13. Students are **PROHIBITED** from directly contacting a clinical affiliate, (hospital or ambulance service) to get information, seek out a Clinical Supervisor/Preceptor or otherwise. Only in special cases with express permission from the Clinical or Program Directors, can a student contact a clinical site.

14. DO NOT operate the stretcher without instruction by the EMS Preceptor or (staff on the ambulance) and NEVER when patient loaded.

Pre-Clinical Requirements, Due Dates, and Grade Point Reductions/Penalties: As clearly specified in the EMS Information Packet and Ms. Cooper’s welcome letter, email, all pre-clinical required documents, forms, records and associated items MUST be submitted timely in order to avoid delays in required processing of students individually and as a group(s) for COM hospital and EMS affiliates. Failure to submit ALL required COMPLETE and ERROR FREE instruments COMPLETED OR SUBMITTED AS INSTRUCTED by the dates listed below will result in the grade point deductions and/or penalties associated with each specific date on a progressive basis. All grade point deductions and penalties are cumulative:

- **Action Item – TBA: All Clinical Prerequisites due, uploaded into Fisdap by no later than 0800 – no exceptions. Noncompliance with this requirement will result in clinical course ineligibility/failure/dismissal (student required to drop or receive an “F” in the clinical course).**

Additional Clinical Notes/Policies

Uniform

Uniforms will be sized during the first few days of the semester. Students will fill out the order sheet with their selection of pants, tee-shirts, and clinical dress shirt (2 each). “If you order it, you own it.” There are no returns, refunds, or exchanges for uniform items from any of the vendors, with ONE exception...repeating a clinical course. If a student requests a refund of their uniform monies paid as part of their tuition, an e-mail must be sent to Doug Chappell by the end of the day of clinical orientation requesting the refund. Noncompliance with this requirement will result in the forfeiture of the any course redo refund.

All students will be required to attend school in the clinical uniform for approval, prior to attending any clinical rotation. *If you are dismissed for failure to be in proper uniform, your grade will suffer greatly.*

Uniforms will be clean and ironed. The EMS student is expected to display good grooming habits and cleanliness at all rotation sites.

Professional Dress/Appearance/Requirements

- Red COM uniform w/ EMS student logo
- Undershirt – Black only
- Black BDU/EMS pants
- Black belt with simple buckle
- ALL black shoes/boots (athletic shoes are recommended for O.R. rotations)
- COM Student EMS Badge - right collar.
- Stethoscope
- Watch with second hand
- 2 **Blue** Pens
- Neatly groomed **without offensive odors**
- Protective Eyewear (ANSI)
- N95 Mask(s)
- Your **current** Clinical Course Syllabus

The faculty reserves the right to determine “professional dress/appearance” and “neatly groomed” based on safety and industry standards. Style and self-expression are not a part of the College of the Mainland uniform. No ball caps are allowed in the classroom. (Note: your PDA/cell phone is not part of your uniform).

Uniform Notes:

1. The black EMS t-shirt you've been provided is meant as an undershirt and/or is allowable in classroom as determined by the lead instructor. It is NEVER sufficient on a clinical site.
2. Athletic shoes are expressly prohibited on EMS rotations. They are acceptable in the hospital.
3. Be clean and well-groomed
 - i. Visible tattoos must be covered at all times
 - ii. No head coverings (hats, bandanas, large bows, etc.)
 - iii. No heavy make-up.
 - iv. No heavy or overpowering colognes or perfumes
 - v. No hair hanging over the shirt collar or in face. All hair must be neat and of a color which can be found in nature
 - vi. Mustache must be neatly groomed, not extending past the superior edge and lateral crease of the upper lip. No other facial hair permitted. Each student must be able to have a N95 HEPA mask properly fit to the face
 - vii. Fingernails must be trimmed, not visible from palm side and neutral color
 - viii. Jewelry: religious jewelry allowed as long as it is deemed safe by industry standards. ONE post-style earring may be worn in each ear.
 - ix. No undershirts with advertising or decorations EXCEPT the official COM "EMS" Student t-shirt. (optional plain black t-shirt may be worn).
 - x. No wrinkled or dirty clothing.

Clinical Locations: Found via the Clinical Locations handout provided prior to Clinical Rotations

Emergency Departments

- Memorial Hermann Southeast Hospital
- Memorial Hermann Pearland
- HCA Mainland Hospital
- HCA Pearland Hospital
- EliteCare Medical Hospital

EMS

- Baytown Fire Department
- Brazoria County ESD 3 EMS
- Deer Park Fire Department
- Dickinson Fire Department
- Friendswood Fire Department
- Galveston EMS / GCHD
- La Marque EMS
- La Porte EMS
- League City Fire Department
- Nassau Bay EMS
- Pearland Fire Department
- Santa Fe Fire & Rescue
- Seabrook EMS
- Texas City Fire Department

Scheduling: via the Clinical Director as posted on the internet website, www.whentowork.com.

