

**Panola College**

**Emergency Medical Sciences Department**



**Student Handbook 2026**

The policies and procedures contained in the Panola College EMS Training Program Clinical Student Handbook have been approved by the following officials of Panola College.

## **Panola College Emergency Medical Sciences Department - Student Handbook**

The Panola College Emergency Medical Sciences Department reserves the right to make any revisions, deletions, or additions to the EMS Student Handbook or the procedures found in the EMS Student Handbook, Syllabi or Department website which, in the opinion of the faculty and/or Panola College, serve in the best interest of the program and its students.

The Emergency Medical Sciences Department student is subject to the regulations in this handbook as well as the regulations and policies in the Panola College Student Handbook.

All applicants must meet the basic requirements for admission to Panola College and the Emergency Medical Sciences Program of their choice.

Admission to any Emergency Medical Sciences Program does not guarantee eligibility for the National Registry of Emergency Medical Technicians (NREMT) examination or certification by the Texas Department of State Health Services.

All applicants to any Emergency Medical Sciences program must attend an advising meeting prior to application with the EMS Department Advisor/Program Director, Miranda Hagans. To set an appointment contact Miranda Hagans at 903-694-4024 or [mhagans@panola.edu](mailto:mhagans@panola.edu). The Panola College EMS Program Director office is located in the Dr. Gregory S. Powell Science Center, on the 1<sup>st</sup> floor office 1102.

Full-time faculty instructors maintain regular office hours; however, students are strongly encouraged to arrange an appointment. Part- time instructors are available by appointment only. Students are also encouraged to utilize the EMS Program web site to obtain current program information.

The Program Director/Chair and the Medical Director are the only entities that can clear a student for examination with the NREMT.

### **Department Goal:**

#### ***EMT***

To prepare EMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

#### ***Paramedic***

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

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## Program Overview

Welcome to the Panola College Emergency Medical Sciences Department. Each Emergency Medical Sciences program prepares students for the National Registry (NREMT) exam and on passing, apply for their Texas Department of State Health Services EMS certification at that level. EMT, Paramedic certificate, and Paramedic Associate's Degree courses are offered at Panola College.

Panola College offers several different pathways for EMS certifications. Below is a list of the different pathways. For more information, please set up an advising appointment with Miranda Hagans.

### **Emergency Medical Technology - Occupational Skills Award (TSI-Waived Program)**

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergency patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Upon successful completion of this certificate, students are eligible to take the National Registry (NREMT) certification exam. Upon successful completion of the NREMT exam, students can apply to Texas Department of State Health Services (DSHS) for a Texas EMT certification. This program is approved by the Texas Department of State Health Services.

Faculty advisor: Miranda Hagans, (903) 694-4024, [mhagans@panola.edu](mailto:mhagans@panola.edu)

### **Semester I (Fall or Spring or Summer)**

EDUC 1100 Learning Framework  
EMSP 1361 Clinical-Emergency Medical Technician  
EMSP 1501 Emergency Medical Technician – Basic

### **Total Credits: 9**

Notes: A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate. If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester 1 of Paramedic.) Total Credits 9

Entries into the EMT program must be able to pass a background check and drug screen.

## **EMT Certificate**

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. The EMT student will earn multiple micro credentials during this program including National Incident Management Systems 100, 200, 700, 800, Texas Jurisprudence, AHA BLS provider, and Stop the Bleed provider/instructor.

The EMT Certificate Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the EMT program, the student will be prepared and eligible to test for the EMT certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of the NREMT exam, he/she will then be eligible to apply for a Texas EMT certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, [mhagans@panola.edu](mailto:mhagans@panola.edu)

### **Semester I (Fall or Spring or Summer)**

BIOL 2404 - Anatomy and Physiology

EDUC 1100 - Learning Framework

EMSP 1361 - Clinical

EMSP 1501 - Emergency Medical Technician

HITT 1305 - Medical Terminology I

**Semester Hours: 16**

**Total Hours: 16**

Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then BIOL 2402 with semester 1 of Paramedic.)

Entries into the EMT program must meet the following:

- Ability to pass background check and drug screen.

## **Paramedic Certificate**

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The paramedic student will also earn multiple micro credentials such as Advanced Cardiac Life Support, Pediatric Emergencies for the Prehospital Provider, Pre-Hospital Trauma Life Support, and Advanced Medical Life Support during this program.

The Paramedic Certificate Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the Paramedic Certificate program, the student will be prepared and eligible to test for Paramedic certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of NREMT exam, he/she will then be eligible to apply for a Texas EMT-Paramedic certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, [mhagans@panola.edu](mailto:mhagans@panola.edu)

**Students entering the Paramedic Certificate Program MUST have a current AHA BLS provider card and a current NREMT and/or Texas DSHS EMT certification.**

### **Prerequisite Semester**

BIOL 2404 - Anatomy and Physiology

**Semester Hours: 4**

### **Semester I (Spring)**

EMSP 1356 - Patient Assessment and Airway Management

EMSP 1438 - Introduction to Advanced Practice

EMSP 2260 - Clinical

EMSP 2306 - Emergency Pharmacology

EMSP 1355- Trauma Management

**Semester Hours: 15**

### **Summer I Semester**

EMSP 2544- Cardiology

**Semester Hours: 5**

**Semester II (Fall)**

EMSP 2534 - Medical Emergencies

EMSP 2143 - Assessment Based Management

EMSP 2261 - Clinical

EMSP 2262 - Clinical (Capstone)

EMSP 2305 - EMS Operations

EMSP 2330 - Special Populations

**Semester Hours: 16**

**Total Hours: 40**

Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate. If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester I of Paramedic.)

Entries into the Paramedic program must meet the following:

- Documentation of current EMT certification (DSHS or NREMT).
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current American Heart Association's BLS Provider certification.
- Completion of BIOL 2404 with a C or Better or BIOL 2401; Lab included with a C or Better.

## **Paramedic AAS Degree**

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The paramedic student will also earn multiple micro credentials such as Advanced Cardiac Life Support, Pediatric Emergencies for the Prehospital Provider, Pre-Hospital Trauma Life Support, and Advanced Medical Life Support during this program.

The Paramedic AAS Program prepares students for a career in the diverse medical field of pre-hospital care. Upon successful completion of the Paramedic AAS Degree program, the student will be prepared and eligible to test for Paramedic certification through the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of NREMT exam, he/she will then be eligible to apply for a Texas Licensed Paramedic certification.

Faculty advisor: Miranda Hagans, (903) 693-4024, [mhagans@panola.edu](mailto:mhagans@panola.edu)

**Students entering the Paramedic Certificate Program MUST have a current AHA BLS provider card and a current NREMT and/or Texas DSHS EMT certification.**

### **Semester I (Fall)**

BIOL 2401 - Anatomy and Physiology I

ENGL 1301 - Composition I

PSYC 2314 - Lifespan Growth & Development

MATH 1342 - Elementary Statistical Methods

BIOL 2420- Microbiology for Non-Science Majors

**Semester Hours: 17**

### **Semester II (Spring)**

EMSP 1438 - Introduction to Advanced Practice

EMSP 1356 - Patient Assessment and Airway Management

EMSP 2260 - Clinical

EMSP 2306 - Emergency Pharmacology

EMSP 1355 - Trauma Management

Humanities or Language, Philosophy, Culture

**Semester Hours: 18**

**Semester III (Summer I)**

BIOL 2402 - Anatomy and Physiology II

EMSP 2544- Cardiology

**Semester Hours: 9**

**Semester IV (Fall)**

EMSP 2534- Medical Emergencies

EMSP 2143 - Assessment Based Management

EMSP 2305 - EMS Operations

EMSP 2261 - Clinical

EMSP 2330 - Special Populations

EMSP 2262 - Clinical (Capstone)

**Semester Hours: 16**

**Total Hours: 60**

Entries into the Paramedic program must meet the following:

- Documentation of current EMT certification (DSHS or NREMT).
- Minimum overall GPA of 2.5 (on a 4.0 scale).
- Proof of current American Heart Association's BLS Provider certification.
- BIOL 2401, Lab included with a C or Better.

## **Mission Statement**

Panola College's EMS Programs provide quality initial education in Emergency Medicine to the citizens and industries in our service delivery area, by evaluating quality of instruction through employer surveys, student feedback, student examinations, and advisory board input.

### ***EMT***

To prepare EMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

### ***Paramedic***

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

## **Licensure, Regulations, Accreditation**

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Panola College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

The Paramedic programs of Panola College are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahp.org](http://www.caahp.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

CAAHEP  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350

CoAEMSP  
8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
(214)703-8445



Panola College's EMT Certificate Program is officially approved and regulated by the Texas Department of State Health Services EMS and Trauma Systems.



Texas Department of State  
Health Services

Program Chair and Instructors are certified by the Texas Department of State Health Services EMS and Trauma Systems.

