



LAREDO COLLEGE
EMS PROGRAM
HEALTH SCIENCES DIVISION
STUDENT HANDBOOK

2023 – 2024 Academic Year

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FORWARD

This handbook has been designed to serve as a guide for the student during the Emergency Medical Services (EMS) Program. It provides information regarding procedures and general practices to be followed while attending Laredo College. The **EMS Program Student Handbook** should assist you towards your goal of becoming an Emergency Medical Service personnel based on the EMS Program's curriculum.

Each student will be held responsible for all parts of the EMS Program Student Handbook and the **Laredo College Student Handbook**.

According to Federal Law, a student's record information cannot be released without the student's participation and/or consent. Only information considered "Public Information" is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.

WELCOME

The faculty and staff of the Emergency Medical Service Program and the Health Sciences Division at Laredo College would like to welcome you! As you realize the aspirations that you have set for yourself, remember that we are here to assist you. Our desire is for you to be successful in all of your endeavors.

As you embark on a journey that will lead to a career as an Emergency Medical Service Personnel, you will discover that it is a profession that is equally challenging and gratifying. You will learn that the Emergency Medical Services Student must adhere to high standards and ethics while providing quality patient care. Through your education and training as an EMS student, these attributes will be formed. Consequently, these principles will develop into the code by which every individual in the EMS profession abides in delivering quality health care.

The purpose of this document is to serve as a reference for the student to use during their enrollment in the Emergency Medical Service (EMS) Program. Please refer to it often. This document contains general information about the program and policies and procedures applicable to students in this program. Thus, it should be used to supplement the **Laredo College (LC) Student Handbook** and **LC Catalog**. The student must review the information contained in this Handbook prior to each EMS course. The student is responsible for the information it contains.

Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were allowed to inquire about the content contained within.

DISCLAIMER

Due to the changing COVID-19 guidelines, Laredo College Health and Safety Protocols are subject to change at any given time. Your instructor will inform you of any modifications as needed.

The Emergency Medical Service Program reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, accrediting agencies, and student needs each year. Changes will become effective whenever the proper authorities determine and apply to both prospective students and those already enrolled; however, they will not increase the overall program length unless directed by the Emergency Medical Service Program accrediting agencies.

If there is a conflict between the published **LC Catalog**, **LC Student Handbook**, and the Emergency Medical Service Program Student Handbook, interpretation of the conflict must be channeled through the Emergency Medical Service Program Director to the appropriate person of authority. An interpretation of said procedure and/or requirement will be requested of this person. Once an interpretation has been rendered, the procedure and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

Student questions regarding the curriculum or clinical practice while in the Emergency Medical Service program can be viewed in the procedures and guidelines listed in the [LC Student Catalog](#) (2022/2023); and the LC Emergency Medical Service Student Handbook, respectively.

Equal Opportunity Statement

Laredo College adheres to the [Equal Educational Opportunity](#) Policy as stated in the current LC Manual of policy.

Title IX

These policies and procedures apply to all students and employees at Laredo College.

Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigating complaints of discrimination. A victim of discrimination or harassment is encouraged to use the college's internal complaint process. Persons who believe they have been discriminated against or harassed may seek assistance from government agencies, including the U.S. Department of Education Office of Civil Rights.

We have adopted [STOP!T](#), a technology platform that will help mitigate, deter, and control harmful and inappropriate behavior, as well as help create a positive and safe learning environment for our campus community. [STOP!T](#) will be an integral part of our effort to deter and mitigate risks associated with sexual harassment and assault, Title IX, the Clery Act, hazing, violence, and other threats to student safety. Use access code *Palominos* to activate the [STOP!T](#) web app.

In addition, Title IX of the Education Amendments of 1092 ("Title IX"), 20 U.S.C. § 1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex-including pregnancy and parental status – in educational programs and activities.

For more information, please go to [Know Your Rights Pregnant or Parenting? Title IX Protects you from Discrimination at School.](#)

General Program Information

Accreditation

Laredo College EMS Program is accredited by the [Texas Department of State Health Services \(TXDSHS\)](#). The State accreditation is valid for four years, and the program will have to undergo reaccreditation in December 2026.

The Laredo College EMS Program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Graduates from our EMS Program are eligible to sit for the [National Registry of EMT's](#) Examination for EMT, AEMT, and Paramedic.

Laredo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. The Texas Higher Education Coordinating Board approves the educational programs and courses.

