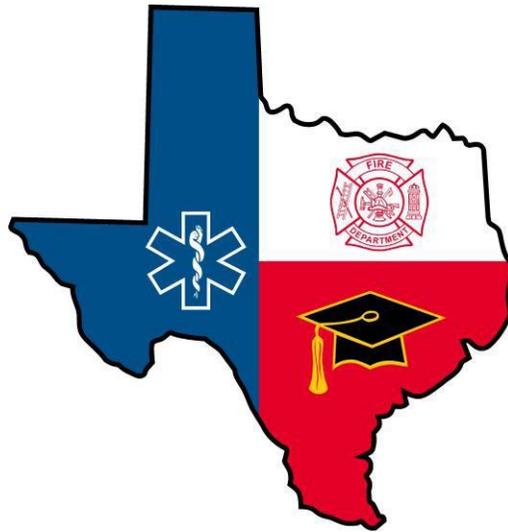


Texas Fire Academy EMS Education Division



Student Policy Manual

for the

EMERGENCY MEDICAL

TECHNICIAN-BASIC COURSE

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Important Contact Information

**Hays County ESD #3
Texas Fire Academy:** 3528 Hunter Rd.
San Marcos, TX 78666
512-749-1200
Office Hours 9am – 3pm, M-F

Course Coordinator: Chief Robert D. Simonson, EMT-P, EMS-C
Email: rsimonson@southhaysfire.com

Program Director: Captain Evan Kean, EMT
Email: admissions@texasfireacademy.com

Admissions Administrator: Captain Evan Kean, EMT
Email: admissions@texasfireacademy.com

Lead Instructors: Chief Robert D. Simonson, EMT-P, EMS-C
Email: rsimonson@southhaysfire.com

Mike Vayo, EMT-P, EMS-I
Email: mvayo@texasfireacademy.com

Matt Simkin, EMT, EMS-I
Email: msimkin@southhaysfire.com

Texas Fire Academy must be contacted for any of the following reasons:

- To cancel a hospital or ambulance rotation
- If you are going to be late to class
- If you have to miss class due to an emergency

During Normal Business Hours: 512-749-1200
After Hours: 512-749-1199

Additional Resources

National Registry www.nremt.org
Pearson Vue Test Centers www.vue.com/nremt
Pearson Vue Home Page www.pearsonvue.com
Texas Department of State Health Services www.dshs.state.tx.us/emstraumasystems/
Epocrates www.epocrates.com

Any questions or concerns regarding the contents of this Student Policy Manual should be addressed with the Texas Fire Academy Course Coordinator.

Disclaimer

Completing this course does not certify you as an Emergency Medical Technician-Basic.

The object of this course, offered by Texas Fire Academy, is to provide you with the necessary information, training, skills and knowledge to function as an Emergency Medical Technician-Basic, once you become certified.

Successfully completing this course makes you eligible to take the national registry examination. It is up to you to study for and pass the National Registry Examination.

Registration Procedures

Registration opens approximately two months before class starts. You may hold a spot in the class with a deposit equal to 25% of the total tuition, a completed Course Application and the signed Refund Policy. Outstanding documents and remaining tuition must be paid no later than the last day of registration. **All cadets are required to appear in person during the last week of registration** at 3528 Hunter Road, San Marcos, Texas. Office hours are normally M-F from 9am - 3pm except on holidays.

Acceptance Requirements – Student Check List

Cadets will not be accepted until the following documents are submitted, approved and full payment is received no later than the last day of registration.

EMT Basic Course

_____ 18 years of age by the completion of the course. Exceptions can be made for high school cadets in the CTE Program. Contact the TFA Course Coordinator.

_____ Background Check. [Instructions available](#) at TexasFireAcademy.com and included in your welcome email

- All arrests, charges and dispositions must be fully disclosed.
- No pending, deferred adjudication or conviction on Felony or Class A Misdemeanors.
- Class B and C Misdemeanor arrests, charges, deferred adjudication and convictions will be evaluated.
- Any concerns should be directed to the TFA Admissions Office.

_____ [Course Application](#). **Incomplete applications will not be accepted.**

_____ [Refund Policy](#).

_____ [EMT Release of Liability](#).

_____ Copy of Driver's License.

_____ Copy of Diploma, GED or College Transcript.

_____ Tuition paid in full.

- Veterans are required to have all documents submitted to VA and the 25% deposit paid to TFA before tuition benefits are processed.

