

# **Texas Fire Academy EMS Education Division**



## **Student Policy Manual** (Revised 12/2019)

### **EMERGENCY MEDICAL TECHNICIAN COURSE**

## **Important Telephone Numbers**

**Course Coordinator:** Michael Vayo  
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**Program Coordinator:** Evan Kean  
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**Admissions Administrator:** Rebecca Malik  
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**Lead Instructors:** Rebecca Kilgore  
Edward Reid

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

**TFA must be contacted if you need to cancel a clinical or ambulance shift, are going to be late to class, or deem your situation to be an emergency.**

**Business Hours Call: 512-749-1200**

**After Hours Call: 512-749-1198**

## EMS Resources

My Brady Lab Course Page:	<a href="http://www.mybradylab.com">www.mybradylab.com</a>
National Registry	<a href="http://www.nremt.org">www.nremt.org</a>
<b>PearsonVue Test Centers</b>	<b><a href="http://www.vue.com/nremt">www.vue.com/nremt</a></b>
PearsonVue Home Page	<a href="http://www.pearsonvue.com">www.pearsonvue.com</a>
TDSHS	<a href="http://www.dshs.state.tx.us/emstraumasystems/">www.dshs.state.tx.us/emstraumasystems/</a>
EMT Prep	<a href="https://emtprep.com/">https://emtprep.com/</a>
EMT PASS	<a href="https://limmereducation.com/product/emt-pass/">https://limmereducation.com/product/emt-pass/</a>

## DISCLAIMER

COMPLETING THIS COURSE DOES NOT CERTIFY YOU AS AN EMERGENCY MEDICAL TECHNICIAN. SUCCESSFULLY COMPLETING THIS COURSE MAKES YOU ELIGIBLE TO TAKE THE NATIONAL REGISTRY EXAMINATION. THE OBJECT OF TEXAS FIRE ACADEMY IS TO PROVIDE YOU WITH THE NECESSARY INFORMATION, TRAINING, SKILLS, AND KNOWLEDGE FOR YOU TO FUNCTION AS AN EMERGENCY MEDICAL TECHNICIAN ONCE YOU BECOME CERTIFIED. IT IS UP TO YOU TO STUDY FOR, AND PASS THE NATIONAL REGISTRY EXAMINATION.

## ACCEPTANCE POLICY

The following is a list of requirements that must be met and documents to be provided for review to register for the Emergency Medical Technician course:

- 18 years of age by the first date of internships
- Ability to pass a background check
- Ability to pass a 9-panel urine drug screen
- Completed and signed Course Application
- Signed acceptance of Refund Policy and Waitlist Policy
- Signed Photo Release, Health Statement, and Confidentiality Statement
- Copy of Driver's License
- Copy of Diploma, GED, or Transcript
- Proof of immunizations, to include:
  - Hepatitis B (this is a three-shot series, and the student must at least be on the second booster at the beginning of class)
  - Tetanus (must be within 10 years)
  - Measles, Mumps, Rubella (MMR) (this is a childhood vaccine, and if there is no record available, the student can get a titer done to prove immunity or get another booster).
  - Varicella
  - TB test (must be within 6 months)
  - Influenza (within 1 year, can sign CTMC decline form and will be required to wear mask at all times)
- **All course fees and documents must be turned in by the end of final registration. A student will not be accepted into Texas Fire Academy until all documents have been reviewed, approved and payment made in full.**

## **REGISTRATION PROCEDURES**

**Pre-registration:** To pre-register, one must complete the application packet and make a deposit equal to 25% of the class fees. Courses are open for pre-registration approximately four to six weeks prior to the beginning of classes.

**Final Registration:** Final registration begins approximately two weeks before the beginning of classes and typically runs for 5 days from 9am – 3pm. A reminder of the days and times of registration will be sent to the student via email at least one week prior to the beginning of registration. During registration, the student must provide any remaining documents, and the class must be paid in full by the end of registration.

## **REFUND POLICY**

**Prior to Final Registration:** All monies paid will be refunded minus a \$100.00 administration fee. The student can choose to transfer the deposit one time to the next available class. Once the deposit is transferred, if the student chooses not to attend the next class, no refund is available.

