Motlow State Community College does not discriminate on the basis of gender, race, color, religion, age, mental, or physical disability, veteran status, or national origin in educational employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries and/or complaints should be directed to the Director of Human Resources/Affirmative Action Officer, Laura Jent, at 6015 Ledford Mill Rd. Tullahoma, TN 37388 or by calling 931-393-1542. Motlow State Community College is a Tennessee Board of Regents Institution.

Individuals needing this material in an alternative format should contact the EMS Education Program Director.

TDD Relay Number for the hearing impaired: 1-800-848-0298
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Motlow Mission Statement

MOTLOW STATE COMMUNITY COLLEGE IS A PUBLIC, MULTI-CAMPUS COLLEGE OFFERING CERTIFICATES, ASSOCIATE DEGREES, AND FLEXIBLE LEARNING PATHWAYS FOR EARLY TRANSFER, COLLEGE PREPARATION, AND WORKFORCE TRAINING. STUDENTS ARE PREPARED FOR EMPLOYMENT, CAREER ADVANCEMENT, AND FOUR-YEAR COLLEGE OR UNIVERSITY TRANSFER. THE COLLEGE SERVES AN ELEVEN-COUNTY AREA COMPRISED OF FULL-TIME, PART-TIME, TRADITIONAL, AND NON-TRADITIONAL AGE STUDENTS FROM DIVERSE SOCIO-ECONOMIC POPULATIONS WITH DISPARATE EDUCATIONAL AND CULTURAL BACKGROUNDS. THE COLLEGE OFFERS HIGH QUALITY ACCREDITED EDUCATIONAL PROGRAMS AND A VARIETY OF SUPPORT SERVICES EMPHASIZING AND PROMOTING STUDENT SUCCESS.

EMS Mission Statement

THE MISSION OF MOTLOW COLLEGE EMS EDUCATION IS TO PROVIDE HIGHER EDUCATION THAT IS INTENSE, INFORMATIVE AND KEEPS THE FUTURE EMS PROFESSIONAL INVOLVED. WE STRIVE TO PROVIDE A QUALITY EDUCATION ENVIRONMENT FOR BOTH OUR EMT AND PARAMEDIC COURSES AS WELL AS CONTINUING EDUCATION. WE WILL PREPARE OUR STUDENTS TO BE PROFICIENT IN KNOWLEDGE, SKILLS AND THE WAY THEY TREAT THEIR PATIENTS AND COWORKERS.

Quote:

OUR PATIENTS DIDN’T CHOOSE US, WE CHOOSE TO TREAT THEM- Norman McSwain
MSCC EMS Education

Purpose

1. To prepare an EMS Professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services.
2. To supply competent, qualified candidates eligible for licensure to meet the communities' needs.

Class Goals

1. Practice in the role of the desired level. (EMT-AEMT-Paramedic)
2. Apply a body of knowledge to determine safe and effective treatment and transportation of the sick and injured.
3. Assess, implement and evaluate care based on acceptable standards.
4. Demonstrate ethical, legal and professional accountability.
5. Participate in activities which promote the advancement of Emergency Medical Services as well as the individual's practice as an EMS Professional.

Philosophy

The Division of Nursing and Allied Health functions within the College's mission of career education which prepares students for employment in entry level positions. The College is committed to enhancing the quality of life in its service area. We believe the Emergency Medical Technician is an integral member of the health team responding to a wide range of emergency situations. Sustaining and prolonging life at the scene and during transport is of primary concern to the EMS Professional. The student shall demonstrate ethical, legal and professional accountability in practice. We further believe Emergency Medical Technology, within the framework of higher education, enhance individual growth and development, and have societal impact. The student and teacher share mutual responsibility in the educational process. Emergency Medical Technology prepares the student for licensure by The Tennessee Department of Health, Division of Emergency Medical Services as an EMT-AEMT or Paramedic.

ADA Services for Students with Disabilities

Each student who feels they need accommodations for a disability is responsible for contacting the Office of Counseling and Disability Services at the beginning of the semester. Contact Ms. Sonya Hood, Director of Disability Services, at (931) 393-1765.

For the purposes of individual licensing, the State of Tennessee and the National Registry of Emergency Medical Technicians administer separate processes from the ones used by Motlow State Community College. These agencies establish reasonable accommodations for disabilities on a case-by-case basis. A student who receives an accommodation during an EMS Education Program course is not guaranteed of receiving an accommodation during the licensure process.
Program Objectives

1. Upon completion of the program, all students will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to their role as entry level EMS Personnel.

2. Upon completion of the program, all students will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Personnel.

3. Upon completion of the program, all students will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Personnel.

Courses of Study Offered

The Motlow State Community College EMS Education offers EMT/AEMT and Paramedic Technical Certificates and an Associate of Applied Science in Emergency Medical Services.

- The EMT Program admits students twice a year with an application process. EMT students attend classes 2 days a week and attend clinicals each semester.
- The AEMT Program admits students twice a year with an application process. AEMT students attend classes 2 days a week and attend clinicals each semester.
- The Paramedic Program admits students once per year, and is a 12-month program with classes beginning in the fall semester. Students are expected to attend 2-4 days of class and/or clinicals per week.
Learning Domains

Cognitive-
The cognitive learning environment will be utilized through numerous methods of lecture, case study, research, discussions, simulations, group projects and student presentations. We will work to bring in content experts as guest lecturers. Students must finish with an average score of 80% in the cognitive field. The program will utilize tools to gauge learning and identify students’ weaknesses. Learning will be assessed using formative and summative written evaluations and computer based evaluations.

The process of our course consists of Three (3) semesters starting at the observation phase leading up to the leadership role of a paramedic. We will focus in the last semester on students weak areas, prior to NREMT examination. The program will utilize platinum testing software to assist with NREMT preparation and evaluations. We will also utilize Fisdap for scheduling purposes.

Psycomotor-
Utilizing our state of the art equipment, the student will exhibit sound fundamentals in the skills portion of the course. Each student will practice those skills with formal training from the instructors and be evaluated in the classroom setting. Following that evaluation and training the student will take those skills learned and participate in the clinical setting. This clinical experience will assist in the mastery of these skills in a real life setting. The student will progress from the observation phase, progress to team member and then take control as a team leader. The laboratory time along with clinical preceptor time allows student to meet all clinical competencies.

Affective-
Each student will be evaluated in the affective domain throughout the program in all sections. Through faculty mentoring, students will develop professional behaviors and organizational skills. Deficiencies will be identified and addressed with each student individually. Severe errors may lead to dismissal, but each infraction will be handled and discipline may result in several forms. Students must progress to a professional level prior to successfully completing the program.
Allied Health
Emergency Medical Services Education

Motlow State Community College offers an Emergency Medical Technician Certificate for those students desiring a career as an EMT. The Purpose of the program is to support the student’s development and growth in the process of becoming a trained Emergency Medical Professional. These courses will provide learning experiences that enable the student to acquire knowledge needed to meet the healthcare needs of the communities in which they will work. They will be prepared to provide emergency care to the sick and injured.

The purpose of the EMS Education is to prepare an EMS professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services and to provide competent, qualified candidates eligible for licensure to meet the needs of the college’s eleven county service area. Classes are completed in an intense setting utilizing lecture, lab and clinical training. Class size is limited and is filled on a first to qualify basis (EMT/AEMT). Paramedic is filled in a selection process with limited class size.

Motlow State Community College offers four tracks of educational training in emergency medical services.

1. Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful conclusion of the course, students may take the National Registry Exam to obtain national certification as an EMT.
2. Advanced Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful completion of the course, students may take the National Registry Exam to obtain national certification as an AEMT.
3. Paramedic - students take 43 credit hours which include fundamentals, skills, and clinical/field experience. The paramedic training is completed in three semesters. Upon successful completion of the training, the student is eligible to take the National Registry Exam to obtain national certification as an EMT-Paramedic.
4. A.A.S. in Paramedic - students can take an additional 17 hours of General Education courses to complete the A.A.S. in Paramedic. These courses will allow the student to further their education in obtaining a college degree.

EMT Certificate Program
The EMT is an allied health professional whose primary focus is to provide basic emergency medical care 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. The EMT function as part of a comprehensive EMS response, under medical oversight. EMT perform interventions with the basic and advanced equipment typically found on an ambulance. The EMT is a link from the scene into the health care system.

