**Valencia College- West and Osceola Campus**

**Emergency Medical Technician Clinical Practicum**

**EMS 1431**

**Course Syllabus**

**Spring 2014**

**Instructor:** Tom Hickman (Chief)

**Phone:** office 407-582-5481

 Mobile 407-719-2236

 Fax 407-582-1984

**Email:** thickman@valenciacollege.edu

**Text and Required Supplies:**

Brady Pre-Hospital Emergency Care 9th Edition with Workbook, EMT Achieve, purchase the FISDAP tracking and schedule program, Valencia EMS Student Academic Manual

**Course Description:** EMS 1119, 1119L, and EMS 1431 are the classes that make up the VC EMT Program. These classes are designed to develop skills to become a health care professional capable of providing basic life support in all aspects of pre-hospital emergency care. Students learn assessment in medical and trauma emergencies, stabilization of illness/injury, treatment strategies, and patient transportation techniques based on the current Department of Transportation curriculum.

EMS 1431 comprised of eighty (80) hours in the field each semester. The course is designed to “allow the student to apply skills learned in the lab and class portions of the course into a clinical setting” (College Catalogue). Students attend 24 hours in an emergency department and 56 or more hours at local fire stations and/or commercial ambulances sites.

**Course Objectives:**

1. Provide students with knowledge and skills necessary to become a competent entry level EMT.
2. Provide students with the clinical skills necessary for proficiency as entry level emergency medical technicians.
3. Develop and foster behaviors, attributes, and attitudes of a professional in the field of out-of-hospital emergency care.

**Core Competencies:**

Students should be aware of the four Core Competencies in the Valencia College Handbook that describe the learning outcomes for the Valencia College Student and Graduate. They are:

1. Think: Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
2. Value: Make reasoned value judgments and responsible commitment.
3. Communicate: Communicate with different audiences using varied and appropriate methods (oral, written, visual/graphic, non-verbal).
4. Act: Act purposefully, reflectively, responsibly in the context of adult life (personal, professional, community).

**Attendance/Tardiness/Withdrawal Policy**

**Attendance:**

1. Clinical reschedules should be kept to a minimum. Individuals will be allowed to reschedule one clinical without any loss of points. Two or more reschedules will result in a loss of 10 points per clinical reschedule and will be deducted from your clinical grade. A reschedule of a clinical is considered an absence. The fourth absence or missed clinical will result in automatic withdrawal from all classes associated with the EMT Program (EMS 1119, EMS 1119L, and EMS 1431). Students should have minimal absences from the Clinical portion of the EMT Program.
2. Tardiness is disrespectful, unprofessional, and disruptive.Arrival after the beginning of scheduled clinical class or clinical rotation is considered an episode of tardiness- even if it is one minute after the scheduled clinical class or clinical rotation start time- late is late. You will be sent home from your clinical rotation if you arrive late.
3. A student may withdraw at any time during the term in Atlas. Students will receive a **W** if withdrawn by see college calendar . After this date, if a student withdraws or is withdrawn by the professor for excessive absences or other reasons, the professor will assign a grade of **F**

**Exam and Grade Policy**

**Valencia College ID**

EMT students are required to have a Valencia College ID by May 6th, 2014. The ID is required to use the LRC, Testing Center, and to attend Clinical rotations.