Proof of immunizations as follows:

_____ Hepatitis B (A three shot series. Cadet must be on the second booster, at least, by first day of class or must sign the enclosed Hepatitis B Vaccine Declination form).

_____ Tetanus (Must be within 10 years.)

_____ Measles, Mumps, Rubella (A childhood vaccine. If there is no record available, you can get a titer to prove immunity or get another booster.)

_____ TB test (Must be within 6 months.)

_____ Hybrid Course Only – Requires you to hold a current American Heart Association Healthcare Provider BLS Card.

The Americans with Disabilities Act

The intent of the Americans with Disabilities Act (ADA) of 1990 emphasizes that individuals with disabilities are not to be excluded from jobs they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test that is a prerequisite to the job.

Passing a written test and skills evaluation during an EMS course and passing the National Registry EMT Basic certification examination are prerequisites for a job as an EMT.

The law permits testing that requires the use of sensory, manual and speaking skills where the tests are intended to measure essential functions of the profession.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform skills, within time frames, are essential functions of an EMT. Therefore, a person with a disability may not be denied the opportunity to take an examination, but this person will be required to pass a written exam and successfully complete skills verification within established criteria.

There will be no accommodation that will compromise or fundamentally alter the testing of skills during screening tests or course testing.

NREMT Accommodations Policy

<https://www.nremt.org/rwd/public/document/policy-accommodations>

Physical and Health Requirements

There are no specific physical ability requirements for enrollment in the Emergency Medical Technician- course. However, the following health and physical ability factors apply to all cadets' participation in the program in order to successfully complete the course.

- The training program includes physical requirements, the possibility of cross-infection, emotional stress in the performance of such skills as patient assessment and care, mannequin practice for Cardiopulmonary Resuscitation (CPR) and lifting and moving techniques.
- It is recommended that cadets consult their physician prior to participation in any strenuous skill practice if his/her medical condition/health indicates such a need.
- If the cadet has now or has recently had an illness, it is recommended they do not attend class or scheduled rotations until the illness is resolved. If the cadet will miss class or a scheduled rotation, they must notify the Course Coordinator within 24 hours prior to the class or a scheduled rotation. All missed classes will count as an absence and all rotations must be rescheduled if prior arrangements have not been made. A physician's excuse may be required by the Course Coordinator to document such missed rotations.
- Each cadet is required to physically perform each skill in accordance with recognized standard performance techniques in order to receive a passing score on skill evaluations. Every attempt will be made to make reasonable accommodations, but all skills must be completed meeting the prescribed procedures set by the Course Coordinator. Some examples of being unable to perform skills to standard are:
 - Inability to perform high quality CPR on the floor due to extreme obesity, chronic back or lumbar disorders or "bad knees".

- Inability to manually operate mechanical aids to breathing devices due to severe arthritis.
- Inability to accurately auscultate a blood pressure due to hearing impairment.
- Inability to palpate a pulse due to loss of sensation in the finger tips.

Any questions or concerns regarding this policy must be addressed directly to the Course Coordinator or Lead Instructor.

Instruction

This course is divided into two sections.

Online Classroom – The student will participate in an online learning management system environment in accordance with the academy's rules and regulations. The student will be required to have computer and Internet access to complete the online portion of the class. The online classroom will consist of quizzes and instructor correspondence. The student should check into the site regularly to read all instructor correspondence. Quizzes will be given for pre-designated chapters or at the discretion of the instructor. The quizzes will only be available to take at certain times.

Classroom – This course will consist of evening classroom lectures two days per week from 6pm-10pm with additional Saturday classes from 8am-5pm or other designated time determined by the instructor during the spring and fall semesters. The summer course will consist of classroom lectures and skills practice/testing on predetermined dates and times.

Skills Training and Evaluation

Texas Fire Academy will provide instructors for skills training and evaluations. All skills will be completed during the scheduled class times, and will follow the Texas Department of State Health Services and National Registry criteria. Cadets will be able to skills test outside of class time only if the Course Coordinator approves, and a skills examiner is available to perform the evaluation. Cadets will have three (3) attempts to successfully complete each skill. If the cadet is unable to pass the skill in two attempts, the cadet may receive a refresher of the skill. The cadet will not be given more than one (1) refresher. If the cadet is still unable to pass the skill, the cadet will not be able to receive a Course Completion Certificate. All skills evaluation sheets must be turned in, and the cadet must have successfully completed all required skills before a Course Completion Certificate is issued.