## **Faculty and Staff**

**Miranda Hagans, BS-EMS, LP, Advanced Coordinator / EMS Department Chair/ EMS Department  
Infection Control Officer/Paramedic Instructor**

**Jeffrey McWilliams, MD/ Medical Director**

**/EMT Instructor**

**Kimberly Fountain, LP/ EMT Clinical Coordinator**

**Priscilla Baugh, BAS-EM, LP/ Paramedic Clinical Coordinator**

### **Program Director/Coordinator Authority**

The EMS Program Director is responsible for the following areas :

1. Course Content including delivery and accuracy of materials
2. Clinical Competency and skill proficiency
3. Student Knowledge and Evaluations
4. Instructor and guest speakers Credentials
5. Specialty Course Coordination & Delivery
6. Evaluation Tools Design and Revision
7. General Program Coordination
8. Program Budget
9. Special Topics
  - a. Public Relation Events and Recruiting
  - b. Student Counseling and Disciplinary Actions
  - c. Course Records and Student Advising
  - d. DSHS, CoAEMSP, and CAAHEP compliance

The Program Director in conjunction with the Medical Director will work together to ensure each student has a proper educational experience. The Program Director can supersede the Instructor if there exists sufficient evidence to warrant it. The Program Director will also be actively involved in course content delivery, design and revision. Like the Medical Director, the Program Director has the authority to prevent any student from participating in the clinical environment. If she has any reservations or concerns about any student she is allowed to hold that student's course completion documentation after consultation with the Medical Director.

### **Medical Director Authority**

The EMS Program Medical Director is responsible for the following areas of the EMS Programs:

1. Course Content
2. Content Delivery
3. Content Accuracy
4. Clinical Competency
5. Skill Proficiency
6. Student Knowledge & Skill Proficiency

Furthermore, as the Medical Director of this program he has the authority to prevent any student from going into the clinical setting. In addition, he is responsible for approving each student's final competency evaluation which allows each student to receive a course completion certificate. If they have any reservations or concerns about any student, they can prevent that student from receiving a course completion certificate.

## **Clinical Coordinator Authority**

The Clinical Coordinator is responsible for the following areas

1. Clinical Competency
2. Clinical Scheduling
3. Clinical Monitoring
4. QI/QA of Student Clinical Reports
5. Preceptor Interface
6. Clinical Skills
7. Public Relation Events
8. Course Content Delivery

The Clinical Coordinator in conjunction with the Program Director, Course Coordinator and the Medical Director will work together to ensure each student has a proper educational experience. The Clinical Coordinator may also be actively involved in course content delivery, design and revision. Like the Medical Director, Program Director, Course Coordinator, the Clinical Coordinator has the authority to prevent any student from participating in the clinical environment. If they have any reservations or concerns about any student they can suspend the student's clinical experience after consultation with the Medical Director, Course Coordinator and Program Director.

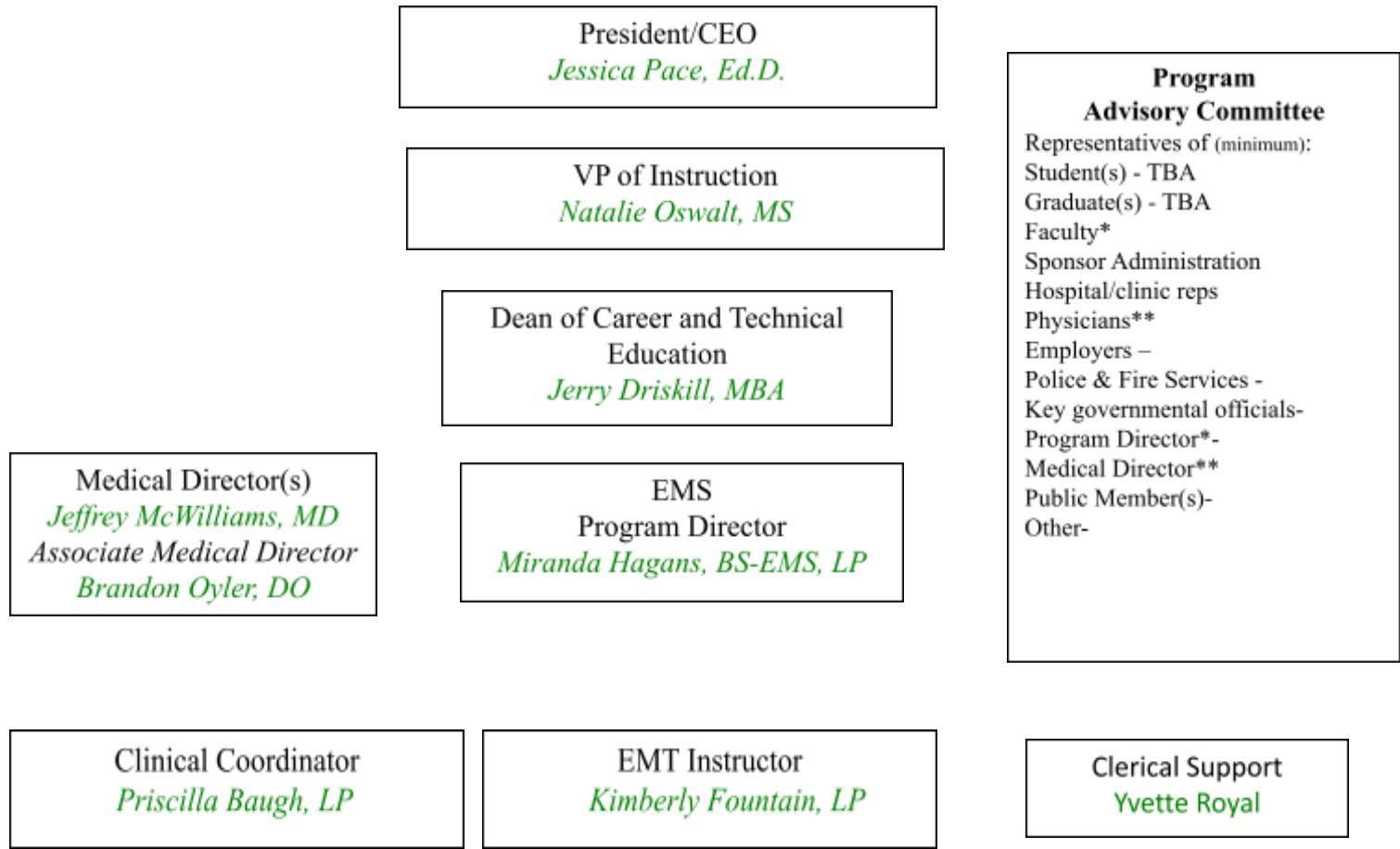
## **Instructor Authority**

The Course Instructor is responsible for the following areas

1. Course content
2. Content delivery
3. Content accuracy
4. Skill proficiency
5. Student knowledge assessment
6. Student evaluation
7. Evaluation tool design and revision

The Instructor in conjunction with the Program Director and the Medical Director will work together to ensure each student has a proper educational experience.

## Panola College Programmatic Organization Chart



Students should not confront their Field or Clinical Preceptor if they have a conflict with that individual. Those issues should be directed to the appropriate higher individual. Students should also follow the “Chain of Command” when experiencing program difficulty. Adhering to this will result in a swifter resolution of the problem. Refer to the Grievance procedure on page 34 for more detail.

## **EMS Programs Student Accommodations and Disability Support**

The EMS Program is dedicated to providing the least restrictive learning environment for all students. Therefore, support services for students with disabilities are provided on an individual basis, upon request. Any student who has a disability or request for accommodation should contact [Student Accommodations and Disability Support](#).

**The Accommodations and Disability Support specialist serves students requiring special support services due to:**

- Visual/Hearing Impairment
- Learning Disability
- ADD/ADHD
- Mental/Psychological Disorders
- Neurological Disorder
- Brain Injury
- HIV/AIDS
- Chronic Illness
- Physical and Orthopedic Impairments
- Other Disabilities

Contact the **Student Accommodations and Disability Support office** at **(903) 693-1123** to schedule an intake interview.

Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria in order to complete the course and be eligible to take the NREMT exam for certification.

- Students *cannot* be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be *no* accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis by the National Registry of EMTs (NREMT). In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the national written certification exam.
- To apply to ADA accommodations for NREMT, please contact Miranda Hagans, EMS Program Director for paperwork and guidance through the process. Note: this is a long process so please contact the Program Director early in the semester to get the process started so testing is not delayed when the program is completed.
- There are certain accommodations that should not be allowed in EMS training because they are not in compliance with the essential job functions of an EMS provider. To be eligible for certification testing, a student must complete all clinical modules included in the program. Students unable to complete clinical courses are not eligible for completion of the program.

Four of these are as follows:

- Students cannot be allowed additional time for skills with specific time frames. Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
- Students cannot be allowed unlimited time to complete a written exam. This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
- Students cannot be provided a written exam with a reading level of less than grade eight because the profession requires a reading level of at least grade eight to work safely and efficiently.
- Students cannot be allowed accommodations that prevent them from providing medical care to patients during an emergency such as not performing skills or altering skills stations that would be reasonably required during regular duty as an EMS provider.