Application Procedure for EMT

EMT Requirements
1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for EMT training between May 1st and August 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be admitted to the college.
5. Submit proof of medical malpractice insurance and health insurance, as required.
6. Complete a physical exam, along with all required vaccinations and/or titers.

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st.

Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

**Clinical Agency Requirements**

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

**Costs for the EMT**

In addition to the fees of the college, students admitted to the EMT courses, may expect the following costs:

- Textbooks $180
- *State EMS examination and application $125
- *National Registry/Pearson VUE fee $140
- Health Physical $100
- Malpractice insurance $40
- Uniform (2 per student) $300
- Background checks $75
- Testing Account $35
- L1-Criminal Background Check $42
- Drug Screen $25
- FISDAP Account $15

**Performance Criteria**

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider’s license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
   (a) 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
   (b) Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
   (c) Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
   (d) Seasonal flu immunization.
   (e) Hepatitis B series immunizations and/or titer.
   (f) Tdap

**AEMT Certificate Program**
The AEMT is an allied health professional whose primary focus is to provide basic emergency medical care 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. The AEMT’s function as part of a comprehensive EMS response, under medical oversight. AEMT’s perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene into the health care system.

**Application Procedure for AEMT**

**AEMT Requirements**
1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for AEMT training between October 1st and December 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the Advanced EMT education program and have successfully completed an Tennessee EMS Board approved EMT competency written and practical examination.
5. EMTs who have shown competency in basic knowledge and skills through completion of Board approved written and practical examination and wish to progress to AEMT training without obtaining an EMT license shall submit evidence of good moral character (two letters of reference). Such evidence shall attest to the EMTs good moral character and be two recent (within the preceding 12 months) original letters from medical professionals attesting to the applicant’s personal character. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
7. Submit proof of medical malpractice insurance and health insurance as required.
8. Complete a physical exam, along with all required vaccinations and/or titers.
9. Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of
Emergency Medical Services.

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st.

Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

Clinical Agency Requirements
A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Costs for the AEMT Courses
In addition to the fees of the college, students admitted to the EMT and AEMT courses, may expect the following costs:
Textbooks $180
*State EMS examination and application $125
*National Registry/Pearson VUE fee $140
Health Physical $100
Malpractice insurance $40
Uniform (2 per student) $300
Background checks $75
Testing Account $35
L1-Criminal Background Check $42
Drug Screen $25
FISDAP Account $15

Performance Criteria
In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:
1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:
1. Proof of health insurance
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the
health care provider’s license number is included on the form.

4. The student must have proof of the following tests/immunizations/titers:

   (a) 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
   (b) Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
   (c) Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
   (d) Seasonal flu immunization.
   (e) Hepatitis B series immunizations and/or titer.
   (f) Tdap


**Paramedic Certificate Program**

The Paramedic is an emergency medical 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 the link from the scene into the health care system.

**Application Procedure for Paramedic Certificate**

1. Apply and be accepted for admission to Motlow State Community College.
2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support coursework as required by the placement test or ACT scores.
4. Submit application for EMT-Paramedic training between December 1st and March 1st.
5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.
7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.
8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.
9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.
10. Complete the AEMT Exam.
11. Submit a copy of AEMT license.

**Performance Criteria**

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:
   1. Proof of health insurance
   2. Background check and 10-panel drug screen.
   3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
   4. The student must have proof of the following tests/immunizations/titers:
      (a) 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
      (b) Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
      (c) Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
      (d) Seasonal flu immunization.
      (e) Hepatitis B series immunizations and/or titer.
      (f) Tdap

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.
- Costs for the Paramedic courses.

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:
Textbooks $335
*State EMS licensure and application $175
*National Registry/Pearson VUE fee $110
Health Physical $100
Malpractice insurance $100
Uniform (2 per student) $350
Testing Account $60
Background checks $75
L1-Criminal Background Check $42
Drug Screen $25
FISDAP Account $80

*These costs will be required at the end of the course when the student tests with the State of Tennessee.
Clinical Agency Requirements for the Paramedic Certificate

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Students must complete the first three semesters of the program as outlined in the program of study. All other courses may be completed at the discretion of the student; however, a student must meet the program requirements as outlined in the catalog of the year admitted.

Selection Criteria for Entering the Paramedic Certificate Program
Entry into the program will be established by a panel. You will proceed through a three step process.

1. **Interview** - It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
   - EMS related experience
   - Level of maturity and motivation
   - Level of knowledge
   - Ability to communicate
   - Poise

2. **Complete EMT – Basic exam**
   - This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.

3. **Provide copy of EMT license and High school diploma/GED**

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Graduation
To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies
Readmission to the Paramedic Certificate
Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a new application and undergo the selection process for acceptance into the paramedic program.

Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission will occur on a space- and resource-available basis. To be considered for readmission, the student must:

1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success, if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and
4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

A.A.S in Paramedic

The Paramedic is an emergency medical 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 the link from the scene into the health care system.

Application Procedure for Paramedic

1. Apply and be accepted for admission to Motlow State Community College.
2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support
coursework as required by the placement test or ACT scores.

4. Submit application for EMT-Paramedic training between December 1st and March 1st.

5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.

6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.

7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.

8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.

9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.

10. Complete the AEMT Exam.

11. Submit a copy of AEMT license.

12. If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Performance Criteria

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider’s license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:

   (a) 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
   (b) Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
   (c) Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
   (d) Seasonal flu immunization.
   (e) Hepatitis B series immunizations and/or titer.
   (f) Tdap

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.

**Costs for the Paramedic courses**

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:

- Textbooks $335
- *State EMS licensure and application $175
- *National Registry/Pearson VUE fee $110
- Health Physical $100
- Malpractice insurance $100
- Uniform (2 per student) $350
- Testing Account $60
- Background checks $75
- L1-Criminal Background Check $42
- Drug Screen $25
- FISDAP Account $80

*These costs will be required at the end of the course when the student tests with the State of Tennessee.

**Clinical Agency Requirements**

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

**Selection Criteria for Entering the Paramedic Program A.A.S.**

Entry into the program will be established by a panel. You will proceed through a three step process

1. **Interview** - It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
   - EMS related experience
   - Level of maturity and motivation
   - Level of knowledge
   - Ability to communicate
   - Poise
2. **Complete EMT – Basic exam**
3. **This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.**
4. **Provide copy of EMT license and High school diploma/GED.**
Graduation
To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:
• Meet all course and skill requirements as outlined in the student handbook
• Have a cumulative GPA of 2.0
• Discharge all financial obligations to Motlow State Community College
• Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

Readmission to the A.A.S. Degree
Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a new application and undergo the selection process for acceptance into the paramedic program.

Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.
Readmission will occur on a space-and-resource-available basis.

To be considered for readmission, the student must
1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and
4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:
1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.
Course Syllabi

At the beginning of each semester, students will be provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, assigned reading, and course specific grading procedures. 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. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to a syllabus be necessary, instructors will inform students of the changes as soon as possible. When applicable, special class meeting days are identified in the syllabus. It is important for students to understand that classroom and laboratory sessions will include instruction in material that expands and enhances the information presented in the textbook. Class will NOT consist of the instructor simply “going over the textbook” and course exams will include content both from the textbook and from classroom/laboratory presentations.