**Grading Scale for EMS 1119**

1. 100-92%
2. 91-84%
3. 83-75%
4. 74-66%

**F-** 65% and below

***Important policy regarding grades:***

* All students must have an 75% or higher in Class (EMS 1119), Lab (EMS 1119L), and Clinical (EMS 1431) at all times in order to be eligible for Clinical rotations and maintain eligibility for Clinical rotations.
* If total grade in Class (EMS 1119) or Lab (EMS 1119L) is below 75%, the student will not be allowed to sign up for or attend Clinical rotations.
* *When figuring Class (EMS 1119) or Lab (EMS 1119L) average for Clinical eligibility, Final Examination grades will not be used to determine Clinical eligibility at any time.* Final Examination scores for Class (EMS 1119) and/or Lab (EMS 1119L) cannot be used to bring a failing grade up to 75% to complete Clinical (EMS 1431) rotations.
* If at any time a student’s grade falls below 75% in Class (EMS 1119), Lab (EMS 1119L), or Clinical (EMS 1431) they will be suspended from Clinical rotations- regardless of how far along the semester has progressed.
* If a student has been suspended from Clinical rotations due to their Class (EMS 1119), Lab (EMS 1119L), or Clinical (EMS 1431) grade falling below the required 75%, and their grade improves to the required minimum 75%, the student will be allowed to reschedule to missed rotations, as long as the grade improved to the required 75% or better before end of Clinical rotations. There will be a point in the semester that there may not be enough points left to be earned to bring up a grade.
* ***Last date to sign up for Clinical Rotations:*** . Student must have enough time to complete hospital rotations by \*\*\*\*. If student has not signed up for Clinical Rotations by\*\*\*\*, they will not be able to complete the EMT Program because they will not be able to fulfill the EMT Program requirements.
* ***Hospital clinical rotations for Summer 2014 session must be completed by July 21st*** . If a student is not able to complete their hospital rotations because the hospital calendar has ended, they will not be eligible to complete the EMT Program because they will not be able to fulfill the Program requirements.
* Hospital clinical rotations must be completed by ***July 21st*** . If a student has not completed their hospital clinical rotations by this date, the student will be given a grade of “F” for EMS 1431.
* ***Rescue clinical rotations for Summer 2014session must be completed by July 21st*** . If a student is not able to complete their rescue rotations because the rescue calendar has ended, they will not be eligible to complete the EMT Program because they will not be able to fulfill the Program requirements.
* ***All Clinical rotations for Summer 2014 session must be completed by July 21st .*** If it is not possible for a suspended student to bring up their grade to above 75% in time to complete Clinical rotations by ***July 21st 2014***, the student will not be able to complete EMS 1431 and will receive a grade of “F” for EMS 1431.

**CLINICAL POLICIES**

**Conduct Policy:**

1. Students are expected to comply with VC policy regarding conduct in the classroom (VC Policy 6Hx28: 8-03) AND the policies of the VC EMT Program. When in class, lab, and the clinical setting, VC EMT students are wearing a uniform that identifies them as a Valencia College EMT Program student. On campus, in the class, and off campus- their behavior is a reflection of the college. We expect that the EMT student display professional conduct at all times, even if those around them do not. Should the EMT student not display professional behavior in the clinical setting, they will be asked to leave and accrue an absence for the day.
2. Disruptive behavior and unprofessional attitudes will not be tolerated in clinical meetings or clinical rotations. Side conversations in clinical lecture are disruptive to the classroom environment. Any student that is disruptive or unprofessional during the clinical will be asked to leave and accrue an absence for the day.
3. During clinical breaks, students must stay in the clinical facility.
4. Any objective or subjective opinion by a VC EMS Instructor, clinical staff member, or preceptor that a student is under the influence of any mind-altering substance, legal or illegal, is grounds for ***immediate withdrawal*** from all EMS courses.
5. You are expected to perform the skills that you learn in the class and the lab during clinical rotations.
6. The utmost in professionalism is mandatory behavior while on clinical rotations. If at any time during a clinical rotation, the clinical staff or VC EMS Instructor feels that the student is exhibiting any inappropriate or unethical behaviors or conduct, the student may be asked to leave the area by the clinical staff or the Instructor. The first violation will result in the student having 5 points taken from their total grade, and the student will have to reschedule the clinical rotation. If there is a second occurrence, the student will be withdrawn from EMS 1431 and will receive a grade of an F for the course. If at any time any clinical area contacts VC Faculty with a complaint about violations of Clinical Policy; the student will be counseled about the incident and allowed to continue with clinical rotations (barring complaint type). If a second complaint from a clinical facility is received, the student will be withdrawn from EMS 1431 and will receive a grade of an F for the course.

**PROFESSIONALISM:**

1. One of the Course Objectives of the VC EMT Program is “to develop and foster the behaviors, attributes, and attitudes of a professional in the field of out-of-hospital emergency care”.
2. Displaying a professional attitude and professional behavior at all times will easily accomplish this goal.

1. Arriving to clinical on time, meeting assignment and class deadlines, respecting fellow classmates and Instructors- both by actions and words, wearing a clean, unwrinkled uniform in full compliance with uniform code, and properly preparing for the daily lecture or lab are all professional attitudes and attributes of a professional EMT student.
2. Disruptive behavior or conduct in the clinical class or setting will not be permitted, and will cause the offending student(s) to be removed from the clinical class or setting for the day, causing the student(s) to accrue an absence for the day, regardless of how long the student had been in class/lab.
3. All manikins and equipment in the lab will be treated with care and respect.
4. The student is expected to be familiar with and always abide by all of the policies in the Valencia Student Handbook as well as the policies in the EMS 1119 and 1119 syllabus.