Because of the critical nature of the tasks needed in emergency situations, accommodation requests need to be considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights.

## **EMT Functional Job Analysis**

### **EMT-Basic Characteristics**

EMTs work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good judgement, tolerance for high stress, and a pleasant personality are also essential characteristics of the successful EMT. EMTs also must be able to deal with adverse social situations, which include responding to calls in districts known to have high crime rates.

### **Physical Demands**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance). EMTs must be able to work twenty-four-hour continuous shifts. Motor coordination is necessary for the well-being of the patient, the EMT, and co-worker over uneven terrain.

### **Comments**

Driving the ambulance in a safe manner, accurately discerning street names through map reading, and the ability to correctly distinguish house numbers or business locations are essential to task completion in the most expedient manner possible. Use of the telephone for transmitting and responding to physician's advice is also essential. The ability to concisely and accurately describe orally to physicians and other concerned staff one's impression of the patient's condition is critical as EMTs work in emergency conditions in which there may be no time for deliberation. EMTs must also be able to accurately summarize all data in the form of a written report. Verbal and reasoning skills are used more extensively than math. Math does play a part, however, in determining medication ratios per patient's body weight.

## **Paramedic Functional Job Analysis / Technical Standards**

### **Paramedic Characteristics**

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesic, anesthetic, anti-anxiety drugs, sedatives and hypnotics, anti-convulsant, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergic, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that

includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta. The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to the proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies ( i.e. proper size of intravenous needles ) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly. The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs. The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms ( EKGs ), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations. The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

### **Physical Demands**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

## Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon the nature of the call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of a patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on the computer from a laptop in the ambulance. Verbal skills and reasoning skills are used extensively.

*Source: USDOT 1998 National Standard Paramedic Curriculum*

## Occupational Risks

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following:

1. Violence/assaults
2. Verbal threats/aggression
3. Motor vehicle crashes
4. Infectious disease
5. Lifting injuries
6. Sprains and strains
7. Psychological trauma
8. Hazardous chemical exposure
9. Hyper/hypothermia

## Course Schedules

Students are provided with a course schedule and syllabus at the beginning of each course. The schedule includes a list of class dates, exams, and lessons due each day. Since a tremendous amount of information is discussed in all courses, students must come to class prepared to discuss and expand upon assigned reading material.

### Methods of Instruction/Course Format/Delivery:

The classroom courses are offered in a flipped classroom format with instruction in the classroom and skills lab to compliment student reading assignments, videos, activities, discussions, independent study, group assignments, and other activities assigned in each lesson assignment. Flipped classroom is a teaching strategy in which the instructor provides traditional lecture materials for students to review in advance and class time is used for students to discuss the materials, practice applying key concepts, ask for additional clarification,

and engage in group activities. **All students are expected to come to class prepared. If a student comes to class unprepared for the daily activities, it will affect their grade and they can be asked to leave the classroom causing an absence.** Clinical courses are done at clinical/field locations on times outside of class to be scheduled in Platinum Planner through the Clinical Coordinator. See the student clinical course handbook for more information.

## **Alternate Operations**

**Alternate Operations During Campus Closure:** In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website ([www.panola.edu](http://www.panola.edu)) for instructions about continuing courses remotely, monitoring CANVAS for each class for course-specific communication, and Panola College email for important general information.

## **Program Admission Policy**

Panola College EMS programs are open programs, however, there are requirements for entry into the paramedic program. Prior to being admitted into any EMS program, you must meet with Miranda Hagans, EMS Program Director for program specific advising. Upon entry into the Paramedic Program, students must have a current AHA BLS certification and a current NREMT or Texas EMT certification. These certifications must not lapse during the Paramedic program or the student will be removed from clinical/field rotations. Students must have passed the Anatomy and Physiology course (BIOL 2404 or BIOL 2401) with at least a grade of C or better prior to beginning the program or during the first semester of the program. If the student does not pass with a C by the end of the first semester, they will not be able to continue in the EMS program. Students that have taken BIOL 2401, must then enroll in BIOL 2402 prior to or concurrent with the second semester of Paramedic. Students entering the paramedic program must have an overall GPA of at least 2.5. If these requirements are not met, the student will not be able to complete the Paramedic program. Students failing an EMSP course during paramedic, will not be permitted to continue in the program. Should a student want to return to the program in the following year, they should follow the readmission process found later in this handbook.

## **Advanced Placement**

Due to the schedule of the courses in the Paramedic Program, Panola College does not allow advanced placement into the programs, including transferring from another program, advanced transfer using current credentials, etc. If there are extenuating circumstances, advanced placement will be handled on a case by case basis by the Program Director and Medical Director.

## **Transfer of Credits**

Students can transfer college credits from other institutions, however, some credits do not transfer from one school to the other. These transfers will be handled on a case by case basis by Panola College Admissions, the Program Director, and the Medical Director.

## **Credits for Experiential Learning**

The Panola College EMS Department does not have a formal policy on credits for experiential learning. These requests will be handled on a case by case basis by Admissions, the Program Director, and the Medical Director.

## Program Completion

EMS Program Students are informed of the course completion requirements at the beginning of each course in the course syllabus on the course Canvas page. Students must meet all academic and clinical course requirements to successfully complete an EMS program. Successful completion (e.g. all course requirements are met) of each course is required in order for the Student to proceed to the next EMS course and to complete the specific program. To be eligible to take the National Registry certification exam (EMT or Paramedic), Students must pass the appropriate courses of the program and receive the approval of the course instructor, Department Chair, clinical coordinator, and the Medical Director. Clinical rotations must be successfully completed including submission of the required documentation prior to established deadlines to ensure time for grading. The Student must have successfully demonstrated entry-level competency in all required areas. To be eligible for testing NREMT the student must pass the cognitive (knowledge), psychomotor (skills and clinical rotations), and affective (behavior) portions of the program.

## Grading Criteria

### Lab grading

Students must have successfully demonstrated mastery of all required skills for the lab portion. Evaluations will be given a **Pass or Fail** as defined on skills sheets. Students that receive a **fail** after 3<sup>rd</sup> attempt for the laboratory portion of the class will not be eligible for course completion.

### Lecture grading

Student's grades will be based upon exams, quizzes, class participation, and other assignments. Weighted grade analysis is included in each course syllabus.

### Exam grading

**EMT** students must pass all module exams with at least a 70%. If a student scores less than 70% on a module exam, they must complete remediation and retest prior to the next module exam. If the student still does not score at least a 70%, they will not be eligible for completion of the program. Note: Certification courses in the program such as BLS have different score requirements for certification, students must make the minimum required by the course for certification. Remediation and retests for these exams are done on the same day as the original exam. Each module exam will include a corresponding skill/scenario exam that must be passed to move to the next module.

EMT students must pass their final comprehensive exam with at least an 80%. If the student scores less than 80% on the final, they must complete remediation and retest prior to grades being due. If the student is still unsuccessful, they will not be eligible for completion of the program. EMT students must successfully complete a comprehensive skill/scenario final exam including Medical Assessment and Trauma Assessment to be eligible for completion of the EMT program.

**Paramedic** students must pass each module/course final with at least an 80%. If a student scores less than 80%, they must complete remediation and retest prior to the next module final exam. If the student still does not score at least an 80%, they will not be eligible for completion and cannot continue in the program. NOTE: certification exams such as BLS, ACLS, PEPP, PHTLS, and AMLS have different requirements for certification, students must make the minimum required by the course for certification or an 80%, whichever is higher. Remediation and retests for certification exams are done on the same day as the original exam. Each module/course exam will include a skills/scenario exam on the same day, these must be successfully completed and passed for the student to move to the next module. Students are allowed one retest for each major exam.

Paramedic students must pass their final comprehensive exam with at least an 80%. If the student scores less than 80% on the final, they must complete remediation and retest prior to grades being due. If the student is

still unsuccessful, they will not be eligible for completion of the program. Paramedic students must successfully complete a 20 minute Out of Hospital scenario including comprehensive skills as part of their Comprehensive Final Exam. Students must pass both to be eligible for completion of the program.

### **Letter grades**

92%-100%	A
86-91.99%	B
80-85.99%	C
70-79.99%	D
0-69.99%	F

\* Please note that unlike traditional courses an **80** is a **C** in the EMS Programs and grades are not rounded up.

### **Basis for determination of final grade**

Students must maintain a grade of 80% or better in all courses (lecture, lab, clinical and capstone clinical). Theory knowledge is evaluated by written examinations, quizzes, assignments, skills exams, and other methods determined by the program. Students MUST maintain an OVERALL grade of 80% in the course to be eligible to participate in clinical rotations. Students whose grade falls below 80% will have their clinicals IMMEDIATELY suspended and participate in REMEDIATION through tutoring sessions. Clinical rotations must be completed by the deadline to allow time for grading by the Clinical Coordinator. Each course receives a letter grade. The skills are graded on a pass/fail grading system and are not included in the course grade, however, if all skills testing is not passed then the student will not be eligible for completion of the program and cannot take the NREMT exam for certification.