Course Schedule

Paramedic

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>Hrs</th>
<th>Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1801</td>
<td>Fundamentals of Paramedic I</td>
<td>8</td>
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<tr>
<td>EMSP 1401</td>
<td>Paramedic Skills Lab I</td>
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<td>EMSP 1311</td>
<td>Paramedic Clinical I (180-192 Hours)</td>
<td>3</td>
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<tr>
<td>EMSP 2802</td>
<td>Fundamentals of Paramedic II</td>
<td>8</td>
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<td>EMSP 2402</td>
<td>Paramedic Skills Lab II</td>
<td>4</td>
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<tr>
<td>EMSP 2412</td>
<td>Paramedic Clinical II (216-240 Hours)</td>
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<td></td>
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<tr>
<td>EMSP 2403</td>
<td>Paramedic Capstone</td>
<td>4</td>
<td>3</td>
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<tr>
<td>EMSP 2303</td>
<td>Paramedic Practicum</td>
<td>3</td>
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<tr>
<td>EMSP 2513</td>
<td>Paramedic Field Internship (288 Hours)</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>43</strong></td>
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</table>

Estimated Costs EMT-P

- Tuition and other college fees: $5800
- Textbooks: $335
- State EMS licensure and application: $175
- National Registry/Pearson VUE fee: $110
- Health Physical: $100
- Malpractice insurance: $100
- Uniform (2 per student): $350
- Background checks: $75
- L1-Criminal Background Check: $42
- Drug Screen: $25
- FISDAP Account: $80
- Platinum Testing Account: $60
- **TOTAL**: $7252
# AEMT

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>EMSA 1501</td>
<td>Advanced EMT Medical Emergencies</td>
<td>5</td>
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<tr>
<td>EMSA 1502</td>
<td>Advanced EMT Trauma and Medical Emergencies</td>
<td>5</td>
</tr>
<tr>
<td>EMSA 1201</td>
<td>Advanced EMT Medical Skills Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMSA 1202</td>
<td>Advanced EMT Trauma and Medical Skills Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMSA 1111</td>
<td>Advanced EMT Clinical (96 Hours)</td>
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</tr>
<tr>
<td>EMSA 1112</td>
<td>Advanced EMT Field Internship (96 Hours)</td>
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**Estimated Costs AEMT Certificate Only**

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<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$2029</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$200</td>
</tr>
<tr>
<td>*State EMS examination and application</td>
<td>$150</td>
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<tr>
<td>*National Registry/Pearson VUE fee</td>
<td>$200</td>
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<tr>
<td>*Health Physical</td>
<td>$100</td>
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<tr>
<td>*Malpractice insurance</td>
<td>$40</td>
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<tr>
<td>Uniform (2 per student)</td>
<td>$200</td>
</tr>
<tr>
<td>*Background checks</td>
<td>$75</td>
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<tr>
<td>*Drug Screen</td>
<td>$25</td>
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<tr>
<td>*FISDAP Account</td>
<td>$30</td>
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<tr>
<td>*Platinum Education Account</td>
<td>$45</td>
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<tr>
<td>TOTAL</td>
<td>$3094</td>
</tr>
</tbody>
</table>

*Note: You only have to pay the testing fees at the level you choose to license. Background check, physical, drug screen, insurance, and FISDAP are one time fees.

*Note: Uniforms, Physical, and Malpractice insurance will continue from EMT (if you attended Motlow) and will not need to be reproduced.
## EMT

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSB 1601</td>
<td>EMT Medical Emergencies and EMS Operations</td>
<td>6</td>
</tr>
<tr>
<td>EMSB 1602</td>
<td>EMT Trauma and Medical Emergencies</td>
<td>6</td>
</tr>
<tr>
<td>EMSB 1101</td>
<td>EMT Medical Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMSB 1102</td>
<td>EMT Trauma and Medical Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMSB 1111</td>
<td>EMT Clinical (48 Hours)</td>
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</tr>
<tr>
<td>EMSB 1112</td>
<td>EMT Field Internship (48 Hours)</td>
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**Semester Credit Hour Total** 16

## Estimated Costs EMT Certificate Only

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Tuition and other college fees</td>
<td>$2029</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$200</td>
</tr>
<tr>
<td>*State EMS examination and application</td>
<td>$125</td>
</tr>
<tr>
<td>*National Registry/Pearson VUE fee</td>
<td>$140</td>
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<tr>
<td>*Health Physical</td>
<td>$100</td>
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<td>*Malpractice insurance</td>
<td>$40</td>
</tr>
<tr>
<td>Uniform (2 per student)</td>
<td>$200</td>
</tr>
<tr>
<td>*Background checks</td>
<td>$75</td>
</tr>
<tr>
<td>*Drug Screen</td>
<td>$25</td>
</tr>
<tr>
<td>*FISDAP Account</td>
<td>$15</td>
</tr>
<tr>
<td>*Platinum Testing</td>
<td>$30</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2979</td>
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</table>
Program Completion

To successfully complete the EMS Program and establish eligibility for the licensure examination, students must:

1. Successfully complete all applicable classroom, clinical, and field internship requirements.
2. Complete and document all applicable patient contact requirements.
3. Demonstrate and document skills competencies as required in the laboratory, clinical, and field settings.
4. Demonstrate and document overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty and clinical/field internship preceptors as specified in course syllabi.
5. Demonstrate and document all critical thinking, communication, and analysis course objectives as specified in course syllabi.
6. Discharge all financial obligations to Motlow State Community College.
7. Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies.

Grading

GRADING SCALE: (Unless otherwise directed by the course syllabus.)

A 94 – 100
B 87 – 93
C 80 – 86
F Below 80

Extra Credit and supplemental assignments are at the discretion of the instructor.

Clinicals and skills will be graded as follows by the clinical preceptor or lab instructor as appropriate:

1. Fails to perform procedure in a competent manner
2. Performs procedure in a competent manner but requires coaching
3. Performs procedure in a competent manner according to required standard
4. Performs procedure in an above average manner
N/A Did not perform procedure

At least a “2” is required for successful completion. Less than a “2” will result in an “F” grade for that skill/clinical. Make up skills/clinicals will be at the discretion of the EMS Program Director or designee. Clinical rotations as well as skills are an integral part of any EMS education. Successful completion of these are mandatory for completion of the program.
**Licensure in Other States**

Licensure requirements for EMS vary significantly from state to state. Students who anticipate practicing in another state should contact the agency responsible for credentialing EMS personnel in that state as soon as possible to obtain information regarding requirements for licensure.

**Skills Proficiency Verification**

Students will be expected to demonstrate proficiency in all course listed skills before completing each course. Students will learn the indications for each skill and have ample time to practice them. Students will be checked off on each of these skills during the laboratory portion of the course in which the skill is introduced. Students experiencing difficulty with a skill and unable to demonstrate proficiency will be offered remediation. Paramedic students will be responsible for basic as well as advanced skills. The laboratory check-off of skills must be successfully completed prior to the student being allowed to perform the skill in the clinical setting. Demonstrations of proficiency in required skills must be completed before a student is permitted to exit the course/program.

**Student Employment**

The decision to work while enrolled in the EMS Education Program rests with the individual student. To the greatest extent possible, the Program has designed its curriculum to avoid conflicting with regular employment. There is no expressed or implied guarantee that any of the required didactic or clinical experiences will be available at times outside of the hours of a student’s employment. **The student bears the responsibility of rearranging their work schedule to assure that they complete the required class and clinical hours.**

**Student Travel Policy**

To achieve an effective and efficient educational experience, a significant portion of clinical rotations may take place at settings that provide the opportunity to interact with a large number of patients presenting with common problems encountered during the delivery of pre-hospital care. Additionally, some didactic experiences may require the use of facilities and/or speakers available only outside the “home” classroom setting. Motlow State Community College and the EMS Education Program assume no responsibility for expenses, accidents, or injury of any kind up to and including permanent disability or death that results from travel or transportation arrangements made by the student to satisfy course requirements.

**Practical Testing Policy**

**EMT**

Each EMT student will be evaluated following successful completion of the course. Those students will be expected to achieve success in the first attempt. If the student does not successfully pass the skill in the first attempt the student will then be allowed to retry that skill with another evaluator. If that attempt is unsuccessful they will get a final attempt with the same skill as well as a different skill and a different evaluator if time permits and the Program Director approves. If the final attempt is not performed the day of the initial exam that student will be required to set up and test at another program’s testing day if one is available and that Program Director approves.

**AEMT/Paramedic**

AEMT/Paramedic students will be required to pass a National practical test following the course. That test will be administered by the NREMT representatives. There guidelines can be found at [www.NREMT.org](http://www.NREMT.org).
EMS Education Program Policies and Procedures

PLEASE READ THIS SECTION VERY CAREFULLY. Each student is required to sign a student contract acknowledging that they have read, understood, and agreed to abide by all EMS Education Program policies, procedures, and academic and behavioral guidelines. It is the belief of the EMS Education Faculty that understanding these guidelines is a major factor in the success of the student. If a student has any questions or concerns regarding a course or program policy, the student should discuss the policy with their instructor.