**Prior to the beginning of second night of class:** 25% of the course fee will be refunded.

**Once the second night or day of class begins, no refunds are available. All funds forfeited will go towards a future scholarship fund to be distributed at Texas Fire Academy on a case by case basis.**

Refunds will only be granted if all Texas Fire Academy property is returned promptly and in suitable condition. Texas Fire Academy will provide refunds within 60 days of the return of all academy equipment and supplies.

## **POLICY ON 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** student's participation in the program in order to successfully complete the course.

1. The training program includes physical requirements, the possibility of cross-infection, and emotional stress in the performance of such skills as patient assessment and care, manikin practice for Cardiopulmonary Resuscitation (CPR), and lifting and moving techniques.
2. It is recommended that students consult their physician **prior** to participation in any strenuous skill practice if his/her medical condition/health indicates such a need.
3. If the student has now or has recently had an illness, it is recommended that they do not attend class or scheduled rotations until the illness has resolved. If the student will miss a class or a scheduled rotation, he/she must notify the Course Coordinator within 24 hours prior to the class or scheduled rotation. All missed classes will count as an absence, and all rotations must be rescheduled if prior arrangements have not been made.
4. Each student is required to physically perform each skill in accordance with recognized standard performance techniques 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.

Examples of related problems include but are not limited to:

- Inability to perform adequate CPR on the floor due to extreme obesity, chronic back/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.**

## **STUDENTS AND 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 that 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 the 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.

## **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.

**Standard Classroom** – This course is an in-person lecture classroom setting that is four and a half months (18 weeks) in length. Class is held in the evenings, Tuesday and Thursday, 6pm-10pm.

### **Hybrid Class: Online & Classroom Setting**

This course will consist of weekend learning and testing sessions that are scheduled before the beginning of class. **ALL SESSIONS ARE MANDATORY, NO EXCEPTIONS!** Due to the nature of the hybrid class, students are not able to schedule make-up days or miss any sessions as they would then be unable to meet the time requirements outlined in the course self-study.

## **EXAMINATION AND GRADING POLICY**

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 and cumulative. Make-up examinations will not be given, except in extreme circumstances, and at the discretion of the Course Coordinator. A **75%** is considered passing on all examinations, quizzes and homework assignments. **Students must have at least a 75% or better Grade Point Average (GPA) to successfully complete the course, and to participate in clinical rotations.**

### Computation for Grade Point Average

- Exam average - total of all module 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
- Test average- total of all test added together and divided by number of test given
- Homework average - total of all homework assignments added together and divided by number of assignments given

### **Final exam and Project/Clinical components are Pass/Fail!**

Exams will count as **60%**, quizzes **10%**, test **20%** and homework assignments **10%**.

**The final exam and the project/clinical component are pass/fail.** If the student is to fail the internship or final exam, they will not pass the class and will not receive course completion. The student **MUST** turn in all internship paperwork and have at least a **75%** average to be eligible to take the Final Exam. **THERE WILL BE NO EXCEPTIONS!**

## **SKILLS TRAINING AND EVALUATION**

The 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 skills sheets built and based upon TDSHS/National Registry criteria. Students will be able to skills test outside of class time only if the Course Coordinator approves, and a skills examiner is available and willing to perform the evaluation. Students will have three (3) attempts to successfully complete each skill. If the student is unable to pass the skill in two attempts, the student may receive a refresher of the skill. The student will not be given more than one (1) refresher. If the student is still unable to pass the skill, the student will not be able to receive a Course Completion Certificate. All skills evaluation sheets must be turned in, and the student 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, Texas Department of State Health Services and National Registry guidelines. Skills evaluation sheets will be included with this manual.



### **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.
- Minimum of 18 years of age by the first date of internships.
- All ambulance and clinical 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 student must meet specific criteria to be certified with the National Registry as having successfully completed all course requirements, thereby making them eligible to take the National Registry written certification examination. These criteria are as follows:

- Successful completion of a State approved EMT-Basic course.
- Minimum of 18 years old at the time of examination.
- Successful completion of skills proficiency evaluations.
- All fees paid to the National Registry.
- Applications completed for the National Registry.
- Current CPR card for Healthcare Providers.