### **Remediation Process**

A student that fails an exam as listed above in the Exam Grading section and/or fails a skills exam (up to the 3<sup>rd</sup> skills test) will require remediation and retest to successfully continue in the program. The faculty will be responsible for remediation **upon request by the student**, if requested by email within five (5) business days and prior to the next exam. Once remediation is completed, the student will have one retest attempt with different questions covering the same material. The retest must be taken before the next exam date. NOTE: certification exams such as BLS, ACLS, PEPP, PHTLS, and AMLS have different requirements for certification, students must make the minimum required by the course for certification and at least 80% for the EMSP course grade. Remediation and retests for these exams are done on the same day as the original exam.

### **Exam Process**

Examination formats are performed through Platinum Testing, paper exams for card courses, and skills/scenario exams.

### **Absences during Examination**

If you are absent for a scheduled exam, **FIRST, the instructor MUST be notified of your absence AT LEAST ONE HOUR BEFORE the scheduled exam time or you will automatically receive a “zero” on the missed exam. Make-up exams are to be taken AT A TIME SCHEDULED BY THE INSTRUCTOR PRIOR TO THE NEXT CLASS DAY, if possible.** Make-up exams will not be the same exam given on exam day. NO ELECTRONIC DEVICES including any **SMART WATCHES** during testing.

Students must take examinations at their scheduled time and date. **NO MAKE UP** examination will be given if students do not notify the course instructor before the scheduled start time for the examination (Program Director can allow discrepancies in case of emergency). Documentation must be submitted to the Program Director regarding and justifying the emergency for exceptions to be made. Make-up examinations must be

completed before students may return to the classroom. If an absence is scheduled before the exam with the instructor for an exam day, the student will schedule a time and take the exam prior to the test date. This exam will not be the same exam given on the original test day.

### **Skills Proficiency Verification**

Students will be expected to demonstrate *competency* in all skills prior to successfully completing each course. The Student will learn the indications for each skill and have ample time to practice them. Students will be checked off on each of these skills and others listed in Platinum Planner within the laboratory portion of the course in which the skill is introduced and initially taught. Students experiencing difficulty with a skill and are unable to demonstrate proficiency will be offered a remediation session and allowed to try again, up to 3 attempts. Paramedic Students will be responsible for basic skills as well as the advanced skills. The laboratory skills must be successfully completed prior to the Student being allowed to utilize the skill in the clinical setting. Each Student must then demonstrate mastery of each skill during the clinical rotations. If the student does not successfully complete all their competencies within the required time frames, the Student will not be eligible for NREMT testing at the end of the program.

Students may be introduced to additional clinical skills and procedures that are required to complete the comprehensive skills below and must check off proficiency in individual skills prior to completing the comprehensive checks below (i.e. OPA/NPA placement, cervical collar application, Foreign body airway obstruction, humidified oxygen administration, and childbirth procedures), this is not an extensive list. The complete list can be found on Platinum Planner under each certification level. Written and Oral exams will include questions regarding skills.

#### EMT

- Cardiac Arrest Management/AED
- Epinephrine Auto Injector Administration
- Patient Assessment (Medical & Trauma)
- Bronchodilator Administration (MDI, Nebulizer)
- Spinal Immobilization (Seated/Supine)
- Traction Splinting
- Vital Signs (Pulse, Respirations, and Blood Pressure)
- BVM ventilation of an apneic adult patient
- Oxygen administration by non-rebreather mask
- Bleeding Control and Shock Management
- Joint Immobilization
- Long Bone Immobilization

#### Paramedic (including EMT)

- IV/IO placement
- ETCO<sub>2</sub> monitoring
- Surgical Airways
- Airway management (endotracheal intubation, supraglottic airway insertion)
- Chest Decompression
- All Cardiac Monitor Functions (pacing, defibrillation, cardioversion)
- ECG Recognition and Interpretation
- 12 Lead ECG Acquisition and Interpretation
- Mega-codes
- Patient Assessment (All Age Groups) Medical and Trauma

- CPAP
- Medication Administration (IN, PO, IV/IO bolus and infusion, IM, SQ, SL)
- Dynamic Cardiology
- Static Cardiology
- Summative OOH scenario

### Clinical Hours

Regarding clinical hours, **all clinicals MUST be done as an off duty third rider.** All students must be in full Panola College EMS Program uniform, which consists of a Panola College EMS clinical shirt, black tactical pants, black boots or black non-canvas tennis shoes, a watch with a second hand, a black duty belt, and Panola College EMS student name badge. Students must also take clinical equipment to all clinicals as documented in the EMS student clinical handbook. You cannot perform clinical hours while on duty even if there is a third rider opportunity. In addition, no course skills can be performed when not on **scheduled and approved** clinicals listed in Platinum Planner or in the lab.

### Knowledge & Skills Objectives

Knowledge and Skills Objectives are set forth by the EMS Programs, its Advisory Board, and the National Standards Curriculum. A copy of the objectives for each course is listed on the course syllabi. Students are strongly encouraged to familiarize themselves with these objectives. All testable information is addressed in the knowledge and skills objectives. Evaluation of these objectives will be accomplished through written examination, skills proficiency verification, scenario testing, and clinical preceptor (CP) evaluation. Students are responsible for all knowledge and skill objectives upon completion of the related modules in the didactic setting. It is imperative that students attempt to maintain proficiency in all covered knowledge and skills objectives throughout the course to ensure a positive outcome in their final competency validation, comprehensive examination, and their NREMT exam.

### Course Procedures and Regulations

Each Student is required to sign a Student acknowledgment agreement of this handbook, the clinical course handbook, and class syllabus. The EMS Program Faculty and staff strongly believe that the Student will be most successful if he/she completely understands these procedures and regulations. Should a Student have any questions or concerns regarding a course procedure and regulations, he/she should discuss them with the course's faculty instructor and /or Program Director.

### Student Rights and Responsibilities

As a premier learning-center of higher education, Panola College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. Panola College recognizes that student success is a shared responsibility between the student and the College.

Students attending Panola College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is paramount to academic success. Regular and punctual attendance in class and laboratories is required of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending Panola College are responsible for adhering to the standards of academic

integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Panola College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider manifestly unjust or improper. The policy for grade appeals can be found in the Panola College student handbook on the Panola College website.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Panola College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Panola College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate. The Student Code of Conduct can be found in the Panola College Student Handbook on the Panola College website.

## **Classroom and Clinical Expectation**

### **Class Attendance and Participation**

This course is approved by the Texas Department of State Health Services on total number of hours. Part of the basis for approval is that we follow established guidelines on the number of student contact hours and course content.

One of the factors that influence a student's success is regular attendance in all classes. An accurate record of each student's attendance is kept by each instructor. A student who has absences totaling **over 12 hours of class time for EMT** and **over 18 hours per long semester for Paramedic and 12 hours per Summer semester** WILL NOT be granted a course completion. Extenuating circumstances for excessive tardiness and absences will be evaluated on a case-by-case basis. **Three tardies constitutes one absence.** Students, who leave class early for ANY reason, will also be counted as absent/tardy depending on time missed.

Pregnant and parenting students enrolled in the EMT or Paramedic program are required, per Texas State Department of Health (DSHS) regulations, the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to complete all didactic (classroom), clinical (hospital), and field (EMS) hours, skills, and competencies mandated for program completion. While reasonable accommodations and scheduling flexibility will be offered when possible, the integrity and standards of the program must be upheld to ensure student competency and public safety. Students are encouraged to communicate early with faculty regarding any anticipated absences or scheduling needs related to pregnancy or parenting. The attendance policy for all EMS courses is listed above. Missed coursework, clinicals, or field shifts must be made up in accordance with program policies. Faculty and administration are committed to supporting student success while ensuring compliance with state and national requirements.

**Assignments and Quizzes:** All assignments and quizzes are listed on Canvas.

**Due Dates:** All due dates are listed on the course schedule and each Canvas Assignment. Late work is not accepted. If you must be absent, daily work is still due by the due dates listed (STC, Self-Assessment, etc.) All other work (In class quiz, Patho paper, projects, etc.) are due on the day you return to class.

## **Internet Use Responsibilities**

Online exams will no longer be reset unless there is a documented problem with the website (Platinum Testing), and then only at instructor discretion. Students are responsible for using a stable computer and internet connection. Students wishing to borrow a laptop for test days must request it through the instructor and cannot remove it from the classroom. All tests are taken in person in the classroom.