Student Rights and Responsibilities

It is our hope that you find our program of study rewarding and enjoyable. As a student, you are investing a great deal of time and money into the program. Therefore, the EMS Faculty will work with you to assure that you get the most from this experience. However, much of what you get is directly related to what you put into the program. To ensure the best possible learning experience for all students, each of you is assured the following rights:

You have the right to know

1. The learning objectives for each course you are enrolled in.
2. How grades are determined for each of your courses.
3. The established policies, procedures, and academic and behavioral guidelines on which you are expected to base your conduct and performance.
4. That you have the right to file an academic appeal or complaint or grievance under policies and procedures outlined in the Motlow State Community College Student Handbook.

You have the right to:

1. Reasonable access to your instructors.
2. Access to all the tools available to help you succeed.
3. Expect excellence from your instructors.
4. To be treated with respect.
With rights come responsibilities, you are expected to:

1. Be respectful to your instructors, classmates, Motlow State Community College faculty, your preceptors, and the public.

2. Represent our College, Program, profession, class, and your classmates with professionalism, dignity, class, and honor.

3. Complete your reading and other assignments before coming to class.

4. Use the tools available to you to the best of your ability.

5. Act like a professional.

6. Abide by all EMS Education and/or Motlow State Community College policies as presented in departmental or college publications.

7. Complete, to the best of your ability, all required courses and activities outlined in this handbook and your course syllabi and outline.

8. Hold in confidence any and all patient information encountered in classroom, laboratory, or field internship instruction. This includes the sharing of confidential patient information by any means written, verbal, social networking, etc. that violates the rights afforded to a patient through the HIPAA regulations. Failure to do so is a violation of local, state, and federal law and may result in stiff Federal penalties and fines beyond College or Program disciplinary measures.
Professional Code of Conduct

As Emergency Medical Service providers strive to improve the status of their profession, it is incumbent on each of us to demonstrate qualities of true professionalism. EMS students are equally vital to this effort as they are frequently exposed to and evaluated by patients and Allied Healthcare Providers. The attitude, appearance, and performance of students directly impact the perception of the EMS community as a whole in the eyes of others. Students who start now in developing habits, skills, knowledge, and abilities consistent with a Professional Code of Conduct improve the likelihood of their future success in the EMS profession and community. These traits are easily recognized and highly appreciated by prospective employers. Professional Code of Conduct elements are discussed below to assist students in understanding their purpose and value to the EMS system, community, and profession. Students of the EMS Education Program are expected to conduct themselves in a manner consistent with this Code at all times.

1. **The primary purpose of EMS is to respond to persons in need of medical, psychological, and/or social assistance in a compassionate, medically appropriate manner.** EMS provides a public service. EMS professionals are often invited into strangers’ homes and lives at the worst time in that patient’s life in anticipation of providing compassionate, appropriate care, and safe transportation to an appropriate facility. Although it may be difficult at times, EMS providers must always remember the community’s expectation of respectful, dignified, and compassionate care along with timely, efficient, and clinically appropriate treatment. EMS providers demonstrate this through their willingness and desire to assist in all patient care tasks even if those tasks seem menial or inconsequential.

2. **As extensions of the physician, Paramedics and EMTs have a responsibility to respect the medical license under which they are allowed to function.** EMS providers render medical care outside the hospital setting under the license of a Medical Director. This truly is a privilege, and has been earned through years of hard work by many dedicated physicians, paramedics, EMTs, and EMS educators. The Medical Director trusts the paramedics and EMTs with this privilege. The responsible performance of paramedics and EMTs contributes to the continued professional growth and clinical advancement of the practice of EMS. Students demonstrate their respect for the Physician-Provider relationship by following established clinical training guidelines and performing only those procedures that are authorized by their Medical Director and that are within the limits of their scope of practice and level of training.

3. **Respectful interaction with Allied Healthcare Providers is vital to the quality of care the patient receives.** The EMS professional is but one member of a larger team of Allied Healthcare professionals who each play a vital role in the care of the patient. Since the EMS professional is often the first member of the healthcare team the patient encounters, their interaction with other providers is crucial. Effective interaction requires the EMS professionals to conduct themselves in a respectful, courteous, and knowledgeable manner. It requires that the EMS professional be attentive to and respectful of the ideas of other team members. Respectfully disagreeing when appropriate is acceptable; however, patient care must never be jeopardized. EMS students may demonstrate their gratitude for the opportunity to be part of this team by actively assisting and participating during clinical rotations and classroom learning. Students should take advantage of this tremendous opportunity to learn from other members of the healthcare community.

4. **EMS professionals must recognize and respect the value of teamwork and leadership.** EMS professionals rely on other team members to assist in accomplishing the task of providing care and service. The EMS professional or student who fails to use effective team listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with “assuming command.” The effective EMS professional and student will develop and practice skills that convince team members to follow the leader’s plan of action.
5. The EMS professional must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, must maintain a personal responsibility for their life-long learning. Both EMS professionals and students must constantly strive to learn from each and every clinical and educational experience. As the practice of medicine changes, so must the practice of EMS. Students must take advantage of learning opportunities and resources afforded them. The better the student’s educational and clinical opportunities, the better prepared they will be to function as an EMS professional.

6. Because of their position of public trust, EMS professionals are rightly held to an extremely high standard of moral and ethical conduct. Honesty, integrity, confidentiality, respect for others, respect for the healthcare profession, a willingness to serve, a willingness to learn, and clinical proficiency are some of the expectations of EMS employers, the patient, and the community. EMS professionals and students must conduct themselves in a manner that leaves NO QUESTION as to their high standards of moral and ethical conduct. The privilege of providing medical care under the Medical Director’s license and the consent to provide this care to the public depend entirely on the trust and respect earned by the EMS professional and student through their conduct.

Students who demonstrate conduct or performance that is contrary to this Professional Code of Conduct may be subject to disciplinary action according to the tiered system up to and including failure from the Program and/or College, and denial of readmission to the Program.
Disciplinary Policy

Academic and Clinical Dishonesty

An academically dishonest act violates the community of trust. For EMS professionals and students, academic dishonesty violates the standards of moral and ethical conduct established by our profession. More importantly, it violates the trust developed between patients, our Allied Healthcare professionals, and us.

EMS students are required to understand and abide by all policies and guidelines pertaining to scholastic integrity contained in course syllabi, the EMS Education Program Handbook, and the Motlow State Community College Student Handbook. Academic or clinical dishonesty may result in disciplinary action up to and including dismissal from the College.

Didactic and laboratory classroom activities are an essential part of EMS Education Program courses. Although EMS Education instructors strive to establish a classroom environment conducive to learning, they depend on students to conduct themselves in a manner that facilitates learning. Students may have fun in the classroom while learning.

This disciplinary policy is a guideline for the EMS student’s behavior and is to be applied while in the classroom, lab, hospital, or field setting, or any other time the student is under the auspices of Motlow State Community College.

Prohibited student conduct includes but is not limited to the following list. Any student who is found in violation of the policy while on campus or on property controlled by the College or its affiliates (e.g. clinical sites, volunteer sites, etc.) or in connection with any other off-campus College activities may be subject to the maximum penalty of assignment of a failing grade or any other penalty authorized herein. Each incident will be handled on a case-by-case basis and can be assigned a higher Tier infraction based on circumstances, severity, and results of an investigation by program staff.

Tier 1 Offenses

5-point final grade deduction per offense in the applicable course.

Any of the following breaches of character or violations of professional behavior may result in a written reprimand or issuance of a failing grade, as determined by the Program Director:

1. Use of inappropriate, indecent, and/or obscene language, use of any lewd, racial, ethnic or sexual statement or innuendo, and/or indecent gestures or conduct.

2. Non-observance of the Program Dress Code and required personal grooming standards. Any debate over appropriateness of the student’s attire shall be decided by the authorized instructor/preceptor, not the student.

3. Failure to follow chain of command.

4. Failure to act in a professional manner in all settings or any conduct by act or omission deemed unacceptable or inappropriate to good order and discipline.

5. Smoke or chew tobacco while in classroom, lab, or clinical assignment.

6. Behavior that disrupts classroom and/or laboratory activities.
7. Disrespectful interaction with all EMS Education Program and other Motlow State Community College administrators, faculty, and staff.

8. Failure to abide by the cell phone policy located in the syllabi.

9. Unsatisfactory professional behavior evaluations in the clinical setting.

10. Violating any rule or standard that would jeopardize the health or safety of a patient or crewmember, or that may create a negative effect on the health or safety of a patient or crewmember.