## **ATTENDANCE POLICY**

The following policy concerning attendance during the EMT-Basic course will apply to all students:

1. In accordance with course guidelines set forth by the Texas Department of State Health Services (TDSHS), attendance at all scheduled class sessions is required.
2. Chronic tardiness **will not** be tolerated, especially if such late arrival is disruptive to the class. 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 Course Coordinator or Program Director prior to the second (2<sup>nd</sup>) class meeting, or at the earliest known date.
3. Absence or tardiness due to responding to emergency calls by your organization is not an acceptable excuse. It is the responsibility of the student to make appropriate arrangements for coverage to ensure the student's capability to attend class.
4. Absence due to a work-related conflict is at the discretion of the Course Coordinator.
5. The student will be responsible for material covered during any absence. Makeup classes are not available unless the student wishes to pay additional fees to TFA equivalent to the instructor's 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 student miss a quiz or homework assignment due to an absence, the student will receive a **ZERO** for what was missed.

## **STUDENT CONDUCT**

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

Student behavior and conduct will be closely scrutinized throughout the academy. The Students 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 are required. Conduct unbecoming an EMT student or disciplinary infractions can result in expulsion 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.

## **GENERAL ACADEMY RULES AND PROCEDURES**

1. No disrespect will be shown to instructors, fellow EMT Students, or guests.
2. All instructors and guests will be greeted using their title. For example, Lieutenant, Captain, Chief, Mr., Mrs. followed by their last name.
3. Yes sir, No sir, Yes ma'am and No ma'am will be used at all times.
4. Chain of command will be followed at all times.
5. EMT Students are to refer to other EMT Students who have been designated as an officer by their title; Captain or Lieutenant.
6. 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.
7. EMT Students shall not be in possession of or be under the influence of drugs or alcohol, except for medications currently prescribed for the EMT Student only, and approved by the Course Coordinator.
8. All training facilities are gun free zones. All firearms are prohibited.
9. EMT Students must obtain permission from the instructor before leaving the training facilities at any time other than when dismissed at the completion of each training period.
10. 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 civil process.
11. Any student found guilty of academic dishonesty will be expelled from the academy and will forfeit any refunds for which they may have been eligible under the refund policy.
12. At no time shall a student or Texas Fire Academy employee establish, attempt to establish or allow to continue any form of relationship other than that of a professional nature between a student and a Texas Fire Academy employee. Any report of such conduct will be investigated thoroughly, and if found to be valid will result in the expulsion or termination of the offending parties.
13. Any student or staff member who willfully declines to report any violation of a policy will be subject to disciplinary action equal to that of the offending parties.

## **CLASSROOM CONDUCT AND POLICIES**

1. Cleaning of the classroom will be done at the end of every class, to include taking out the trash, vacuuming carpets, cleaning the bathrooms, and any other duties as assigned by the instructor.
2. Tables and chairs are to be straightened at the end of each class session.
3. 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 must be disposed of properly.
4. Any media device (cell phones, tablets, laptops, etc.) must be placed on silent or turned off, and must be placed in the designated electronic device collection area during class time to prevent disruption. Phone calls may be taken or made only during break periods except in an emergency.
5. 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 (student, instructor, patient) without their permission.
6. Notify the TFA after hours number if you are going to be late or absent from class.
7. 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.
8. All damaged equipment must be brought to the instructor's attention as soon as discovered.
9. The student is responsible for all reading assignments, homework assignments, and lecture notes.
10. At no time during class will any student 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 Department.
11. Students will not be allowed on any Hays County ESD#3 or Texas Fire Academy Dept. computer at any time without permission. Failure to follow this policy will result in dismissal from the course.
12. Due to confidential information, no student will be permitted at the instructor desk without the instructor present.
13. Any disruptive behavior during class may result in dismissal from class. Continued disruptive behavior may result in expulsion from the academy.