## **EMS Code of Conduct**

As Emergency Medical Services providers strive to improve professional status, it is important that all students and EMS personnel demonstrate the qualities of a “true professional”. EMS Students are equally vital to this effort as they are frequently exposed to and evaluated by patients and other healthcare providers. The attitude, appearance and performance of EMS Students directly impact the impressions others have of the EMS profession as well as Panola College. Students who develop habits, skills, knowledge and abilities consistent with a professional code of conduct improve the likelihood of their future success as EMS professionals. Lifelong, professional EMS habits and skills developed now will most likely be recognized and appreciated by prospective EMS or other clinical employers. Code of conduct elements are explained below to assist Students in understanding their purpose and value to the Emergency Medical Services System and Profession. Students of an EMS Program are expected to conduct themselves in a manner consistent with this code of conduct whenever they represent the EMS Department.

- 1) The primary purpose of Emergency Medical Services is to respond to persons in need of medical/trauma, psychological and, in some cases, social assistance in a compassionate, medically appropriate manner. EMS is primarily about providing a public service. EMS providers are often invited into the homes of strangers in anticipation of compassionate, appropriate care and safe transportation to appropriate healthcare facilities. Although at times it may seem difficult, EMS providers must not forget the community's expectations of respectful, dignified, compassionate care as well as timely, efficient, clinically appropriate service. EMS Students demonstrate this by their constant willingness, eagerness and desire to assist in all patient care tasks even if the tasks appear menial or inconsequential.
- 2) As extensions of the physician, Paramedics and EMTs, have a responsibility to respect the physician license under which they are allowed to function. EMS providers render medical care when a physician is not immediately available. This truly is a privilege that must not be taken lightly by the EMS provider. It has been earned through years of professional work by many dedicated physicians, paramedics, EMTs, and EMS educators. The physician and patient entrust the paramedic and EMT to respect this privilege. Thus, the responsible performance of paramedics and EMT's contributes to continued professional growth and clinical advancement of EMS. EMS Students demonstrate their respect for the physician/EMS provider relationship by following established clinical training guidelines and performing only those procedures that have been authorized by a physician.
- 3) Respectful interaction with other members of the healthcare community is vital to quality care of the patient. The EMS provider represents one member of a much larger team of healthcare providers who each play a role in the care of the patient. Since the EMS provider is often the first team member to care for the patient, his/her interaction with other healthcare providers is often crucial. Effective interaction requires the EMS provider to conduct himself/herself in a respectful, courteous, and knowledgeable manner. It requires that the EMS provider be attentive to and respectful of the ideas of other healthcare team members.

- 4) Respectfully disagreeing in the appropriate setting is acceptable. However, the patient's care must never be jeopardized. EMS Students may demonstrate their gratitude for the opportunity to be a part of this team by actively assisting and participating during clinical rotations and classroom learning. The Student should take advantage of this tremendous opportunity to learn from other members of the healthcare community.
- 5) EMS providers must respect and recognize the value of teamwork and leadership. EMS providers rely on other team (crew) members to assist in accomplishing the task of providing care and service. The EMS provider or Student who fails to utilize effective team participation, listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with command. The effective EMS provider and Student will develop and practice skills that convince team members to follow the leader's plan of action.
- 6) The EMS provider must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, maintain a personal responsibility for his/her never-ending education. Both EMS providers and Students must constantly strive to learn from each and every educational and clinical experience. As the practice of medicine changes, so must the practices of the EMS provider. Students must take advantage of the learning opportunities and resources provided to them. The better the Student's educational and clinical experiences, the better prepared he/she will be to function as an EMS provider.
- 7) As members of the healthcare community, EMS providers are rightfully held to an extremely high standard of moral and ethical conduct. Honesty, confidentiality, integrity, respect for others, respect for the healthcare profession, a willingness to serve, a willingness to learn, and clinical proficiency are expectations of the EMS employer and, more importantly, the patient and community. EMS Students must conduct themselves in a manner that leaves no question as to their high standards of moral and ethical conduct. The privilege to provide medical care under a physician's license and the consent to provide this care to "strangers" depends entirely on the trust and respect earned by the EMS provider through his/her conduct.
- 8) Students who demonstrate conduct or performance that is contrary to this Code of Conduct may be subject to disciplinary action, which may affect their status within the course and with the College.
- 9) All students must follow the guidelines outlined in the most recent Panola College Student handbook, which is found at <https://www.panola.edu/student-services>.

## **Classroom Conduct**

Classroom activities (didactic and laboratory) are an essential part of EMS courses. EMS instructors strive to establish a professional/scenario-based classroom environment. Students must conduct themselves in a manner that continues to facilitate learning.

Students are expected to:

1. Come to class prepared for the scheduled subject or activities. If the student has not done the required preparatory work, they will be asked to leave the class and counted absent for the day.
2. Behave in a manner that does not interrupt classroom or laboratory activities. Interruptions will be dealt with using the student counseling scale. Electronic devices i.e. cellular phones, tablets, laptops, smart watches, radios, and other electronic devices such as two-way pagers must be off during classroom and laboratory activities, except during supervised use for classroom activities as approved or directed by your instructor. These are considered interruptions in the classroom.
3. Electronic devices as previously mentioned are prohibited for use when engaging in patient care or during clinical settings, and/or during testing whether online or in the classroom. Instructors will designate an area in the classroom, where you may place your non-essential electronic devices in the off or silent mode. Panola College, the faculty, or staff are not responsible for any damages to the devices while in the designated area.

## **Dress Code**

### **Classroom Dress Code:**

In the classroom, the student may wear street clothes with the following exceptions:

- Students must be able to perform skills and be a patient for skills without revealing intimate parts of their bodies.
- No skirts or dresses should be worn to class.
- No low-cut or revealing tops should be worn to class.
- No short or revealing shorts/pants should be worn to class.
- Students should come to class prepared to go outside, in the grass, around campus, on the floor, and other locations to perform skills. If a student is dressed inappropriately to perform skills or be a patient, they will not be able to participate in the activities and will receive a 0 for their class grade for the day as well as receive a write up, be sent home, and receive an absence.
- Students are required to wear their clinical uniform for clinical and field rotations and class functions as directed by the Instructor and Program Director.

## **Personal Hygiene**

You are expected to bathe regularly, wear an effective deodorant and use strong aromatic scents sparingly. Clinical sites may turn you away if they feel your personal hygiene or general appearance is inappropriate. This procedure also applies to classroom and laboratory meetings in order to prevent distraction of other Students.

## **Confidentiality**

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information outside of the classroom setting is NOT permissible. Confidential information concerning the clinical institution is not to be discussed with any unauthorized individual. If you see a friend, neighbor or relative in an informal setting (i.e., walking down the hall) during a clinical rotation, please do not ask him/her why they are there. This is confidential information and these types of questions cannot be asked.

## Academic and Clinical Dishonesty

- 1) “An academically dishonest act intentionally violates the community of trust upon which the pursuit of truth is based”. For EMS providers, academic and clinical dishonesty violate the standards of moral and ethical conduct established by our profession. More importantly, it violates the trust developed between us and our patients and healthcare professionals. The following illustrate specific acts of academic dishonesty. It is not intended to be all-inclusive.
  - a. Any use of external assistance during an exam.
  - b. Communicating in any way with another Student during the exam
  - c. Copying material from another Student’s exam.
  - d. Allowing another Student to copy from your exam.
  - e. Using unauthorized notes, calculators, electronic devices and any other form of devices.
  - f. Attempting to access information from another webpage during a test.
  - g. Attempting to copy any information off of a test
- 2) Any intentional falsification or invention of data or information in an academic or clinical exercise.
  - a. Inventing, altering, or falsifying data for a patient report
  - b. Submitting materials as your own when someone else completed or created the work.
  - c. Communicating false, altered, or incomplete information within the course of clinical care and/or clinical documentation.
  - d. Signing or altering documentation signatures, dates, etc of a preceptor.
- 3) “Plagiarism is the appropriation and subsequent passing off of another’s ideas and words as one’s own.” If a Student intends to use the words or ideas of another, he/she must provide an acknowledgement of the original source using a recognized referencing practice. Any inference that such words or ideas are those of the Student is considered plagiarism.

## Tutoring Sessions

The EMS Program faculty and staff believe strongly in their responsibility to provide an environment in which students may succeed. Faculty and staff members will gladly provide additional instruction/tutoring upon request. Please reach out to your instructor or program director early if you need assistance. We are here to assist you in being successful.

## Communicating with Instructors

Students having course questions or concerns are requested to address them to the primary instructor for the course. If the Student feels he/she has received an inadequate response, the Student should then address the question or concern to the EMS Program Director **by scheduled appointment**. If this does not resolve the Student’s concern, he/she may contact the Career and Technical Education Dean by respective appointment. If you have an important message to give to the EMS Program faculty or staff, verbal communication may not be sufficient. **Communicating with an instructor via Panola College email is always preferred.**

## Disciplinary Action

Students who show evidence of poor attitude, inappropriate conduct, unwillingness to participate in class or patient care activities, or who demonstrate a lack of respect for classmates, instructors, or clinical affiliate organizations may be subject to dismissal from the EMS Program. Students may be barred from hospital

and/or ambulance clinical rotations. This, of course, would make it impossible for the Student to successfully complete the course.