11. Obtaining or attempting to obtain any benefit to which the student is not otherwise entitled by duress, coercion, fraud, or misrepresentation while engaging in activities related to an EMS Education course or activity, or under the guise of engaging in such courses and/or activities.

12. Failure to comply with lawful instructions, orders, or directions given by college staff, faculty, or clinical and field internship site personnel.

13. Failure to act as a professional, reasonable, prudent, or courteous manner, or otherwise engaging in activities that reflect poorly on the EMS Education Program, Motlow State Community College, or the EMS profession.

14. Conduct or attributes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to the Professional Code of Conduct.

**Tier 2 Offenses**

*10-point final grade deduction per offense in the applicable course.*

Any of the following breaches of character or violations of professional behavior may result in a written reprimand or issuance of a failing grade, as determined by the Program Director:

1. Behave with intent to detract, disrupt, endanger or harass the education of another student or students and/or Failure to report student(s) who knowingly help or are present when another student violates academic behavior standards.

2. Perform duties and/or skills outside the scope of practice as student.

3. Unauthorized examination of a patient without an instructor or preceptor present.

4. Be removed from a clinical site at the request of an affiliated clinical site due to affective behavior issues.

5. Wear your EMS uniform while drinking alcohol or participating in any other inappropriate student behavior.

6. Behavior deemed inappropriate by any EMS Instructor, Coordinator, or Program Director.

7. Fail to notify program director/manager of any status change in licensure required during enrollment in the program.

8. Unauthorized use of college property, unauthorized presence or use of College facilities/property, Misuse of emergency equipment and/or Illegal use of campus computer.
9. Perform skills on which the student has not yet been designated competent in skills lab and signed-off by instructor.

10. Hazing and/or Bullying

11. Conduct or attributes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to the Professional Code of Conduct.

12. Multiple violations of the dress code policy.

**Tier 3 Offenses**

*Because of the seriousness of Tier 3 offenses, each offense will be reviewed on a case to case basis by the EMS program director and appropriate college administrators to ensure that the appropriate institutional disciplinary processes are followed.*

*Please refer to the following links for more information concerning disciplinary policies:*

http://www.mscc.edu/policies/docs/3-02-00-01-student-disciplinary-part-1.pdf
http://www.mscc.edu/policies/docs/3-02-00-02-student-disciplinary-part-2.pdf
http://www.mscc.edu/policies/docs/3-02-00-03-student-disciplinary-part-3.pdf
http://www.mscc.edu/policies/docs/3-02-00-04-student-disciplinary-part-4.pdf
http://www.mscc.edu/policies/docs/3-02-00-05-student-disciplinary-part-5.pdf
http://www.mscc.edu/policies/docs/3-02-00-06-student-disciplinary-part-6.pdf

*Any Tier 3 offense will trigger notification of infraction to the Tennessee Department of Health, Division of EMS regional consultant.*

1. Lying, cheating, or other acts of academic and/or clinical dishonesty.

2. Stealing, including but not limited to appropriating or possessing without authorization medications, supplies, equipment, or personal items from Motlow State Community College, the EMS Education Program, any clinical site or affiliate, or any student, employee, or patient of the above facilities.

3. Discrimination on the basis of national origin, race, color, creed, religion, gender, gender orientation, age, disability, or economic status while engaging in activities related to the EMS Education Program.

4. Abandonment of a patient and/or committing gross negligence.

5. Misstating or misrepresenting a material fact on the application for admission to the College or the EMS Education Program, on any document required for admission or representing themselves to be qualified at any level other than their current level of licensure.

6. Attempting to satisfy course requirements or otherwise obtain certification by fraud, forgery, deception, misrepresentation, or subterfuge. This includes materially altering any certificate or license issued by an EMS licensing agency or any other certification required as a condition of admission to or successful completion of any course offered by the EMS Education Program.

7. Using or being under the influence of, possessing, or distributing alcohol or illegal drugs during any phase of instruction.
8. Conviction of a felony while enrolled in the Program or failure to notify program director within 72 hours of any arrests while enrolled in the program.

9. Failing to maintain confidentiality of information regarding patient care or other events that occur at clinical or field internship sites or any failure to comply with Health Insurance Portability and Accountability Act (HIPAA).

10. Sexual misconduct, including sexual harassment, sexual assault, obscene or offensive jokes or gestures, or inappropriate touching.

11. Violation of the laws of the State of Tennessee or its rules and regulations pertaining to EMS personnel established by the State Board of Health.

12. Conduct or attributes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to the Professional Code of Conduct.

13. Any use of external assistance during an exam, unless permitted by the instructor. Examples include: Communicating in any way with another student during the exam, Copying from another student’s exam, Allowing another student to copy from your exam, Using unauthorized notes, calculators, or other devices. This includes plagiarism, defined as “the appropriation and subsequent passing of another’s ideas and words as one’s own”. If a student is using the words or ideas of another, they must provide an acknowledgement of the original source. Any inference that such words, works, or ideas are those of the student is plagiarism.

14. Any intentional falsification or invention of data or information in a clinical setting. Examples include: Inventing, altering, or falsifying patient data for a run report, Submitting information as your own when someone else completed or created the information, communicating false, altered, or incomplete information within the course of clinical care and/or documentation.

15. Possess any guns, illegal knives, or other lethal weapons while in the classroom, lab, or clinical rescue settings.

16. Leaving a clinical site without immediate notification of the appropriate designated instructor or Dismissal from clinical site due to one following but not limited to: a. compromise of patient safety b. insubordination c. abandonment of assignment d. violation of clinical facility policy

17. Conduct which threatens or endangers the health or safety of others, assault, threat, extortion and physical altercation (fighting).

18. Misuse of college or program property to include intentional damage or destruction of property.

**All classes in EMS education for each level are co-requisites and the failure of one-course results in failure of the entire level.**

**Readmission to the EMS Education Program**

Readmission is based upon seat availability. Readmission to the EMS Education Program after failure is not guaranteed, regardless of the reason for failure. A student who wishes to apply for readmission must do so in writing to the program director within 30 days of dismissal. Readmission decisions will be made on an individual basis. An interview with the program director is required before readmission. Students may request an interview with the Director or designee if readmission is denied.
**Attendance Policy**

**Classroom/Lab**
Your attendance and active participation in class are integral components of not only your educational experience but also that of your classmates. Because of this, it is critical that you attend all classes and labs. Since classroom demonstrations and lab skills practice may not be made up, each absence and late arrival represents a missed opportunity to learn. These missed opportunities may impact your success as a student.

Failure to comply with the attendance policy will result in failure from the program. If a student is unable to attend any program activity they should notify their primary instructor no later than one hour prior to the start of that said activity. This policy is enforced per semester, for classes with multiple semesters; the absences will be reset at the end of the semester. The following policy shall be implemented in the case of absences:

<table>
<thead>
<tr>
<th>Absence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Excused</td>
</tr>
<tr>
<td>2nd</td>
<td>Excused</td>
</tr>
<tr>
<td>3rd</td>
<td>5 points off final grade</td>
</tr>
<tr>
<td>4th</td>
<td>Failure of the course</td>
</tr>
</tbody>
</table>

Tardies: The first tardy of the semester will be excused, each tardy after the first will result in an absence. Please contact your instructor no later than 1 hour prior to the class to explain tardiness.

**Clinical**
Your attendance and active participation in clinical are integral components of your educational experience. Because of this, it is critical that you fulfill all clinical requirements. Rescheduling clinicals is difficult for the program and clinical sites to arrange. Therefore each absence and late arrival represents a missed opportunity to learn, which could result in hour requirements not being completed. These missed opportunities may impact your success as a student.

Failure to comply with the attendance policy will result in failure from the program. If a student is unable to attend any program activity they should notify their primary instructor no later than one hour prior to the start of that said activity. This policy is enforced per semester, for classes with multiple semesters; the absences will be reset at the end of the semester. The following policy shall be implemented in the case of absences:

<table>
<thead>
<tr>
<th>Absence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Excused (With approval from the instructor)</td>
</tr>
<tr>
<td>2nd</td>
<td>Failure of the course</td>
</tr>
</tbody>
</table>

No call/No show to a scheduled clinical will result in a failing grade in the clinical course.