The skills proficiency verification process is reflected in the course schedule. Skills performance will be evaluated according to current Texas Fire Academy and National Registry guidelines. Skills evaluation sheets will be included with your course materials.

Examination and Grading

Each written examination will consist of multiple choice questions. Questions will be based on the National Standard Curriculum and DOT objectives, reading and homework assignments and lecture material. The final examination will be comprehensive. Make-up examinations will not be given except in extreme circumstances at the discretion of the Course Coordinator. A 75% is considered passing on all examinations, quizzes and homework assignments. **Cadets must have at least a 75% or better Grade Point Average (GPA) to successfully complete the course and to participate in hospital and ambulance rotations.**

Computation for Grade Point Average

- Exam average - total of all exams added together and divided by total number of exams given.
- Quiz average - total of all quizzes added together and divided by number of quizzes given
- Homework average - total of all homework assignments added together and divided by number of assignments given

Exams will count as 50%, quizzes 30% and homework assignments 20%. The Final Exam and clinical component are pass/fail. The cadet **MUST** turn in the clinical component, and have at least a 75 average to be eligible for the Final Exam. **NO EXCEPTIONS!**

General Academy Rules and Procedures

- No disrespect towards instructors, fellow EMT Cadets or guests.
- All instructors and guests will be greeted using their title; i.e. Lieutenant, Captain, Chief, Mr., Mrs. followed by their last name.
- Yes sir, No sir, Yes ma'am and No ma'am will be used at all times.
- Follow chain of command at all times.
- EMT Cadets are to refer to other EMT Cadets, designated as an officer, by their title as either Captain or Lieutenant.
- All training facilities are tobacco free facilities. Smoking, dipping or chewing of tobacco will be permitted outside in designated areas only, and only during official break, meals or off time.
- EMT Cadets shall not be in possession or under the influence of drugs or alcohol, except for medications currently prescribed for the EMT Cadet only, and approved by the Course Coordinator.
- All training facilities are gun free zones. All firearms are prohibited.
- EMT Cadets must obtain permission from the instructor prior to leaving the training facilities, other than when dismissed at the completion of each training period.
- The Academy Admissions Office or Coordinator must be notified if, at any time during the Academy, you receive a citation, are arrested, charged with a crime or are involved in a civil process.
- Any EMT Cadet that plagiarizes will be removed from the Academy.

Classroom Conduct

- Cleaning of the classroom will be done at the end of every class, to include taking out the trash, vacuuming carpets, cleaning of the bathrooms and any other duties as assigned by the instructor.
- Tables and chairs are to be straightened at the end of each class session.
- Coffee and sodas may be brought into the classroom as long as they don't become a disruption to the class. All drinks must have lids on them and will be disposed of properly.
- Any media device (cell phones, tablets, laptops, etc.) must be placed on vibrate and/or turned off during class time to prevent disruption. Phone calls may be taken or made only during break periods except in an emergency.
- No recording may be done at any time without the permission of the instructor. Recording includes digital or analog audio recording, video recording or photographs of any type. No pictures may be taken of any person associated with the EMT class (cadet, instructor, patient) without their permission.
- Notify TFA after hours number if you are going to be late or absent from class.

- All training equipment will be put away at the end of each class session or skills training/evaluation session, and placed in an area designated by the instructor.
- All damaged equipment must be brought to the instructor's attention as soon as discovered.
- The cadet is responsible for all reading assignments, homework assignments and lecture notes.
- At no time during class will any cadet be permitted in any of the offices, crew quarters, or apparatus bays unless accompanied by an instructor or by on-duty personnel of South Hays Fire Dept.
- Cadets will not be allowed on any Hays County ESD#3 or Texas Fire Academy computer at any time without permission. Failure to follow this policy will result in dismissal from the course.
- Due to confidential information, no cadet will be permitted at the instructor desk without the instructor present.
- Any disruptive behavior during class may result in dismissal.

Cadet Conduct

It is the philosophy of this Academy that all public safety professionals be highly disciplined in order to perform their duties efficiently, effectively and safely. Because of the stressful situations, physical and emotional demands that first responders encounter, discipline is of the utmost importance.

Cadet behavior and conduct will be closely scrutinized throughout the Academy. The cadets' adherence to the rules, regulations and policies of this Academy and the TDSHS is as important as any other phase of the training.