- ✓ You are required to log on the WhenToWork several times weekly and strongly encouraged to log on and check your **COM email** daily. All important clinical notifications are filtered through these programs.
- ✓ Failure to turn in clinical documents **ON TIME** will result in all clinicals for the immediate next week being cancelled at the discretion of the Clinical Director.
- ✓ Overnight clinicals are allowed for basic students subject to affiliation approval.

“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.**

Students are provided ample time to prepare for and attend clinical rotations. Therefore, you are expected to complete clinicals by the due date. Students who do not complete clinicals by the due date (especially due to medical or other hardship) may be awarded an “I” Contract; however, additional items may also be required:

1. Re-register for Clinical Class
2. Attend Clinical Orientation
3. Attend additional clinical hours
4. Competency Exam requirement as stated above

Health Insurance: COM does not provide health insurance or any other medical coverage for injuries, illnesses, or exposures received in any Health Occupations class or related activity. This includes testing necessary after infectious exposures in the clinical setting. Students are advised to obtain health insurance if they are not covered by an existing plan. The insurance fee paid by students through their tuition is for medical malpractice coverage only.

Student Affiliations: Students with affiliations to EMS agencies or hospitals (such as a volunteer or employee) currently on the approved COM list can only schedule 50% of their EMS or clinical hours at that site. Any student found not following COM policies while at a

site that they are affiliated with will be denied further rotations at the site and may be required to make-up clinicals already completed at the site. (Note: It is recommended that you consider fewer rotations at a site other than one you may work for, as sometimes the expectations of employee/student are conflicting).

Communication devices: Please keep in “silent” mode during clinicals, calls should not be answered during patient care. You should adhere to the cell phone policy of the facility or service you are visiting.

- I-Phones, Picture phones, Digital cameras, any picture taking devices.
 - You are not permitted to obtain pictures of any patients (in whole or partial) or of any scene.
- Social media—All and any which could be considered such.
 - You are not permitted to “post” pictures or write blogs about your patients.
 - Though your calls are interesting, your patient deserves respect and privacy.

Alcohol/Tobacco/Narcotics

Violators will be subject to the Student Disciplinary Rules as noted in the College of the Mainland Catalog.

- The use of intoxicating or controlled substances is prohibited on campus.
- Students are not to report to class under the influence of substances that alter mental status (*this includes prescribed medications*).
- Consumption of alcohol while in class or in uniform is prohibited and are grounds for immediate dismissal.
- You must not consume alcohol or any medication, which alters your mental status 12 hours prior to a clinical.
- College of the Mainland is a tobacco-free campus. If you smoke or “dip”, you must be inside your vehicle. Since a clinical site is an extension of the COM campus, you are required to follow the same campus tobacco-free policy.

Final IMPORTANT Points to Remember

- **ALWAYS** check your syllabus before asking questions
- **Working on/completing ANY clinical coursework, including reports, documentation, narratives, etc., is strictly prohibited while attending any portion of the EMSP didactic courses. Penalty for noncompliance of this mandate is rejection of submitted coursework and 10 DAV's. Second occurrence results in dismissal from the clinical program.**
- **Seek out, (email) your CLINICAL INSTRUCTOR for questions, concerns, information and issues regarding clinical. DO NOT rely on classroom Instructors, skills Instructors, Adjunct Instructors, or other students for answers to questions and informational needs you may have about issues related to the clinical course. Follow this solid advice in order to be successful.**
- **Check YOUR email daily or more frequently for important information from your Clinical Leadership Team.**
- Email is the **preferred** way for students to document clinical issues or concerns.
- **Call Clinical Director's cell phone only for absolute emergencies. Consult Clinical Supervisor or EMS Preceptor FIRST!**
- Clinical requests are due by the 10th of the month, if applicable—PLAN AHEAD!
- **Answers to clinical questions are only dependable when answered by the Clinical Instructor, Clinical Associate, Clinical Administrative Assistant, Clinical Director, or Program Director! Other students are not a recommended resource as clearly stated above.**
- Log in to when to work often and on all days before your clinicals
- **If you are going to need additional rotations to satisfy program requirements, you need to let the Temporary Clinical Coordinator/Director, Professor Moore, know well in advance in order to request additional clinical hours for you.** However, do not “panic” if you are only mid-point of three-quarters of the way through and need to fulfill demographic or skill requirements. Patient contacts, especially on the ambulance are random and undeterminable in advance. So, keep an ongoing “bucket list” and stay abreast of what you need to fulfill all requirements. The clinical staff does NOT stay aware of your status daily, so you need to be fully accountable, responsible, and aware of your own situational status.
- **Make SURE you ALWAYS have enough clinical paperwork to take to each rotation with you to for EACH shift. Ask your Clinical Instructor to provide you with additional documents as necessary. Not having the required paperwork at a rotation is grounds for dismissal, 10 DAVs and a 10-point, one letter grade reduction for the clinical course.**