**Extenuating Circumstances**
Certain situations might call for a reprieve from the attendance policy in the benefit of the student. These circumstances will be handled on a case-by-case basis. These circumstances may include but not limited to the following: extended illness, death in the family, surgeries, military requirements, etc. Each case will be evaluated by the instructor and program director and a plan will be established.
Clinical Rotations

Preparation is the key to successful clinical learning experiences. The more you know about the area and the types of patients you will be interacting with, the more you will learn from the experience. A well prepared student with a working knowledge of the vocabulary, skills, and patient issues involved with a clinical site will have a more productive interaction with the clinical site staff, the patients, and the families of the patients they will be working with.

Your clinical areas will be precepted by the on-duty staff of that area. Some clinical areas are more “self-directed” than others. This is especially true of areas that have a high volume of private patients such as Labor and Delivery. Preparing for clinical, being friendly and helpful, not being shy about introducing yourself, and asking what you can do to help will go a long way in “breaking the ice” in these areas.

The opportunity to learn in these healthcare settings is a privilege afforded to us by our clinical affiliates. We are fortunate to have a number of excellent sites for our clinical rotations. We encourage you to take advantage of this tremendous opportunity to learn.

Clinical Guidelines and Policies

1. All clinical and field rotations for the EMS courses, along with all required skills testing and competency check-off forms must be completed in order for successful completion of the course(s).

2. Students shall wear the appropriate uniform to each clinical site (see Clinical Dress Code Policy). The uniform must be clean and neat, and meet the criteria expressed in the dress code. The clinical uniform will be worn to all rotations with the exception of OR and L&D, where students may be issued scrubs. Students are not to leave the clinical site wearing the affiliate provided scrubs.

3. Students should come to each clinical rotation ready to participate. This means you should have the appropriate equipment and relevant clinical documentation forms. You should also be rested and ready to learn. Arrive at least 15 minutes prior to your clinical so as to allow you time to locate the assigned area.

4. All ORIGINAL clinical documentation is due in the EMS Education office within 7 calendar days of the rotation. Paperwork turned in after the deadline will NOT count towards meeting the required hours/objectives/competencies and will need to be rescheduled. Failure to turn in paperwork on time constitutes a clinical absence. Copies of clinical paperwork are not acceptable and will constitute the clinical rotation being rescheduled.

5. Students must read and abide by the Motlow State Community College Student Conduct Policies, including the specific policies with regard to student conduct. These policies are published annually in the student handbook section of the college catalog.

6. EMS Education student nametags must be worn at all clinical areas without exception. Some facilities may require an additional institutional name tag for identification.

7. Appropriate attire will be worn to and from the hospital. Jeans and T-shirts are NOT appropriate attire. If the student is attending a rotation in which he/she will be expected to wear scrubs, he/she must wear their clinical uniform to the rotation where the scrubs will be issued. The scrubs are the property of the hospital and must be returned.
8. Tardiness to a clinical is **NOT** tolerated. Clinical sites work on a tight schedule and each department expects students to be in the right place at the right time. **If a student arrives late, he/she may be sent home. If sent home, he/she will be required to reschedule the rotation. This will count as a clinical absence.**

9. Students will be allowed to work out lunch and/or dinner schedules for each day with the preceptor or staff of the area in which they are working. **Students must remain at the clinical rotation facility during meal breaks.**

11. After every clinical experience, the student will complete necessary paperwork and have the preceptor sign it. The student should make copies of all clinical forms before turning them in to the program. The evaluation shall be completed at the end of the scheduled rotation.

12. Should the student experience any problems or conflicts at any clinical site, he/she should contact the on-call EMS Education faculty **immediately.**

13. **It is crucial that students remember that what they see, hear, and do during clinical rotations is strictly confidential. Discussion of confidential information may be considered grounds for immediate failure from the course. Remember – What you see here and hear here, stays here!**

14. If an EMT, paramedic, nurse, doctor, or tech is particularly helpful, the student should take a moment to personally let them know that their time and efforts are appreciated.

15. Tobacco use at clinical sites will be left to the discretion of the site. Illegal substance and alcohol consumption at any clinical site is prohibited and violations will be considered as a disciplinary problem and treated as such. The program also needs to be notified of prescription medications that may cause the students to be impaired by a controlled substance.

16. Before beginning any clinical lab experience, a criminal background check and drug screen is required by clinical facilities for assurance of patient safety. Based on the results of these procedures, an affiliated clinical site may prohibit a student’s presence at their facility. This will result in the student’s inability to successfully complete the requirements of the course and program. Additionally, applicants should be aware that conviction of certain crimes may make them ineligible for licensure even though they successfully complete the program. Detailed instructions regarding the background check will be provided prior to the first day of class. The student will be responsible for the cost of the physical examination, drug screen, and background check. To obtain more information, please contact the program director prior to registration. Students must complete the background check and have paid for the drug screen within five (5) working days after class begins or they will be withdrawn from the course. If accepted, the applicant must submit proof of satisfactory physical and mental condition, current immunizations, and a negative TB skin test or a chest X-ray, as indicated. TB skin tests are required yearly. Although hepatitis immunization is not required, it is highly recommended. Healthcare insurance is required.

17. Students that are currently employed in an EMS related job may not complete clinical hours on their duty shift. It will not be acceptable for you to perform clinicals at your place of employment.
**Infection Control**

Students are required to comply with the infection control policies at each clinical site. As a minimum, students should:

1. Wash their hands before and after contact with patients and/or patient care equipment.
2. Wear gloves when patient contact is expected.
3. Wear gowns, masks, and eye protection when spattering of body fluids may be likely.
4. Clean all body fluid spills promptly with the appropriate agent and technique.
5. Consider all body fluids as infectious.
6. Promptly and properly dispose of all sharps in appropriate containers.

**Exposure to Potentially Infectious Substances**

Any student who has a known or suspected exposure to potentially infectious fluid during the performance of their academic or clinical responsibilities will follow the “Employee Exposure Policy” for the facility at which the exposure occurred. In addition to following this policy, the student should notify the EMS Education Faculty member on-call immediately. The student will also be referred to their private physician or the appropriate public health facility. Motlow State Community College and the EMS Education Program assume no financial responsibility for the treatment of a potential infection. This is the reason that students are required to carry their own health insurance.

**Confidentiality**

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information or clinical situation/experience outside of the classroom setting is NOT PERMITTED. Information concerning the clinical or field internship site is not to be discussed with any unauthorized individual under any circumstance. Violation of confidentiality will result in disciplinary action.
Dress Code Policy

Students should remember that they are representing Motlow State Community College EMS Education Program and the entire EMS profession. Students shall wear a uniform in any class related event. An integral part of how others perceive us is through our appearance. Therefore, students must adhere to the following dress code.

1. Pants will be black EMS style. Jeans are not permitted. EMS style uniform pants that have a side pocket are required for Paramedic students. No BDU style pants are permitted. The pants must be kept neat, clean, and ironed. Black belts shall be worn and pants will rest on the waist.

2. The uniform shirt must be purchased as prescribed by the Program. The shirt should be kept clean, neat, and ironed. A clean, white or black undershirt must be worn under the uniform shirt.

3. In the event of inclement weather, the student may wear a navy blue or black EMS style jacket. The jacket must be plain, without adornments from other services or affiliations.

4. Boots must be low-heeled, closed toe, black, above the ankle and have rubber soles. Shoes should be kept in a neat and clean condition.

5. Students should wear a watch with a second hand (or digital), and bring a stethoscope, penlight, small note pad, black ink pen, and all required clinical forms to each clinical rotation. Reflective vests must be worn on any scene that involves a roadway.

6. MSCC nametags must be worn at all times. The nametag shall be issued to each student by the Motlow State unless otherwise specified by individual institutions.

7. Hands must be clean and nails trimmed neatly. Acrylic or other artificial nails are prohibited. Nails cannot extend more than ¼” beyond the fingertips. One ring will be allowed on each hand. This is due to patient safety.

8. Hair must be clean and neat and of a natural color. Hair must be kept off the shoulders at all times. No flamboyant or distracting hair styles such as Mohawks, dreadlocks, fad hairstyles, or unconventional haircuts, as determined by faculty. Facial hair must be neat, clean, and well-trimmed; however, students must abide by the facial hair policy of the clinical site. Hats are not permitted in the classroom or on clinical sites.