Disciplined behavior, professional demeanor and conduct are required. Conduct unbecoming an EMT Cadet or disciplinary infractions can result in dismissal from the Academy. Remember, if you are currently employed by an agency, you are also subject to its policies, rules and regulations during the Academy.

Attendance

- In accordance with course guidelines recommended by the U.S. Department of Transportation (DOT) and the Texas Department of State Health Services (TDSHS), attendance at all scheduled class sessions is required.
- Tardiness is disruptive to the class and **is not** tolerated. Failure to correct such tardiness could result in dismissal from the course. Inability to arrive for class by the scheduled start time, due to a known conflict, should be discussed with the Lead Instructor prior to the second (2ND) class meeting or at the earliest known date.
- Absence or tardiness due to responding to emergency calls, by your organization, is not an acceptable excuse. It is the responsibility of the cadet to make appropriate arrangements for coverage to ensure the cadet's capability to attend class.
- Absence due to a work related conflict is at the discretion of the Course Coordinator.
- The cadet will be responsible for material covered during any absence. Make up classes are not available unless the cadet pays additional fees to TFA equivalent to the instructors hourly rate and based on instructor availability. The Course Coordinator must approve all make up classes in advance. **Quizzes and homework assignments missed due to absence or tardiness will not be made up.** Should the cadet miss a quiz or homework assignment due to an absence, the cadet will receive a **ZERO** for what was missed.

- TDSHS requires a minimum number of course hour attendance for successful completion. A cadet may not miss more than 16 hours of class time without makeup. Cadets in the Hybrid Course may not miss more than 8 hours

Cadet Dress Code

The following dress code policy will be enforced at all times:

- **Shirts** – Cadets are issued two uniform polo shirts to be worn to every class, skills session and practical exercise. Shirts must be clean and tucked in.
- **ID Badges** – One ID badge per cadet will be issued to be worn at all times.
- **Pants** – Navy blue EMT/duty pants. **Jeans of any color will not be allowed.**
- **Belt** – Plain black or basket weave black only. No extravagant belts or buckles will be allowed. A belt must be worn at all times.
- **Shoes** – Black boots in good repair and shined at all times.
- **Caps** – Caps or hats will not be worn..
- **Hair** – Will be kept neat and clean at all times. Hair must not interfere with the cadet’s ability to perform any required skills.
- **Facial Hair** – Cadets with beards or mustaches must keep them neat and trimmed. Those without must be clean shaven.
- **Jewelry** – Earrings may be worn during class, clinical rotations and ambulance ride-outs. Earrings should be limited to studs due to the hazard of catching on something and causing injury. One ring per hand is allowed. One necklace may be worn as long as it is under your shirt and not visible. Dangling bracelets or necklaces will not be worn.
- **Tattoos, Body Art/Piercing** – No tattoos, body art or piercing will be permitted to be exposed while on hospital and ambulance rotations. The cadet must maintain complete coverage of tattoos using an approved sleeve, stocking, etc. Any questions regarding tattoos should be directed to the Admissions Coordinator or Course Coordinator.
- **Personal Hygiene** – Please be clean and de-odorized for class, hospital, and ambulance rotations. Carefully consider the odor of strong perfume, after-shave, cologne, hair spray, deodorant, coffee or cigarette smoke, as it is offensive to many patients and co-workers.

Cadets must be dressed in uniform or approved attire by the beginning of class, hospital or ambulance rotations. The uniform identifies you as a Texas Fire Academy EMS cadet, and presents a professional appearance. The uniform shall **NOT** be worn when outside of class and rotations except while in route to/from class and rotations. Cadets shall **NOT** consume alcoholic beverages in uniform.

Class Participation

All cadets are expected to actively participate in all classroom activities. Skills practice sessions are intended for intense practice on the skill being presented. Any cadet not participating will be advised that continued non-participation may result in dismissal from the course.

Probation

Anytime a cadet’s grade falls below 75% in the course or the cadet becomes a disciplinary problem, that cadet will be placed on probation. The probation will last as long as needed as directed by the Course

Coordinator. When a cadet is placed on probation, a written copy of the probation form will be given to the cadet describing the specific problem and the amount of time given to correct the problem. Both the cadet and the Course Coordinator will sign this probation form, and the form will be forwarded to the Admissions Office. A permanent copy of the probation form will be kept with the course paperwork.