## **STUDENT DRESS CODE**

The following is the dress code to be enforced at all times:

- Shirts – each student will be issued one uniform polo shirt to be worn to every class, skills session, and practical exercise. Shirts must be clean and tucked in. Additional shirts may be purchased at the student's expense.
- Pants – navy blue EMT/dutypants. **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 that are in good repair and shined at all times.
- Hair – will be kept neat and clean at all times. Hair must not interfere with the student's ability to perform any Academy required skills. Long hair must be pulled back so as not to interfere with the use of the hands, pose a contamination risk or pose a safety risk to the student.
- Facial Hair – Any facial hair must be neat and trimmed. Students arriving to class unshaven or with untrimmed facial hair will be dismissed until they are able to correct the infraction and will receive an affective-domain penalty for the day.
- Jewelry – earrings may be worn during class. One ring per hand is allowed. One necklace may be worn as long as it is under your shirt and not visible.
- Tattoos, body piercing/art – no tattoos or body art will be permitted to be exposed while in the classroom or during internship shifts. The student must maintain complete coverage of the tattoos using an approved sleeve, stocking, etc. Any questions regarding tattoos should be directed to Admissions or Course Coordinator

Students must be dressed in uniform or approved attire by the beginning of class. The class uniform shall **NOT** be worn when not at the EMS Academy except while traveling to or from class. Students shall NOT consume alcoholic beverages or participate in any activities that would reflect poorly upon Texas Fire Academy or the EMS profession in the class uniform regardless of location.

## **GRIEVANCE POLICY**

Any time a student has a problem that involves an instructor, another student, the Course Coordinator or any aspect of the course, it should be brought to the attention of the Course Coordinator, ESD #3 Fire Chief or TFA Admissions Administrator 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 student 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 ESD #3. If after completing this process, the student still believes the problem has not been satisfactorily addressed, they may contact the Texas Department of State Health Services EMS Compliance Division.

## **HARASSMENT**

There will be no tolerance for harassment or inappropriate conduct of any type because of 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.

## **PROBATION**

Anytime a student's grade falls below 75% in the course, the student becomes a disciplinary problem, or student misses 4 or more sessions, the student will be placed on probation. Sessions will be defined as a traditional 4 hour class or a clinical assignment. Therefore, a Saturday course absence will be considered 2 absences. The probation will last as long as needed as directed by the Course Coordinator. When a student is placed on probation, a written copy of the probation form will be given to the student describing the specific problem and the amount of time given to correct the problem. Both the student and the Course Coordinator will sign this probation form. The form will be forwarded to the Admissions Office, and a permanent copy of the probation form will be kept with the course paperwork.

## **CLASS PARTICIPATION**

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

## **EXPULSION FROM THE COURSE**

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

1. Any form of academic dishonesty including cheating, plagiarism, falsification of documentation, or attempts to gain unauthorized access to examination or testing information.
2. Coming to class, clinical or ambulance internship rotations under the influence of alcohol or drugs.
3. Failure of the student to make prior arrangements in the advent of an absence that an exam was held.
4. Failure of the student to notify the Academy of any clinical/ambulance internship rotations that the student has scheduled and cannot attend.
5. Providing or attempting to provide care beyond EMT scope of practice while performing clinical or ambulance internship rotations.
6. Failure to comply with the requirements of the attendance policy.
7. Violation of patient confidentiality including but not limited to:
  - Taking photographs of any part of a medical or trauma scene during internship shifts (with or without the consent of the parties involved)
  - Storage of Protected Health Information (PHI) on a personal device
  - Discussing or possessing, in any format, any information that could potentially be used to identify a patient encountered during an internship shift
  - Posting of photographs, call information or any reference to events encountered during an internship shift to any form of social or electronic media.
8. Repeated class disruption/talking in class either during lecture or skills practice.
9. Failure to turn in all admission documents by the date listed on the current class schedule.
10. Consuming alcoholic beverages in the class uniform regardless of location.
11. Wearing of the class uniform at movie theaters, exotic dance clubs, or during any other recreational or leisure pursuits. This includes establishments that primarily sell alcohol.
12. Any effort to establish a relationship of a nature other than professional with any member of the Texas Fire Academy staff while a student of the program.