9. All visible tattoos must be covered during clinical unless approved by program faculty.

10. No perfume or aftershave is permitted.

11. You are expected to bathe regularly and wear an effective deodorant.

12. No excessive jewelry should be worn. No body piercing/jewelry allowed. Students are allowed only one single stud earring in one hole only. Necklaces should be tucked into the shirt. Students must understand that jewelry can be a significant safety and infection control hazard in the clinical setting and with that in mind will not be allowed.

Please note that any violations in the above dress code may result in the student being sent home. This would constitute an absence. Violations of the Clinical Dress Code may result in disciplinary action up to and including failure of the course.
Healthcare Services

Motlow State Community College and affiliated clinical sites are not financially responsible for providing healthcare services in the event of illness and/or injury during classroom or clinical rotation. Students are required to carry health insurance for these occasions.

Immunizations

Incoming students must provide evidence of immunity and vaccination for the following:

MMR (Mumps, Measles, Rubella), Varicella Zoster (Chicken Pox), Tetanus/Diphtheria (within the last ten years), Tuberculosis (negative skin test and/or chest X-ray), and Hepatitis B (if the student hasn’t started or completed the series, proof of status of series must be provided or waiver signed).

Students are responsible for the arrangements, costs, and/or possible complications arising from vaccination procedures.

Drug Testing/Background Check

Criminal background checks and Drug Screens are required by all clinical agencies as a method to assure client safety and are to be completed by students accepted into the EMS program prior to beginning clinical rotations.

If a student has a conviction while enrolled in the EMS program, the student is required to re-submit to a criminal background check before continuing clinical rotations.

Students will be required to sign an Authorization for Release of Student Information and Acknowledgement, which expressly authorizes disclosure of information.

PROCEDURE:
The student will:

1. Submit to a background check when required by a clinical facility. The check will be conducted by an approved vendor, after admission to the program and prior to beginning clinical rotations, at the student’s expense.
2. Obtain results of the background check. If the student receives a report which contains a disqualifying prior criminal action which he/she believes is not accurate, the student can appeal the findings to the vendor.

Students who receive a report indicating a possible disqualification will be required to:

1. Meet with the Director of EMS Education.
2. Provide the detailed report to a designated person at the healthcare facility to which the student is assigned for clinical rotation in order to determine if attendance will be allowed. The report/information will be submitted according to the facility contract. This must be completed at least one week prior to starting clinical rotation.
3. Submit a signed document from the facility indicating acceptance or rejection of student’s participation in a clinical rotation to the Director of EMS Education. If not meeting directly with the facility, the decision from the facility will be sent directly to the Director of EMS Education. A copy of the document will be placed in the student’s file.
If a facility determines not to allow a student to use the facility for a clinical rotation based upon a positive background check, the student will be unable to complete the clinical component of the course. The student will not be reassigned to another facility.

**Program Progression**

Progression from one EMS Education course to the following course(s) requires successful completion of ALL academic and clinical course requirements. Students who fail to meet established requirements for course completion will not be allowed to continue in the EMS Education Program.

Students must also satisfactorily demonstrate skill/procedure proficiency in the laboratory setting before being allowed to perform that skill/procedure in the clinical setting. Students are also expected to participate as patients for a skill/procedure when appropriate in the classroom/laboratory before being authorized to perform that skill/procedure in the field. Before a student completes a clinical course or program of instruction, the program director, clinical coordinator, and/or the student’s primary preceptor may require the student to perform additional clinical rotations in order to demonstrate skill/procedure proficiency.

Successful completion of the NREMT exam is required before moving into the AEMT level. Licensure at the AEMT level is required before moving into the Paramedic courses.

**Communicating with Instructors**

Students having questions or concerns are required to address them to the Primary Instructor of the course first. If the student feels they have received an inadequate response, they should then address the question or concern to the Program Director. If this does not resolve the issue, the student and/or Program Director may request a meeting with the Dean of Nursing/Allied Health.

**Grievance Procedure**

Students having a grievance concerning an evaluation, grade, academic, or disciplinary action should follow the Motlow State Community College Academic Appeals and Grievance Procedure listed in the Motlow State Community College Student Handbook. (Refer also to “Communicating with Instructors”.)

**Remediation**

1. Successful remediation of any student depends on voluntary, dedicated, and cooperative effort of the student.

2. Student MUST make arrangements with the class instructor for additional remediation.

3. The instructor supervising the student’s remediation may:
   a) Work independently with the student in class, on class breaks, or outside the scheduled hours.
   b) Assign outside studies or practice.
   c) Assign the student to a peer study group or an approved tutor.
   d) Assign a fellow student that has demonstrated an above average proficiency in the area needed for remediation to assist the student.
Student Conferences

Course instructors are encouraged to schedule a mid-term and/or final student conference with each student and to provide written evaluations regarding any deficiencies. Primary objectives for such communication could include:

1. To allow the instructor to:
   a. Provide an overall evaluation of the student’s classroom and clinical performance
   b. Provide the student with specific performance improvement recommendations.
   c. Address any concerns the student may have.

2. To allow the student to:
   a. Discuss overall evaluation of classroom and clinical performance.
   b. Discuss methods of performance improvement and develop a plan for improvement where and when necessary.
   c. Communicate course performance concerns to the instructor.

Students are encouraged to request meetings with the course instructor to discuss performance concerns and course questions at any time. The EMS Education Program faculty welcomes the student’s sincere interest in their performance and will gladly assist the student with any issues or concerns.

Disclaimer Clause

The course offerings and requirements of the EMS Education Program are continually under examination and revision. This Student Handbook presents the offerings and requirements in effect at the time of publication, but offers no guarantee that these offerings and requirements will not be changed or revoked. Students enrolled in the EMS Education Program will receive notice of any changes, additions, or revocations as soon as possible. The Student Handbook is not intended to state contractual terms and does not constitute a contract between the student and the EMS Education Program or Motlow State Community College.
POSITION DESCRIPTION – EMT/AEMT

Position Description
The following general position description should guide you when considering what qualifications, competencies, and tasks are required of the EMT/AEMT. The ultimate responsibility for defining specific job descriptions lies with each EMS entity. This means that even though a student meets the requirements of Motlow College EMS Education, he or she is not guaranteed to meet those set by a specific employer.

Qualifications
You must first successfully complete the course of study offered through Motlow College EMS Education. The Tennessee State EMS has approved the EMT/AEMT courses. Once you have successfully completed the program, you are eligible for certification. However, you will not be granted certification until you have passed the national certification exam. You must be at least 18 years of age. You will need at least a high school education or its equivalent (a GED) to master the knowledge and skills required for successful completion. You must possess the ability to communicate verbally face-to-face, by telephone, and by radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written and oral instructions; ability to use good judgment and remain calm in high stress situations; ability to work effectively in an environment with loud noises, flashing lights, and other distractions; ability to function effectively throughout and entire work shift (up to 24 hours without sleep); ability to read small print under life-threatening time constraints; ability to read and understand English language manuals and road maps; ability to discern street signs and address numbers; ability to interview patients, family members, and bystanders; ability to document, in writing, relevant information with medical and legal ramifications in a prescribed format; ability to converse in English with coworkers and hospital staff as to patient status; good manual dexterity, with ability to perform all tasks related to highest quality patient care; ability to bend, stoop, and crawl on uneven terrain; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; ability to work in low light, confined spaces, and other dangerous environments.

Competency Areas
You must demonstrate competence in handling emergencies using basic life support equipment and skills in accordance with all behavioral objectives in the U.S. Department of Transportation EMT/AEMT curriculum. These required skills include cardiopulmonary resuscitation, bandaging and splinting, traction splinting, mechanical aids to breathing, vital signs, patient assessment, spinal immobilization, automated external defibrillation, small volume nebulization, metered dose inhalers, epinephrine auto injectors, pneumatic anti-shock garment, and administration of some medications, including activated charcoal, albuterol, epinephrine, oral glucose and nitroglycerin.
Physical Guidelines

1. **Strength**
   Perform physical activities requiring ability to push/pull objects more than 50 pounds and to transfer objects of more than 100 pounds.

2. **Manual Dexterity**
   Perform motor skills such as standing, walking, writing; manipulative skills requiring eye-hand coordination and arm-hand steadiness, taking blood pressure, and using various types of large and small equipment.

3. **Coordination**
   Perform body coordination such as walking, running, climbing stairs, retrieving equipment and moving patients from the floor/bed/chair to a cot.