**ATTENDANCE:**

1. Clinical reschedules should be kept to a minimum. Individuals will be allowed to reschedule one clinical without any loss of points. Two or more reschedules will result in a loss of 10 points per clinical reschedule and will be deducted from your clinical grade. A reschedule of a clinical is considered an absence. The fourth absence or missed clinical will result in automatic withdrawal from all classes associated with the EMT Program (EMS 1119, EMS 1119L, and EMS 1431). Students should have minimal absences from the Clinical portion of the EMT Program.
2. Tardiness is disrespectful, unprofessional, and disruptive.Arrival after the beginning of scheduled clinical class or clinical rotation is considered an episode of tardiness- even if it is one minute after the scheduled clinical class or clinical rotation start time- late is late. You will be sent home from your clinical rotation if you arrive late.

**Clinical Rotations- policy and eligibility relating to Class and Lab:**

1. A student may not perform clinical rotations during scheduled class sessions. Late arrival to class due to delay at a clinical setting is not considered excused tardiness. Morning class students may NOT attend a “graveyard shift” clinical the night before they have to attend a morning class.
2. A student is not allowed to be subject to call during any class, lab, or clinical period from any agency of employment or volunteer service.
3. All students must have a 75% or higher in Class (EMS 1119), Lab (EMS 1119L), and Clinical (EMS 1431) in order to be eligible for Clinical rotations and maintain eligibility for Clinical rotations.

**Cell phones and other electronic devices:**

1. All cell phones/pagers must be in “silent mode” or OFF while in a clinical rotations or clinical lecture.
2. No student will be permitted to answer any calls while at a clinical session. Students will need to wait until “break-time” to return calls and pages.
3. NO CELL PHONES ARE TO BE TAKEN INTO ANY CLINICAL AREA. NO STUDENT WILL USE THE CAMERA or VOICE OR SOUND RECORDING DEVICE FEATURE OF A CELL PHONE OR ANY OTHER PHOTOGRAPHIC DEVICE UNDER ANY CIRCUMSTANCE DURING ANY CLINCAL ROTATION TO TAKE PICTURES OF PATIENTS OR THE SCENE OF ANY EMERGENCY OR NON-EMERGENCY CALL OR ANY OTHER ASPECT OF THEIR CLINICAL ROTATION.
4. No ear phones, “ear buds”, or any other listening devices- such as cell phones, radio, or MP3 players are to be worn at any time during class or clinical. *They are to be removed BEFORE entering clinical rotation or clinical lecture.*
5. Sending of text messages, email, internet, games, or any other communication with cell phone or other device during a clinical session is not permitted.

**CLASS, LAB, and CLINICAL UNIFORM POLICY and DRESS CODE**

* **Uniform start date: May 13th, 2014**: required to attend Class, Lab, and Clinical in VC EMT Uniform

**VALENCIA UNIFORM POLICY- what to wear and how to wear it:**

**Proper uniform items:** uniform shirt, white undershirt, pants, belt, shoes, socks, optional jacket as described below:

1. **Uniform shirt:** from All Tech Stitching***-*** no other uniform shirt acceptable. Shirts are solid gray, collared polo shirts, embroidered with your name and college logo.
	1. Can purchase long or short sleeve uniform shirts.
	2. Shirt to be worn tucked in, without ‘blousing’ over belt, long enough to stay tucked in.
2. **Undershirt/t-shirt:** ***solid white***, logo-less, short sleeved(*long sleeved*-*only if uniform shirt is also long sleeved*), worn under uniform shirt. *Long sleeve t-shirts not to be worn under a short sleeve uniform shirt.*
3. **Uniform pants:** Dark blue or black uniform style pants. Pants can be purchased from All Tech Stitching (or be the identical Dickie’s uniform pants sold by All Tech). Pant legs must hang straight, not tucked into the boots. ‘*Low-rise’ or ‘hip hugger’ pants are NOT acceptable uniform pants*
4. **Belt:** black leather or leather-type beltwith plain belt buckle. *Military fabric belts NOT acceptable.*
5. **Shoes:** Logo-less black, leather work shoes or boots with non-skid soles *(solid black, logo-less tennis shoe acceptable- as long as they are ‘polishable’ leather- suede is not acceptable)*.
6. ***Socks: CALF LENGTH OR*** ***LONGER***- black, navy, or white logo-less socks. *Ankle socks unacceptable*.
7. **Jacket:** black, gray, or dark blue LOGO-LESS jacket or sweatshirt. Student name must be displayed on the outside of the jacket: ***All Tech*** embroiders sweatshirt with your name, *or you may purchase a VC name tag for the outside of a solid black, gray, or dark blue logo-less plain jacket or sweatshirt*.
8. **DRESS CODE/GROOMING POLICY- what** corner of mouth. *May be sent home and accrue an absence if not clean shaven.*
9. **Hair:** All students- hair must be a ‘natural’, non-distracting color. Female students- hair must be pulled back if long enough to do so, cut in a non-distracting, professional style (no ‘dreadlocks’). Male students- hair must be cut short in a non-distracting, professional style, not touching the collar- may ***not*** be worn pulled back or up (no ‘dreadlocks).
10. **Visible tattoos: *ALL tattoos must be covered with uniform during class, lab, and clinical rotations.***Student must wear a long sleeved uniform shirtto cover all visible tattoos on arms. Tattoo covering ‘sleeves’, long sleeved t-shirts under short sleeved uniform shirt, jackets, or sweatshirts not acceptable for covering tattoos on arms or any part of body that would normally be covered with a proper uniform shirt. Only a long sleeved uniform shirt is acceptable covering for visible tattoos on any part of the body that would normally be covered with a proper uniform shirt.
11. **Jewelry:** All jewelry must be removed- except wedding bands and wrist watches (wrist watch mandatory for Lab). If student is wearing a necklace, it must not be visible over the shirt.
12. ***All visible body piercings must be removed during class, lab, and clinical AND ANY TIME THE UNIFORM IS WORN****-* includes tongue and ALL ear piercings for both male and female students. Flesh colored “spacers” are NOT acceptable. *Please make it a habit to remove visible body piercings BEFORE putting on the uniform!*
13. Acrylic or other “fake” nails are not allowed in class, lab, or clinical rotations. Fingernail polish not permitted.
14. Hats not to be worn when in uniform. Sunglasses are not to be worn in class, lab, or clinical setting (on rescue/ambulance rotations, may wear sunglasses when outside or in vehicle without patient).

***Disclaimer:***

***The Instructor may need to make changes to the syllabus and if changes are made, the student has the right to be notified in a timely manner.***

**else is required to achieve a professional ‘look’:**

1. **Clean-shaven=no measurable facial hair** *(except moustache- see below)*. Student must be freshly clean shaven- no beards, soul-patches, face/chin/neck freshly shaven, sideburns no longer than earlobe.Moustache acceptable- not to extend beyond

**Academic Honesty:**

Students are expected to comply with the Valencia College policy of academic honesty. Cheating of any kind as described in the VC Student Handbook and VC Catalogue will result in a grade of zero for the assignment, exam, or quiz, and possible withdrawal from the EMT Program and a grade of “F” for all classes associated with the VC EMT Program. It is against college and EMT Program policy to remove examination materials from the learning environment. The textbook website and Valencia’s Blackboard website are both considered learning and testing environments, therefore are considered part of our classroom environment.

*Duplication or replication of any quiz or exam- including (but not limited to): handwritten, print, copy, photograph, video, audio, any saved document of any kind, any saved file of any kind, or performing* ***any*** *type of duplication or replication of any exam, quiz or examination question(s) is PROHIBITED AND IN VIOLATION OF COLLEGE AND PROGRAM POLICY.*

*Any student that performs or creates any kind of duplication of any part or whole of an on-line quiz or an In-Class exam- including (but not limited to): handwritten, print, copy, photograph, video, audio, any saved document of any kind, any saved file of any kind, or performing* ***any*** *type of duplication of any exam, quiz or examination question(s) will be reported to the college as being in violation of the Academic Honest policy. The student will be removed from the EMT Program, and given a grade of “F”- duplication of quizzes/ examinations/questions is considered removing examination materials out of the learning environment.*

**Valencia Computer/Equipment Use Policy:**

1. Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:
	1. Use of computer to send E-mail or access Internet sites not specifically assigned in class
	2. Use of computer for job, internship, homework or other activities not assigned in class
	3. Modifying any hardware or software system configuration or setting
	4. Activities not in accordance with the Valencia Student Code of Conduct
2. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

**Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a

notification from the Office for Students with Disabilities (OSD) and discuss specific

needs with the instructor, preferably during the first two weeks of class. The Office

for Students with Disabilities determines accommodations based on appropriate

documentation of disabilities. The East Campus Office is located in Building 5,

Room 216.

**Disclaimer Statement**

As many factors may affect the development and progress of a class the instructor reserves the right to alter the schedule as may be required to achieve the course objectives