Expulsion from the EMT program is at the discretion of the Course Coordinator and the Hays County ESD #3 Fire Chief.

## CLINICAL ROTATION POLICY

1. Each student will be required to complete and document the TDSHS required hours of clinical rotations prior to the completion of this course. The Texas Fire Academy requires a minimum of one **8 hour** Emergency Room Department rotation and total of **5 patient contact records**. Additionally, at least **60 hours** be documented for field ride-out rotations and total of **5 patient contact records**. **A total of 10 patient records must be completed to pass the internship portion of the class.**  
**\*All documentation must include the signature of the preceptor.**
2. Students not completing this requirement will not receive a Course Completion Certificate. It is strongly recommended that the student make copies of the clinical rotation documentation in the event the originals are lost. Failure to provide appropriately documented verification of completion of the required hours will result in the student repeating the clinical rotation.
3. Hospital rotations will be completed as designated by the Course Coordinator.
4. **NOTE:** Rotations will be started after CPR testing and certification have been completed, and or at a time designated by the Course Coordinator. The Course Coordinator will notify the students as to when they may start scheduling their rotations. **Students 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 before scheduling any rotations.**
5. You may ASSIST with the following, under the supervision and approval of the registered nurse (RN), Medical Doctor (MD) or Texas Fire Academy Preceptor on duty at the ED:
  - Vital signs.
  - CPR compressions and ventilations.
  - Minor cleansing and bandaging of wounds.
  - Transferring patients to X-ray, Intensive Care Units, Labs, Telemetry, Labor and Delivery, etc. when accompanied by hospital personnel.
  - Review of the patient's chart.
  - Patient assessment.
  - Application of heart monitor leads after training and with assistance

## **THINGS YOU MAY NOT DO DURING YOUR ER ROTATIONS**

- Any invasive procedures (shots, IVs, NG tubes, Foley catheters, administration of medications of any kind, intubation, suturing, applying casting material, cardioversion, manual 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 ED staff
  - Answer and accept medical reports from incoming EMS units
  - Independently operate any patient transport device with a patient onboard excluding wheelchairs
6. **The uniform identifies you to the public and hospital staff as an EMS student and presents a professional appearance. The classroom dress code policy will be enforced during all ambulance and hospital rotations.**

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

## **ADDITIONAL INFORMATION REGARDING CLINICAL ROTATIONS**

- Eye protection is strongly recommended during any patient contact
  - Baseball hats will not be worn while on any internship shift or in class.
  - Visible tattoos will be covered.
  - Earrings may be worn during any clinical rotation. Earrings should be limited to studs due to the hazard of catching on something and causing injury. All other visible piercings will be removed before any clinical rotation.
  - Dangling bracelets or necklaces will not be worn on any rotation.
  - Students must have a watch with a second hand and a black pen. Protective eyewear is strongly recommended.
  - Please consider that the odor of strong perfume, after-shave, cologne, hair spray, deodorant, coffee or cigarette smoke is offensive to many co-workers and patients.
  - Personal hygiene is a must!!!
  - No use of tobacco products of any kind is allowed except in designated areas.
7. The student will, at all times, present themselves in a professional, ethical, and appropriate manner. If it is reported that a student has not abided by the rules as laid out in the Student Policy Manual, that student will be sent home and will not be rescheduled. This will constitute expulsion from the course.



8. 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 violations of this confidentiality or any other breach of HIPAA regulations or other state or federal regulations regarding patient information confidentiality will result in immediate expulsion from the class. In addition, the student will be subject to any fines, penalties or criminal or civil action taken as a result of violations of HIPAA as administered by the United States Federal Government.
9. You will report to the Texas Fire Academy Field Preceptor at the Emergency Department 15 minutes before the start of your shift, and you will not depart at the end of your shift without clearing with the Preceptor.
10. Meal breaks are at the discretion of the Preceptor, as the situation permits.
11. Gloves (BSI) will be worn at all times while working with any patient.
12. Students are not to make personal phone calls or receive personal phone calls while in the hospital, except for emergencies. If wearing a phone or pager, it must be on “vibrate,” and you may answer or respond only during a break.
13. If you encounter an issue with the hospital staff, immediately bring it to the attention of the Course Coordinator. DO NOT attempt to handle any issues on your own. DO NOT leave the hospital due to issues with the staff or patients, unless directed to do so by the Preceptor. Should you be directed to leave the ED, immediately contact the Academy via phone.
14. 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 ED rotations are satisfactorily completed.
15. The appropriate forms for documenting the rotations will be provided by the Texas Fire Academy. These forms must be completed and turned in to the Course Coordinator by the completion of the course.
16. Only the ED Preceptor may sign your ED rotation paperwork.
17. **\*\*\*\*\*All patient encounters will be documented and signed by the ED Preceptor before departing your clinical shift. \*\*\*\*\***