4. **Mobility**
   Physical ability to maneuver in small spaces (ambulance) and treatment areas, ability to walk, stand, kneel, stoop, and ability to be in prolonged uncomfortable positions.

5. **Visual Ability**
   See objects far away, see objects close and to discriminate colors. Visual ability must be sufficient for driving an ambulance and for observation and assessment necessary in patient care. Students will perform such skills as detecting a patient's color, checking pupils, and reading medication labels.

6. **Hearing**
   Be able to hear normal sounds with background noise and distinguish sounds sufficient to monitor and assess health needs. Necessary activities include hearing monitor alarms, emergency signals, listening to breath sounds, and hearing radio transmissions.

7. **Concentration**
   Concentrate on details with moderate amount of interruptions.

8. **Conceptualization**
   Understand and relate to specific ideas, concepts, and theories generated and simultaneously discussed.

9. **Critical Thinking**
   Apply the theory taught in lecture courses in simulations and clinicals. Ability must be sufficient for clinical judgment in patient care.

10. **Interpersonal**
    Interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds; able to establish a rapport with patients, colleagues, faculty, and professional staff.
**Description of Tasks**

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

Determines nature and extent of illness or injury; takes pulse, blood pressure, and respirations; observes changes in skin color and other diagnostic signs; auscultates breath sounds; makes determinations regarding patient status; establishes priority for emergency care; provides appropriate emergency care based on competency level; May use equipment based on competency level, including but not limited to epinephrine auto injectors, small volume nebulizers, metered dose inhalers, mechanical aids to breathing, long spine board, short spine boards, splints, bandages and pneumatic anti-shock garment. Assist in lifting, carrying, and transporting patients to ambulance. Reassures patients and bystanders; avoids undue haste and mishandling of patients; searches for medical information emblem to aid in care. Extricates patient from entrapment; assesses extent of injury; uses prescribed techniques and appliances; radios dispatcher for additional assistance or services; provides light rescue service if required; provides additional emergency care following established protocols. Complies with regulations in handling deceased, notifies authorities, and arranges protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries to facility, and asks for direction from hospital physician or emergency department. Observes patient en route and administers care as directed by physician or emergency department, or according to written protocol, and identifies diagnostic signs that require communication with facility. Assists in removing patient from ambulance and into emergency facility. Reports observations about patient and patient care at scene and en route to facility both verbally and in writing, provides assistance to emergency staff as required. Replaces supplies; sends appropriate used supplies for sterilization; checks all equipment for future readiness; maintains ambulance in operable condition; ensures cleanliness of ambulance and orderliness of equipment and supplies; decontaminates vehicle interior; determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure; maintains familiarity with all specialized equipment.
POSITION DESCRIPTION – Paramedic

Position Description

The following general position description should guide you when considering what qualifications, competencies, and tasks are required of the Paramedic. The ultimate responsibility for defining specific job descriptions lies with your employer. This means that even though a student meets the requirements of Motlow College EMS Education, he or she is not guaranteed to meet those set by a specific employer.

Qualifications
You must first successfully complete the course of study offered through Motlow College EMS Education. The Tennessee State EMS has approved the Paramedic courses. Once you have successfully completed the program, you are eligible for certification or licensure. However, you will not be granted certification or licensure until you have passed the national certification exam. You must be at least 18 years of age. You will need at least a high school education or its equivalent (a GED) to master the knowledge and skills required for successful completion. You must possess ability to communicate verbally face-to-face, by telephone, and by radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written and oral instructions; ability to use good judgment and remain calm in high stress situations; ability to work effectively in an environment with loud noises, flashing lights, and other distractions; ability to function effectively throughout and entire work shift (up to 24 hours without sleep); ability to calculate weight and volume ratios and read small print under life-threatening time constraints; ability to read and understand English language manuals and road maps; ability to discern street signs and address numbers; ability to interview patients, family members, and bystanders; ability to document, in writing, relevant information with medical and legal ramifications in a prescribed format; ability to converse in English with coworkers and hospital staff as to patient status; good manual dexterity, with ability to perform all tasks related to highest quality patient care; ability to bend, stoop, and crawl on uneven terrain; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; ability to work in low light, confined spaces, and other dangerous environments.

Competency Areas
You must demonstrate competence in handling emergencies using all basic and advanced life support equipment and skills in accordance with all behavioral objectives in the U.S. Department of Transportation EMT-Paramedic curriculum. This curriculum includes objectives relating to ECG interpretation, manual defibrillation, endotracheal intubation, intravenous catheterization, medication administration, needle chest decompression, and surgical airways. The Paramedic has reached the highest level of pre-hospital certification.
Physical Guidelines

1. **Strength**
Perform physical activities requiring ability to push/pull objects more than 50 pounds and to transfer objects of more than 100 pounds.

2. **Manual Dexterity**
Perform motor skills such as standing, walking, writing; manipulative skills requiring eye-hand coordination and arm-hand steadiness, taking blood pressure, and using various types of large and small equipment.

3. **Coordination**
Perform body coordination such as walking, running, climbing stairs, retrieving equipment and moving patients from the floor/bed/chair to a cot.

4. **Mobility**
Physical ability to maneuver in small spaces (ambulance) and treatment areas, ability to walk, stand, kneel, stoop, and ability to be in prolonged uncomfortable positions.

5. **Visual Ability**
See objects far away, see objects close and to discriminate colors. Visual ability must be sufficient for driving an ambulance and for observation and assessment necessary in patient care. Students will perform such skills as detecting a patient's color, checking pupils, and reading medication labels.

6. **Hearing**
Be able to hear normal sounds with background noise and distinguish sounds sufficient to monitor and assess health needs. Necessary activities include hearing monitor alarms, emergency signals, listening to breath sounds, and hearing radio transmissions.

7. **Concentration**
Concentrate on details with moderate amount of interruptions.

8. **Conceptualization**
Understand and relate to specific ideas, concepts, and theories generated and simultaneously discussed.

9. **Critical Thinking**
Apply the theory taught in lecture courses in simulations and clinicals. Ability must be sufficient for clinical judgment in patient care.

10. **Interpersonal**
Interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds; able to establish a rapport with patients, colleagues, faculty, and professional staff.
Description of Tasks
Receives call from dispatcher; responds to emergency calls; reads maps; may drive ambulance to
emergency site, using most expeditious route; observes traffic ordinances and regulations.
Determines nature and extent of illness or injury; takes pulse, blood pressure, and respirations;
observes changes in skin color and other diagnostic signs; auscultates breath sounds; makes
determinations regarding patient status; establishes priority for emergency care; provides appropriate
emergency care based on competency level; may administer intravenous drugs or fluid replacement
as directed by physician or written protocols. Uses equipment based on competency level, including
but not limited to defibrillator, external pacer, electrocardiograph, intravenous catheterization
equipment, laryngoscope and endotracheal tubes, and pneumatic anti-shock garment. Assist in
lifting, carrying, and transporting patients to ambulance. Reassures patients and bystanders; avoids
undue haste and mishandling of patients; searches for medical information emblem to aid in care.
Extricates patient from entrapment; assesses extent of injury; uses prescribed techniques and
appliances; radios dispatcher for additional assistance or services; provides light rescue service if
required; provides additional emergency care following established protocols.
Complies with regulations in handling deceased, notifies authorities, and arranges for protection of
property and evidence at scene. Determines appropriate facility to which patient will be transported,
reports nature and extent of injuries to facility, and asks for direction from hospital physician or
emergency department. Observes patient en route and administers care as directed by physician or
emergency department, or according to written protocol. Identifies diagnostic signs that require
communication with facility. Assists in removing patient from ambulance and into emergency
facility. Reports observations about patient and patient care at scene and en route to facility both
verbally and in writing, provides assistance to emergency staff as required.
Replaces supplies; sends appropriate used supplies for sterilization; checks all equipment for future
readiness; maintains ambulance in operable condition; ensures cleanliness of ambulance and
orderliness of equipment and supplies; decontaminates vehicle interior; determines vehicle readiness
by checking oil, gas, water in battery and radiator, and tire pressure; maintains familiarity with all
specialized equipment.
I have read and understand the information contained in this handbook. I agree to abide by the policies contained within this handbook and understand that if I breach this agreement I will be subject to disciplinary action up to and including dismissal from the EMS Program.

________________________________________
Student Signature

________________________________________
Date