**The following actions will result in disciplinary action:**

1. Excessive absences or tardiness.
2. Failure to adhere to the EMS program's uniform policy.
3. Violation of any hospital, clinical affiliate or PANOLA COLLEGE procedure.
4. Actions contrary to the Code of Conduct.
5. Unsatisfactory affective behavior actions or evaluations.

- **1st Infraction-** Written Counseling
- **2nd Infraction-** Written Counseling and Performance Improvement plan
- **3rd Infraction-** Last and Final Counseling
  - Any further infraction will result in removal from the program.

**The Student will be immediately dismissed from an EMS Program for:**

1. Lying, cheating, or stealing.
2. Falsification of any records or clinical reports.
3. Drinking alcohol or being intoxicated while on "duty". (E.g. during a clinical rotation, class or lab)
4. Use of or being under the influence of mind-altering drugs or substances while on "duty". (E.g. during a clinical rotation, class or lab)
5. Willful damage of hospital, clinical affiliate, PANOLA COLLEGE or EMS property.
6. Conviction of a felony during the program.
7. Divulging confidential information.
8. Sexual harassment or assault, which may include obscene jokes/gestures or inappropriate touching.
9. Constant disruption of class or lab instruction.

### **Program Readmission Process**

A student, who has failed or withdrawn from a course in an EMS Program, must follow re-entry/readmission criteria outlined below. In the event the Program Chair determines the student is no longer eligible for re-entry, the student may petition for readmission to the Career and Technical Education Dean.

#### **Student Withdrawal: Failing Grade**

A student who withdraws from any EMSP course in the Paramedic program with a failing grade must meet with the Program Director to discuss re-entry prior to withdrawal. The readmission procedure for withdrawal is the same as the procedure for students who have failed a course of the program as listed below. EMT students who withdraw from EMSP 1501 must also drop EMSP 1361. Students should meet with the Program Director prior to dropping a course.

#### **Student Failing EMSP Courses (Paramedic only)**

A student that fails an EMSP course may not continue in the program. Each course builds on the previous course and is required to be taught in succession. If a student fails a course, they are eligible to return the following cohort if they were in good standing upon leaving. **Note:** A student will automatically be denied Readmission for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior.

### **Student Responsibilities for readmittance:**

1. Student must make an appointment to meet with the EMS Program Director for an exit meeting and make a plan for readmittance into the program in the following cohort.
2. Student will sign Student Counseling Form and Performance Improvement Plan (PIP) during exit meeting outlining their plan for success after reentry.
3. A student that has successfully completed EMSP courses prior to the course that was failed can request to test out of the completed EMSP courses and not repeat during the next cohort.
  - The test must be taken prior to the semester starting and must be scheduled with the EMS Program Director.
  - The test must be passed with at least an 80%.
  - The student must test for each course that they wish to not repeat. The tests must be taken in the same order as the courses are offered. Once the student is unsuccessful (score less than 80%) on an exam, the student must repeat that course and each course after.
  - A student can ONLY test out of courses in the following cohort from which they failed. If the student waits until after the following cohort, the student must take the entire program over.
  - NOTE: if the curriculum, book, etc of the program have changed between the cohorts, the student is not eligible for testing for readmittance and must complete the entire program again.
4. If a student has already been re-admitted to an EMS program once and was unsuccessful, the student may NOT test out of any courses and must repeat the entire program.

### **Program Chair Responsibilities:**

The Program Chair will meet with student, *at least two weeks after* the final grades are issued, to discuss and explain the readmission procedure. Items to be discussed are as follows:

1. Student Counseling Form (will be signed by the student) and PIP
2. The Program Chair will provide a copy of the Student Counseling Form and PIP along with the deadline set by the Program Chair.
3. Students who are ineligible to reapply will be given an Outcome Letter.

### **Student Responsibilities if Approved:**

1. Student must schedule dates and take the readmittance exams for each course they wish to not repeat prior to the first day of the semester.
2. Student must contact and schedule a meeting with the EMS Program Director and program instructor within one week of reentry (failure to comply can result in administrative dismissal).
3. Student must follow current course syllabus/program procedures.
4. Student must follow any recommendations given by the Instructor or Program Director as agreed to in the Performance Improvement Plan.
5. Student must submit proof of current clinical requirements (immunizations, CPR, etc).
6. If a student has been out of the program for more than 1 year, the student must start the entire program over and enter as a new student. Unsatisfactory results in either will result in denial of approved readmission.

## **Student Withdrawal: Documented Medical Reason**

A student who is currently failing but withdraws from any EMS course for documented medical reasons. A student may withdraw from EMS courses at any time due to documented medical reasons.

### **Student Responsibilities for readmittance:**

1. Student must make an appointment to meet with the EMS Program Director for an exit meeting and to make a plan for readmittance into the program.
2. Student will sign Student Counseling Form and Performance Improvement Plan (PIP) during exit meeting.
3. Student will be required to meet with Disability Services for support options.
4. Student must turn in updated physical form with no limitations for clinical/field/capstone rotations.
5. A student that has successfully completed EMSP courses prior to the course that was failed can request to test out of the completed EMSP courses and not repeat during the next cohort.
  - The test must be taken prior to the semester starting and must be scheduled with the EMS Program Director.
  - The test must be passed with at least an 80%.
  - The student must test for each course that they wish to not repeat. The tests must be taken in the same order as the courses are offered. Once the student is unsuccessful (score less than 80%) on an exam, the student must repeat that course and each course after.
  - A student can ONLY test out of courses in the following cohort from which they failed. If the student waits until after the following cohort, the student must take the entire program over.
  - NOTE: if the curriculum, book, etc of the program have changed between the cohorts, the student is not eligible to test for readmittance and must complete the entire program again.
6. If a student has already been re-admitted to an EMS program once and was unsuccessful, the student may NOT test out of any courses and must repeat the entire program.

Note: student withdrawals with a documented medical reason will not be counted against the student's record in the program.

## **Incomplete Grade**

The grade of "I" (Incomplete) may be given by course faculty in certain circumstances for a course in which a student was unable to complete all of the objectives required for the course. To request an "I", see the EMS Program Director. The determination for incomplete is made on a case by case basis. The student must complete all of the objectives as dictated by the course faculty within half of the time of the initial semester. Failure to complete all requirements by the end of the extension will result in a final grade of "F" for the course. For more information regarding the "I" (Incomplete) policies, visit the Panola College Course Catalog.

## **Grievance Procedure**

Students having a grievance concerning an evaluation, instruction or dismissal from the program must first discuss the matter with the course's primary instructor. If you are not satisfied with the response of the instructor, you should contact the EMS Program Director. Appeals should follow the process located in the Panola College student handbook.

Course Instructors and EMS Program Director are required to schedule a mid-term and final Student conference with each Student. The primary objectives of the conference are to:

**Instructor**

- Provide an overall evaluation of the Student's classroom and clinical performance.
- Provide the Student with specific performance improvement recommendations.
- Address Student concerns.

**Student**

- Discuss the overall evaluation of classroom and clinical performance,
- Discuss methods of performance improvement and develop a plan for improvement (if necessary).
- Communicate course performance concerns to the instructor.

**Program Director**

- Discuss the overall course, program and instructor evaluation
- Answer any student concerns

Students are encouraged to request a meeting with the course instructor to discuss performance concerns and course questions regardless of the mid-term or final Student conferences. The EMS program staff welcomes the Student's sincere interest in his/her course performance and will gladly assist the Student with these issues. Students at any time can request a meeting with the Program Director to discuss any concerns.

Appeals must be filed within 5 business days of official grade posting per the current academic calendar. For our Division – Level One will always be the Chair. For instances where the complaint is against the Chair, then Level One will be the Dean. It is required that informal resolution be sought but does not extend the deadlines.

### **Student Status**

EMS Program staff may at any time relieve the Student of any specific assignment or request the Student to leave an assigned area for any reason deemed related to the quality of patient care OR to the safety of Panola College and/or clinical affiliate staff or other students. Students must not represent themselves as employees or representatives of the clinical affiliate. Instead, Students should always clearly identify themselves as an "EMT Student" or "Paramedic Student" of Panola College

### **National Registry Certification Testing**

This course deals with medical techniques, which cannot only be rapidly lifesaving, but if improperly applied, can be life threatening. It is imperative that individuals certified in these techniques demonstrate sound, mature, stable judgment. Therefore, it is possible that a Student may not be allowed to sit for the National Registry Exam, even though he/she may have completed the classroom requirements.

Furthermore, you should understand that this program exceeds the requirements of the Texas Department of State Health Services. You must meet the requirements of the program. If you fail to meet the Panola College EMS program's requirements, you will not be allowed to take the National Registry exam even if you have met the minimum requirements of the Texas Department of State Health Services.