## **NO EXCEPTIONS!!**

18. You are the professional health care provider. We respect you to bring credit upon yourself, your organization on, this school, and this profession. Please conduct yourself accordingly.

## **Texas Fire Academy Student Rider Policy and Information**

The following policies and procedures will guide you during your ambulance rotations:

You must arrive on time for your shift. We recommend that you arrive approximately 15 minutes early to allow yourself time to get oriented prior to starting work on that shift. We also recommend that your first shift be a day shift so that you will have an opportunity to thoroughly go through all the equipment on the ambulance during the daily check by the on-coming crew.

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 (for example, to practice blood pressure checks for the local community).

You are not allowed in the sleeping quarters/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.

You will not talk on the telephone (station or ambulance) and you will not talk on the radio. **You should receive phone calls at the station only under personal emergency circumstances, and then the call should be brief.** You will not use a personal mobile phone or respond to a pager while on a call or performing other duties at the station.

The Academy dress code applies to all students while performing ambulance rotations. While on duty, you are a reflection of Texas Fire Academy, so professionalism in appearance and action is our standard.

## **AMBULANCE ROTATION POLICY**

1. Each student will be required to complete and document the TDSHS required hours of ambulance internship for the EMT training program by the completion of this course. The Texas Fire Academy requires a minimum of **60 hours** of ambulance rotations and total of **5 patient records**.  
**\*\*All documentation must include the signature of the preceptor\*\***
2. Students not completing the requirements by the last day of class will not receive a Course Completion Certificate. It is strongly recommended the student make copies of the ambulance rotation documentation in the event the originals are lost. Failure to provide appropriately documented verification of completion of the required hours will result in the student repeating the ambulance rotations.
3. Ambulance ride-outs will be completed with approved agencies only.

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

**You may assist with the following, under supervision and approval of the senior crew member:**

- Vital signs.
- Blood glucose level.
- Aspirin administration
- Assist / Coach Nitroglycerin administration
- Oxygen administration NC/NRB
- Small-Volume Nebulizer
- CPR compressions and 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 YOUR AMBULANCE INTERNSHIP**

- Any invasive procedures (shots, IVs, administer medications not taught in the EMT course, intubation, EGTA or EOA, cardioversion, manual defibrillation).
  - Monitor a patient without a certified EMT, Intermediate, or Paramedic crew member being present.
  - Operate any vehicle.
  - **Operate any patient transport device while a patient is onboard.**
5. **The uniform identifies you to the public and hospital staff as an EMS student and presents a professional appearance. The classroom dress code policy will be enforced during all ambulance and hospital rotations.**