Harassment

There will be absolutely no tolerance for harassment or inappropriate conduct of any type due to sex, race, age, disability, religion, marital status, life choices or ethnicity. If you believe you have been harassed or discriminated against in any way, you should contact the Course Coordinator. All claims of harassment or inappropriate conduct will be investigated thoroughly and dealt with appropriately.

Grievances

Any time a cadet has a problem that involves an instructor, another cadet or any aspect of the course, it should be brought to the attention of the Course Coordinator in writing. This information should describe all details of the problem, and what is desired or expected by the complainant. All information will become the property of the Texas Fire Academy, and will remain with the course paperwork. If a problem does occur, the cadet should first take their concerns to the Course Coordinator. If the problem or concern is still not resolved completely, or if the issue is with the Course Coordinator, it may be elevated to the Fire Chief of Hays County ESD #3. If after completing this process, the cadet still believes the problem has not been satisfactorily addressed, they may contact the Texas Department of State Health Services, EMS Division.

Removal from the Course

Infractions that may result in immediate dismissal of the cadet include, but are not limited to, any of the following:

- Harassment or inappropriate conduct of any type.
- Cheating on any written examination or quiz.
- Coming to class, hospital or ambulance rotations under the influence of alcohol or drugs.
- Failure to make prior arrangements in the event you are going to miss an exam.
- Failure to notify the Academy of any hospital or ambulance rotations that the cadet has scheduled and cannot attend. Notification should be at least two hours prior to the scheduled rotation time.
- Falsification of documentation or time records.
- Going beyond the EMT-B scope of practice while performing hospital or ambulance rotations.
- Failure to comply with the requirements of the attendance policy.
- Violation of patient confidentiality.
- Repeated class disruption/talking in class either during lecture or skills practice.
- Failure to turn in all admission documents by date listed on current class schedule.
- Consuming alcoholic beverages in the class uniform regardless of location.
- Wearing of the class uniform at movie theaters, exotic dance clubs or during any other recreational pursuits. This includes establishments that primarily sell alcohol.

Address/Phone/Email Changes

The cadet shall advise Academy administration of any changes to personal information. Time sensitive information will be sent by the Academy from time to time. Texas Fire Academy assumes no liability for the failure of the cadet to respond appropriately.

Eligibility for Course Completion

Eligibility for a Course Completion Certificate will be determined as follows:

- Minimum overall GPA of **75%** or better.
- Successful evaluation of competency in all required skills.
- Compliance with the course Attendance Policy.
- Compliance with the Student Policy Manual.
- 18 years of age by the completion of the course. Exceptions can be made for high school cadets in the CTE Program. Contact the TFA Course Coordinator
- All ambulance and hospital rotation assessments and evaluations completed and turned in by the deadline listed on the course schedule.
- All tuition and fees paid
- High school diploma, GED equivalent or a college transcript. (consideration for high school seniors is available)

Eligibility to take the National Registry Certification Examination

The National Registry requires you to meet the following criteria to take their certification exam:

- Successful completion of a state approved EMT-Basic course.
- Minimum of 18 years of age.
- Successful completion of skills proficiency evaluations.
- All fees paid to the National Registry.
- Completed application.
- Current American Heart Association Healthcare Provider BLS Card.

Confidentiality Statement

As a cadet of Texas Fire Academy EMS Education Division, I realize that, while working in or with any healthcare facility during the pre-hospital course as part of my assigned hospital or ambulance rotations, I will be dealing with “Confidential Communication” and/or patient information. I am also aware that what I learn about patients, their families, their physicians or employees during the course of my work, is to be discussed only in accordance with my professional responsibilities.

I will not discuss what I have learned in the provision of pre-hospital care in any other manner. I understand and assume responsibility to protect the rights of patients, their families, their physicians and fellow employees by maintaining “Confidential Communication”. I realize any violation of this agreement will be grounds for dismissal, as determined by the Course Coordinator. I am subject to penalty under federal law as set forth by HIPAA to include fines and/or imprisonment.