Testing for National Registry certification will be allowed only after the Student has met all the requirements for course completion including proving entry-level competency in all 3 required domains of the program (cognitive, psychomotor, and affective). This course is not connected with the Texas Department of State Health Services although it is approved by the department. You are individually

responsible for completing the required certification application paperwork and for paying all EMS registration fees to obtain your Texas Certification. Your first NREMT exam is covered in student fees and will be paid for at the end of your program, prior to graduation. You are personally responsible for reading the testing guidelines and being on time with the proper paperwork for EMS certification testing. Additionally, please note that completion of this course does not guarantee eligibility for National Registry examination and/or Texas Department of State Health certification. If you have a **criminal record** and would like to be evaluated for eligibility, contact the Office of EMS & Trauma Systems Coordination at (512) 834•6740 for more information or see the EMS Program Director to obtain directions on how to be pre-evaluated for eligibility by DSHS.

The process for NREMT testing and DSHS certification can be found on your course Canvas under "Certification."

## **Guidelines and Practices for Use of Social Media**

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical/practicum course activities. All violations will be reported to DSHS and could restrict your ability to become certified as an EMS Provider. You will also receive discipline, up to dismissal, from the EMS Program.
2. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the EMS department social media platform pages.
3. Social media interactions like but not limited to texting, e-mailing and social networking are not permitted during class and clinical hours. All digital devices must be in Silent mode during clinicals and class. In addition, the use of notebooks, iPads, etc... during class will only be permitted for note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.
4. Students will not use social media to communicate with faculty and staff. Students will use communication methods as specified in the syllabus (Panola email or Canvas).
5. The EMS Department will maintain the Facebook page including EMS program pages as determined by the Department Chair.
6. It is the student's responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access. Public posts, even on a private account, that violate HIPAA will be turned in to the DSHS and the student will be dropped from the program. Public posts that are derogatory to a clinical affiliate site, unprofessional towards the program, vulgar and have anything that connects the student to our program will receive disciplinary action up to and/or including being dropped from the program.
7. Consequences for inappropriate use of social and electronic media by an EMS student will be handled on a case by case basis. The consequences will depend, in part, on the particular nature of the incident. Violations of patient/client privacy via electronic device will be dealt according to disciplinary action included in the PC Student Handbook and reported to the appropriate entity.

## **Health and Safety Procedures**

Panola College and the EMS faculty and staff are concerned about the general health, safety, and welfare of all Students, employees and visitors. For this reason, several specific procedures have been developed to promote a safe learning environment for all.

### **Physical and Mental Health**

Students are expected to ensure good physical and mental health sufficient to perform the duties of an EMS Program Student. Students, particularly those new to the field of emergency medical services, should review the “Functional Job Description” and “Physical Demands” and “Occupational Risks” sections of this handbook.

### **Change in Health Condition**

A Student who has any change in his/her health that may affect or be affected by his/her EMS Program coursework will be required to obtain a physician’s release. The release must specify the conditions that the Student is able to return to the classroom and clinical activities without restriction. Examples of significant changes in health status include: pregnancy, infectious diseases, and significant physical injury or illness. If a student is prescribed any medication during an EMS course, the student MUST add the medication to their medication record and notify the EMS Program Director. Students may be required to repeat their drug test or provide a doctor’s clearance to attend clinical rotations depending on the medication.

### **Immunizations and Vaccinations**

All students enrolled in health-related courses, which involve direct patient contact in medical facilities must show proof of following immunizations prior to the start of direct patient care or show serologic confirmation of immunity to those listed in the Immunizations chart.

### **Healthy Screening Evaluation**

For students participating in clinical rotations, all students must undergo a baseline physical examination. Students will be given these forms during the first day of class. A baseline physical exam evaluates a student’s current healthy status. This is crucial in the unlikely event of a Blood Borne Pathogen exposure for which the student will require follow-up screening and evaluation. The student MUST also provide proof of immunizations as outlined below. All immunization records must be turned in by the end of the second week of class or receive a warning and will not be permitted to attend clinical rotations.

### **Drug Screen**

All students will have a drug screening done prior to starting clinical as well as random screens at any time during clinical rotations. This is performed at a contracted outside source. Each student must fill out a medication form before going to your drug screen. Include ALL medications that are being taken and are prescribed or over the counter.

If a student fails a drug screen and does not have a documented prescription causing the positive result, the student will receive a written warning and will not be eligible for clinicals.

### **Process for failed drug screens**

The student must go take a drug screen the following week and each week after at the contracted site with the results sent directly from the contracted source to the Program Director. The student is responsible for payment of the test. Once 2 clear drug screens in succession have been received, the student will be cleared for this requirement for clinical rotations. Student will also agree to submit to random drug tests throughout the rest of the EMS program he/she is enrolled in at their expense. If a random screen is required and then failed, the student will be dropped from the program.

## **Background Checks**

All students will have a background check done. This is included in your fees. If a student has something that shows up on their criminal history, the Program Director will meet with the student to discuss options for clinical rotations. The EMS Department is required to disclose anything on a student's background report to the clinical affiliate for their approval of the student to attend clinical rotations at their site. The student will be consulted before any results are released to clinical sites for approval from the site.

Students who have a history of a Felony or a Class B Misdemeanor or higher should contact the Program Director. Texas DSHS requires a background check and fingerprints prior to certification. The background check from the Panola College EMS program will not be accepted by DSHS and the determination of the student's ability to complete the program and test NREMT has no bearing on whether or not DSHS will allow the student a certification to practice. If you have any questions or concerns about whether you are eligible for certification or not, please contact your Program Director for directions on how to do a pre-screening with DSHS.

Further, if you are being investigated for or charged with ANY misdemeanor or felony during an EMS program or course, you MUST notify the EMS Program Director immediately. This does not mean that you will be removed from the program, only that the Program Director must be aware so they can decide if it will affect your ability to attend clinical locations.

## **Paramedic prerequisites**

In addition to the above, a prospective student must have completed a basic EMT program and be certified as an EMT by the Texas DSHS 4 weeks after classes start.

## **Illness or Injury**

1. All students who are ill, have fever, or injured are requested to call the clinical coordinator or instructor and should not report to class or clinical areas. It is the student's responsibility to work with the instructor to make up clinical time and class work.
2. All injuries sustained while in the clinical, education, or ambulance MUST be reported to the clinical coordinator and Program Director immediately.
3. Students will adhere to all safety policies/procedures of hospital or ambulance entities.

## **Accident and Incident Reporting**

Panola College holds no liability for accidents that occur to Students during scheduled school hours. In the event of an unusual incident involving a Student, employee of the clinical facility, and/or patient; the Student will provide written documentation of the incident to his/her Clinical Coordinator AND Program Director. The Student must also immediately notify his/her Panola College preceptor AND Program Director. An example of an unusual incident is a patient injury witnessed by the Student during the clinical rotation. In the event a Student is injured during a clinical rotation, he/she must provide written documentation of the incident to the EMS Program Director immediately. This written reporting must not delay the Student from seeking medical attention, if required. Following such events of accidental injury, the Student must verbally notify the preceptor and Program Director.

## **Continuing Education- CE Hour Students for renewal**

Students that wish to attend a class for continuing credit hours must schedule their attendance with the Program Director. Students who are receiving continuing education are required to stay for the entire lecture and participate in all skill labs and take a verification quiz. Failure to attend will result in the CEU Certificate being withheld.

You are obligated to:

1. Treat all students and instructors with dignity and respect.
2. Conduct yourself, at all times in a manner, which is conducive to learning.
3. Abide by the program procedures as outlined to you by the course faculty and staff including all PANOLA COLLEGE procedures.
4. Actively participate in all class and skills laboratory functions.
5. Exhibit a professional manner in both attire and conduct.

Students attending a card course, must register through Miranda Hagans and make payment prior to the day of the course. Students must attend the entire card course for CE and certification.

## Panola College Health Science Department Immunization Requirements

- Physical Exam – must be done and turned in prior to starting the clinicals using the approved form found at the back of the Policies and Procedures.

### VACCINES (Required)

- MMR Vaccine (Measles, Mumps, Rubella - Two doses required. Students born prior to 1/1957 are exempt from MMR vaccine.) If you cannot produce records for two MMR vaccines, you may provide three positive titers (one each for Measles, Mumps, and Rubella).
- Tetanus /Diphtheria Booster (*Within last 10 years*)
- TB Skin test (*Annually, must remain current throughout EMS program. If ppd is positive, a clear chest exam is required on a form from your primary provider.*) \*TB skin tests have to be read 48-72 hours after administration, otherwise, the test will have to be repeated.
- Hepatitis B Vaccine – series of three shots.
- Varicella vaccine-2 doses or a positive titer

### NOTE:

- CoVid Vaccine- Covid vaccine is not required by Panola College, however, it is required by some clinical sites. In order to do clinicals at those sites you must follow their regulations. If the site offers exemptions, the student can file for an exemption, but it is up to the clinical site whether the student is approved/denied for the exemption. Clinical completion is a requirement for graduation and successful completion of the EMT and Paramedic Programs.