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

## **ADDITIONAL INFORMATION REGARDING AMBULANCE RIDE-OUTS**

- Eye protection is strongly recommended during patient contact. Normal prescription eyeglasses may be worn.
  - Baseball hats will not be worn while on any rotation or in class.
  - Earrings will not be worn during any ambulance rotation. One stud per ear is acceptable for classroom or hospital rotation.
  - Dangling bracelets or necklaces will not be worn on any rotation.
  - Students must have a watch with a second hand, a black pen. Protective eyewear is strongly recommended.
  - Please consider that the odor of strong perfume, after-shave, cologne, hair spray, deodorant, coffee or cigarette smoke is offensive to many co-workers and patients.
  - Personal hygiene is a must!!!
  - No use of tobacco products of any kind except in designated areas. This includes the use of smokeless tobacco while on a call.
  - All tattoos will be fully covered. Refer to student dresscode.
6. The student will, at all times, present themselves in a professional, ethical, and appropriate manner. If it is reported that a student has not abided by the rules outlined in the Student Policy Manual, that student will be sent home, and the EMS crew or supervisor will be required to provide a written complaint outlining their reason for the dismissal. The student will be required to provide a detailed, written account of the potential infraction in response to the written complaint submitted by the EMS crew or supervisor. The Course Coordinator will investigate the complaint and will have sole discretion as it pertains to the legitimacy of the grounds for dismissal from the shift. A dismissal from an internship shift that is found to be based upon legitimate grounds will result in the expulsion of the student from the Academy.
  7. 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 violations of this confidentiality or any other breach of HIPAA regulations or other state or federal regulations regarding patient information confidentiality will result in immediate dismissal from the class. In addition, the student will be subject to fines, penalties, and incarceration as a result of violations of HIPAA as administered by the United States Federal Government.
  8. Audio or video recordings or photographs are forbidden at any time during internships.
  9. You will report to the senior crewmember 15 minutes before the start of your shift.
  10. 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.
  11. Meal breaks are at the discretion of the senior crew member, and as the situation permits.
  12. Gloves (BSI) will be worn at all times while working with any patient.
  13. Students are not to make personal phone calls or receive personal phone calls while working on the ambulance, except for emergencies. If wearing a phone or pager, they must be on “vibrate,” and you may answer or respond only during your break.
  14. If you have an issue 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 issues on your own. **DO NOT** leave the EMS station due to issues with the staff or patients, unless directed by the senior crew member. Should you be directed to leave the EMS station, immediately contact the Academy via phone.

15. If you must be absent for a scheduled rotation, you must call the Academy no later than two (2) hours before 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.
16. The appropriate forms for documenting the rotations will be provided by the Texas Fire Academy. These forms must be completed and turned in to the Course Coordinator by the completion of the course.
17. 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!!**

18. Any unauthorized or unscheduled ambulance hours will not be accepted, and any attempt to falsify documentation will result in immediate dismissal from the course.
19. You are a professional healthcare provider. We expect you to bring credit upon yourself, your organization, this school, and this profession. Please conduct yourself accordingly.

**CONFIDENTIALITY STATEMENT**

I, the undersigned, as a student of Texas Fire Academy EMS Education Division, realize that, while working in or with any healthcare facility during the pre-hospital course as part of my assigned clinical or ambulance internship experience, I will be dealing with “Confidential Communication” or Protected Health Information (PHI). 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 the responsibility to protect the rights of patients, their families, their physicians, and fellow employees by maintaining “Confidential Communication.” I realize that any violation of this agreement will be grounds for expulsion, as determined by the Course Coordinator, and that I am subject to penalty under federal law as set forth by the Health Insurance Portability and Accountability Act (HIPAA).

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Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

## **STUDENT HEALTH STATEMENT**

I, do hereby state that I am in good health and free from any and all communicable diseases or health, physical, or emotional problems that might jeopardize my health and wellbeing, in addition to that of the patient.

I understand that I will need to submit proof of current MMR update, tetanus vaccination, TB testing, and the Hepatitis B vaccination series. I further understand that these are my responsibility and will be obtained at my own expense.

I understand that if I am suffering from a cold or the flu, that I will not go to a clinical or ambulance internship rotation until such time that I am free from the illness. I understand that a physician's excuse may be required by the Course Coordinator to document such missed rotations.

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Student Name

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Student Signature

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Witness Name

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Witness Signature

**PHOTO RELEASE**

I grant to Texas Fire Academy, its representatives and employees the right to take photographs and/or video and/or audio recording of me and my property in connection with the Basic Emergency Medical Technician class. I authorize Texas Fire Academy, its assigns and transferees to use, publish and/or copyright the same in print and/or electronic format.

I agree that Texas Fire Academy may use such photographs and/or video and/or audio recording of me with or without my name for any lawful purpose, including for example; publicity, illustration, advertising and Web content.

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Signature of parent or guardian (If under 18) \_\_\_\_\_

Date \_\_\_\_\_