General Information Regarding Rotations

- Eye protection is strongly recommended during any patient contact. Normal prescription eyeglasses may be worn.
- Cadets must have a watch with a second hand and a black pen.
- The cadet will, at all times, present themselves in a professional, ethical and appropriate manner. If it is reported a cadet has not abided by the rules laid out in the Student Policy Manual, that cadet will be sent home. Disciplinary action will occur which could constitute dismissal from the course.
- Audio or video recordings or photographs are not permitted at any time during rotations.
- All information regarding patients, their conditions, or any other “protected health information” is confidential, and shall not be discussed outside of the clinical setting for any reason as prescribed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Any violation of this confidentiality, or any other breach of HIPAA regulations or other state or federal regulations regarding patient confidentiality, will result in immediate dismissal from the class. In addition, the cadet will be subject to fines, penalties and incarceration as a result of violations of HIPAA as administered by the United States Federal Government.
- Gloves (BSI) will be worn at all times while working with any patient.
- Cadets are not to make or receive personal phone calls while in the hospital, in the station, on the ambulance or during 911 responses, except for emergencies. If wearing a phone or pager, it must be on “vibrate”, and you may only answer or respond during a break. You will not be allowed to talk on the 911 radio.
- The appropriate forms for documenting the rotations will be provided by Texas Fire Academy. These forms must be completed, and turned in to the Course Coordinator by the completion of the course.
- You are the health care provider. We expect you to bring credit upon yourself, your organization, this school and this profession. Please conduct yourself accordingly.
- The cadet will, at all times, present themselves in a professional, ethical and appropriate manner. If it is reported a cadet has not abided by the rules as laid out in the Student Policy Manual, that cadet will be sent home. Disciplinary action will occur which could constitute dismissal from the course.

Hospital Rotations

Each cadet is required to complete and document the TDSHS required hours of clinical rotations prior to the completion of this course. Texas Fire Academy requires a minimum of eight (8) hours of hospital rotations and five (5) documented patient contacts prior to scheduling or attending any ambulance rotations. Additionally, at least 60 hours and 10 patient transports must be documented for ambulance rotations. Documentation must include signature of the preceptor. Cadets not completing this requirement will not receive a Course Completion Certificate. It is strongly recommended that the cadet make copies of the clinical rotation documentation in the event the originals are lost. Failure to provide appropriate documented verification of completion of the required hours will result in the cadet repeating the clinical rotation.

Hospital rotations will be completed as designated by the Course Coordinator.

NOTE: Rotations will be started after CPR testing and certification have been completed, or at a time designated by the Course Coordinator. The Course Coordinator will notify the cadets as to when they may start scheduling their rotations. **Cadets must have a grade point average of 75%, have a**

completed background investigation, have all required immunizations and have all fees and tuition paid in full prior to scheduling any rotations.

You may ASSIST with the following while under the supervision and approval of the Registered Nurse (RN), Medical Doctor (MD) or Texas Fire Academy Preceptor on duty at the hospital:

- Vital signs.
- CPR compressions and/or ventilations.
- Minor cleansing and bandaging of wounds.
- Transferring patients to X-ray, Intensive Care Unit, Lab, Telemetry, Labor and Delivery, etc., when accompanied by hospital personnel.
- Looking at the patient's chart.
- Assisting with patient assessment.
- Applying heart monitor leads, after training and with assistance.

Things You May Not Do During Hospital Rotations

- Any invasive procedures, i.e. shots, IVs, NG tubes, Foley catheters, administration of medications of any kind, intubation, suturing, applying casting material, cardioversion or defibrillation.
- Escort a patient anywhere by yourself.
- Go on an ambulance transfer.
- Accept a medical report on a patient by anyone on behalf of the hospital staff.
- Answer and accept medical reports from incoming EMS units.

NOTE: It is the cadet's responsibility to know and only perform tasks within the EMT Basic scope of practice. Any task that falls outside this scope of practice will not be performed, even if asked by hospital personnel. Explain you are not permitted to perform a particular task as an EMT Basic cadet. If this becomes an issue, contact the Course Coordinator immediately. Failure to comply with the EMT Basic scope of practice will result in dismissal from the course.

Additional Information Regarding Hospital Rotations

- You will report to the Texas Fire Academy Field Preceptor at the Emergency Department 15 minutes prior to the start of your shift and you will not depart, at the end of your shift, without clearing with the Preceptor.
- There will be no smoking or use of smokeless tobacco unless there is a designated smoking area available. Smoke breaks will be at the discretion of the Preceptor.
- Meal breaks are at the discretion of the Preceptor as the situation permits.
- If you have a problem with the staff while at the hospital, you will immediately bring it to the attention of the Course Coordinator. DO NOT attempt to handle any problems on your own. DO NOT leave the hospital due to problems with the staff and/or patients, unless directed by the Preceptor. If you are directed to leave the hospital, immediately contact the Academy via phone.
- If you must be absent for a scheduled rotation, contact the Academy. If you do not show up for your scheduled rotation and do not call, you could lose your rotation privileges. Remember the Texas Department of State Health Services requires these rotations. You will not receive a Course Completion Certificate until the required hospital rotations are satisfactorily completed.