### TITERS (Required)

- Hepatitis B – To be done one month after the series has been completed. If titer is negative the series must be repeated and a second titer done.

All immunization records must be turned in by the end of the second week of class or receive a written warning.



## Immunization Requirements

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

*Proof Attached	Required Immunizations	Date	Result
<input type="checkbox"/>	<b>1. Tuberculosis (TB)</b> <ul style="list-style-type: none"><li>• Skin Test (immediately before starting)</li><li>• <i>OR</i> Chest X-ray (good for 3 years)</li></ul>		
<input type="checkbox"/>	<b>2. Flu Vaccine</b> (current season)		
<input type="checkbox"/>	<b>3. Varicella (chickenpox)</b> <ul style="list-style-type: none"><li>• Vaccines (1 dose if given before age 13)</li><li>• <i>OR</i> Serologic confirmation of immunity</li><li>• <i>OR</i> History – Varicella validated by health care professional</li></ul>	#1. _____ #2. _____	
<input type="checkbox"/>	<b>4. Measles, Mumps, Rubella (MMR)</b> <ul style="list-style-type: none"><li>• Vaccines</li><li>• Or Serologic confirmation of immunity</li></ul>	#1. _____ #2. _____	
<input type="checkbox"/>	<b>5. Hepatitis B</b> <ul style="list-style-type: none"><li>• 3 dose series of Hepatitis B<ul style="list-style-type: none"><li>o dose #1 – 0 month</li><li>o dose #2 - 1 month</li><li>o dose #3 – approximately 5 months after #2</li></ul></li></ul>	#1. _____ #2. _____ #3. _____	
<input type="checkbox"/>	<b>6. Hepatitis B Serologic proof of immunity</b> (approximately 1 month after dose #3) <ul style="list-style-type: none"><li>• Must be completed to check for immunity antibody greater than 10</li></ul>		
<input type="checkbox"/>	<b>7. Tetanus, Diphtheria and Pertussis (Tdap)</b> – within the last 10 years		

\*Acceptable evidence of vaccines:

- a. Vaccine administered after 01/01/21 shall include month, day and year each vaccine administered
- b. Documentation of vaccine that includes signature or stamp of physician/designee or public health personnel
- c. An official immunization record generated from a state or local health authority such as a registry
- d. A record received from school officials

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Signature of Student (require)

Printed Student Name

Date

---

Healthcare professions are subject to health and safety risks. Therefore, all health science students are required to be compliant with Texas Administration Code Rule 97.64. For additional information about these requirements, go to <https://texreg.sos.state.tx.us/public/readtac>



## E.M.S. EDUCATION PHYSICAL EVALUATION FORM

STUDENT DEMOGRAPHIC INFORMATION	
NAME:	D.O.B.:
ADDRESS:	GENDER: M F
CONTACT INFORMATION:	
EMERGENCY CONTACT:	

CHECKLIST EVALUATION FOR EMS FUNTIONAL JOB (Reviewed by Instructor)		
TASK / PHYSICAL DEMAND	YES	NO
Ability to lift, carry and balance up to 125 pounds (250 with assistance)		
Ability to be unaffected by loud noises and flashing lights		
Ability to bend, stoop and crawl on uneven terrain		
Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient		
Ability to communicate effectively via telephone and radio equipment		
Ability to withstand varied environmental conditions such as extreme heat, cold and moisture		
Ability to work in low light situations and confined spaces		
Ability to read English language manuals and road maps		
Ability to accurately discern street signs and addresses		
Possess good manual dexterity with ability to perform all tasks related to patient care		

NAME:	D.O.B.			
BLOOD PRESSURE:	PULSE:	RESPIRATIONS:	HEIGHT:	WEIGHT:
PHYSICAL ASSESSMENT				
ASSESSMENT		NORMAL	ABNORMAL	COMMENTS
HEAD/EYES/EARS/NOSE/MOUTH/THRO AT				
	Pupils—equal, reactive, to light			
	Eye lids			
	Extraocular movements			
	Tympanic membrane			
	Nasal septum/mucosa			
	Teeth/Gums/Tongue/ Pharynx			

NECK				
	Range of Motion			
	Muscle Strength			
	Thyroid			
Carotids				
CHEST/CARDIOVASCULAR				
	Inspection			
	Auscultation			
	Breast (discharge/masses)			
	Apical Pulse/Heart Murmurs/Gallops/Size			
ABDOMEN				
	Inspection/Auscultation			
	Tenderness/Guarding			
	Masses/Hernias			
MUSCULAR/SKELETAL/SPINE				
	Extremities (edema/Varicosity)			
	Range of Motion			
	Pulses			
	Spinal Alignment/Scoliosis			
GENITALS/RECTAL (MALE)				
	Scrotum/Testes (Hernia)			
NERVOUS SYSTEM				
	Motor			
	Sensory			
	Reflexes			
ADDITIONAL ASSESSMENTS/COMMENTS				

MEDICAL HISTORY (IF BOX IS CHECKED, PROVIDE EXPLANATION (Reviewed by Physician))	
<input type="checkbox"/>	CARDIAC DISEASE
<input type="checkbox"/>	ENDOCRINE DISEASE
<input type="checkbox"/>	GU/GI DISEASE
<input type="checkbox"/>	HEMATOLOGIC DISEASE
<input type="checkbox"/>	MENTAL ILLNESS
<input type="checkbox"/>	NEUROLOGIC DISEASE
<input type="checkbox"/>	ORTHOPEDIC INJURIES
<input type="checkbox"/>	RENAL DISEASE
<input type="checkbox"/>	RESPIRATORY DISEASE
<input type="checkbox"/>	OTHER

ALLERGIES	
MEDICATIONS	
PHYSICAL LIMITATIONS	

NAME:			D.O.B.:
VACCINE	REQUIREMENT	DATE	PROVIDER
MMR	Inoculation 1		
	Inoculation 2		
	OR Titer		
VARICELLA	Inoculation 1		
	Inoculation 2		
	OR Titer		
TDaP	Booster (within 10yrs)		
HEPATITIS-B	Inoculation 1		
	Inoculation 2		
	Inoculation 3		
	OR Titer		
MENINGITIS	Inoculation or N/A		
TB TEST	Skin test (every year)		
	Chest X-Ray (every 5 years)		
FLU VACCINE			

I performed the above medical evaluation and found to the best of my knowledge, him/her to be free from physical or mental impairments, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other behavior-altering substances which might interfere with the performance of his/her duties or would pose a potential risk to patients or personnel.

- YES
- NO, if checked, please document those problems which might interfere with the performance of his/ her duties or may cause a potential risk to patients, personnel or self.

---

PHYSICIAN PRINTED NAME (or STAMP)

---

PHYSICIAN SIGNATURE

---

PRACTICE PHONE NUMBER

---

DATE OF EXAM

# EMS Course Orientation Links

**To Be Completed on the FIRST day of class**

ALL EMS Students

[Student Information Sheet](#)

[EMS Student Agreement](#)

[Confidentiality Statement](#)

[Consent for Background Check and Drug Screening](#)

[Media Release](#)

[Medication List](#)

Paramedic Students ONLY

[Paramedic Rule 157.32 Acknowledgement](#)

**Signature:** *Miranda Hagans*

**Email:** mhagans@panola.edu

**Signature:** *Jeffrey McWilliams*

Jeffrey McWilliams (Jan 6, 2026 17:20:47 CST)

**Email:** erdocjgm@gmail.com

**Signature:** *Jerry Driskill*

**Email:** jerry.driskill@panola.edu

**Signature:** *Natalie Oswalt*

**Email:** noswalt@panola.edu

**Signature:** *Jessica Pace*

Jessica Pace (Jan 8, 2026 09:50:46 CST)

**Email:** president@panola.edu

# EMS Student handbook -2026 (3)

Final Audit Report

2026-01-08

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-  Document emailed to Natalie Oswalt (noswalt@panola.edu) for signature  
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-  Email viewed by Natalie Oswalt (noswalt@panola.edu)  
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Adobe Acrobat Sign

 Document e-signed by Natalie Oswalt (noswalt@panola.edu)

Signature Date: 2026-01-08 - 3:42:20 PM GMT - Time Source: server

 Document emailed to president@panola.edu for signature

2026-01-08 - 3:42:22 PM GMT

 Email viewed by president@panola.edu

2026-01-08 - 3:46:11 PM GMT

 Signer president@panola.edu entered name at signing as Jessica Pace

2026-01-08 - 3:50:44 PM GMT

 Document e-signed by Jessica Pace (president@panola.edu)

Signature Date: 2026-01-08 - 3:50:46 PM GMT - Time Source: server

 Agreement completed.

2026-01-08 - 3:50:46 PM GMT



**Adobe Acrobat Sign**