- Only the hospital Preceptor may sign your rotation paperwork. **All patient encounters will be documented and signed by the hospital Preceptor before departing your clinical. NO EXCEPTIONS!!**

Ambulance Rotations

Each cadet will be required to complete and document the TDSHS required hours of ambulance rotations for the EMT training program by the completion of this course. The Texas Fire Academy requires a minimum of sixty hours (60) of ambulance rotations and ten (10) patient transports to the hospital prior to the completion of the EMT course. Cadets not completing the requirements by the last day of class will not receive a Course Completion Certificate. It is strongly recommended the cadet make copies of the ambulance rotation documentation in the event the originals are lost. Failure to provide appropriate documented verification of completion of the required hours will result in the cadet repeating the ambulance rotations.

Ambulance ride-outs will be completed with approved agencies only.

NOTE: The Course Coordinator will notify the cadets as to when they may start scheduling their ride-outs. Cadets must have a grade point average of 75% and have all tuition and fees paid in full prior to scheduling any rotation.

You may ASSIST with the following under supervision and approval of the senior crew member:

- Vital signs.
- CPR compressions and/or ventilations.
- Assist with patient assessment.
- Minor bandaging and splinting with assistance.
- Use the run report to compile information for your documentation.
- Apply heart monitor leads with assistance.
- Spinal motion restriction.

Things You May Not Do During Ambulance Rotations

- Any invasive procedures, i.e. shots, IV's, administer medications not taught in the EMT course, intubation, cardioversion or defibrillation.
- Monitor a patient without a certified EMT, Intermediate, or Paramedic crew member being present.
- Operate any emergency vehicle.
- Operate the stretcher when a patient is on it.

NOTE: It is the cadet's responsibility to know and only perform tasks within the EMT Basic scope of practice. Any task that falls outside this scope of practice will not be performed, even if asked by ambulance personnel. Explain you are not permitted to perform a particular task as an EMT Basic cadet. If this becomes an issue, contact the Course Coordinator immediately. Failure to comply with the EMT Basic scope of practice will result in dismissal from the course.

Additional Information Regarding Ambulance Ride-Outs

- You will report to the senior crewmember 15 minutes prior to the start of your shift. Your first shift should be a day shift so you will have an opportunity to go through all the ambulance equipment during the daily check done by the on-coming crew.
- There will be no smoking or use of smokeless tobacco unless there is a designated smoking area available. Smoke breaks will be at the discretion of the senior crew member.
- Meal breaks are at the discretion of the senior crew member and as the situation permits.
- You will stay with your crew at all times. If the crew is in the ambulance bay, you should be there also. This is a working office so do not wander to the administrative side of the building unless you are accompanied by a member of your crew, i.e., to practice blood pressure checks for the local community.
- You are not allowed in the sleeping quarters or locker area other than to walk through to the restrooms. You are also not allowed in the Radio/Reports room without being accompanied by an on-duty crew member, due to patient confidentiality (HIPAA) rules. In addition, you will not sleep in the day room recliners.
- If your crew is inspecting their ambulance, you are expected to participate. You are also expected to participate in cleaning the ambulances and the station when needed.
- If you have a problem with any crew member or patient, you will immediately bring it to the attention of the senior crew member or the Course Coordinator. DO NOT attempt to handle any problems on your own. DO NOT leave the EMS station due to problems with the staff and/or patients, unless directed by the senior crew member. If you are directed to leave the EMS station, immediately contact the Academy via phone.
- If you must be absent for a scheduled rotation, you must call the Academy no later than two (2) hours prior to the start of your shift. If you do not show up for your scheduled rotation and do not call, you could lose your rotation privileges. Remember, the Texas Department of State Health Services requires these rotations. You will not receive a Course Completion Certificate until the required ambulance rotations are satisfactorily completed and documented.
- Any unauthorized or unscheduled ambulance hours will not be accepted. Any attempt to falsify documentation will result in immediate dismissal from the course.
- Only the crewmembers you are riding with may sign your rotation paperwork. **All patient encounters will be documented and signed by the EMS Preceptor before departing your ride-out. NO EXCEPTIONS!!**