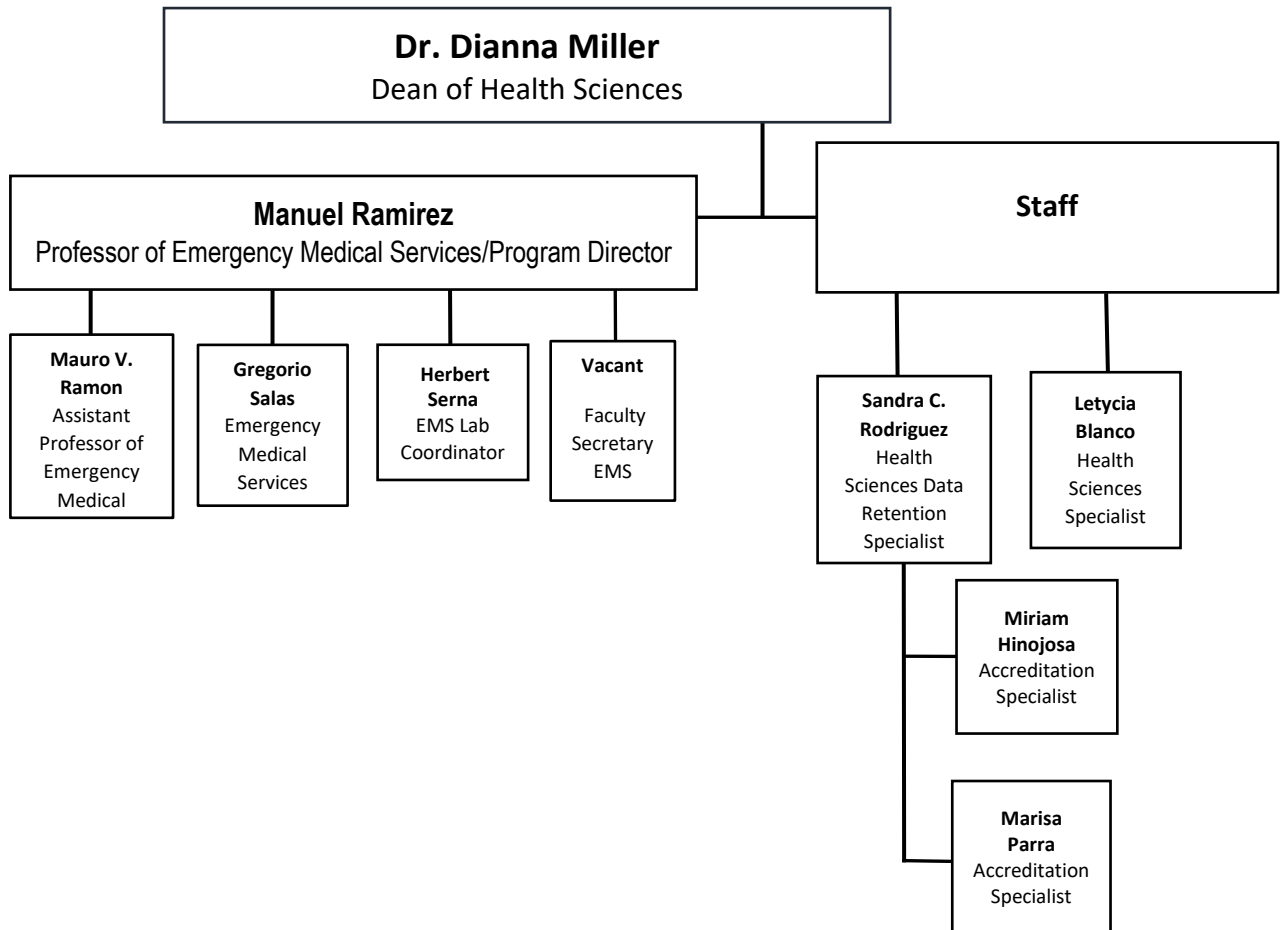
Upon successful completion of all requirements for the EMS program, the student is awarded a Certificate and/or Associate of Applied Science Degree.

Mission

The EMS program mission corresponds with the mission of Laredo College, which is “transforms students’ lives through educational programs and services that fulfill the dynamic needs of its local, regional, and global community.

The mission of the Laredo College Emergency Medical Services Program is to provide quality education and graduate caring, knowledgeable, and skilled entry-level Emergency Medical Service Personnel.

Organizational Chart



About the EMS Program

Program Location

The LC EMS program has been educating EMS Personnel for over 30 years. We take pride in educating and training our students. Our program is located in the Laredo College South campus at 5500 South Zapata Hwy. The classroom and faculty offices are located in the College of Health Science building. We offer Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic. Students have the option to obtain a certificate or an Associate of Applied Sciences Degree in Paramedic. The EMS Program is offered during the evening Monday – Thursday. Currently, the EMT program is offered at Laredo Independent School District and United Independent School District.

Faculty and Staff

The EMS program faculty consists of two full-time staff and four adjunct faculty.

Program Director: Manuel Ramirez, LP, B.A.T
Office: COHS B104
Phone: 956-794-4515
Email: manuelramirez@laredo.edu

EMS Faculty: Mauro Ramon, LP, A.A.S
Office: COHS B105
Phone: 956-794-4515
Email: mauro.ramon@laredo.edu

EMS Faculty: Gregorio Salas, LP, A.A.S
Office: COHS B106
Phone: 956-794-4515
Email: gregorio.salas@laredo.edu

EMS Secretary: Vacant
Office: COHS B118
Phone: 956-794-4515
Email:

EMS Lab
Coordinator: Herbert Serna, LP, A.A.S
Office: COHS B106
Phone: 956-794-4515
Email: herbert.serna@laredo.edu

Adjunct Faculty

EMS Faculty: Eduardo Ramirez, LP, BEHS
Office: COHS B103
Phone: 956-721-5261
Email: eramirez9600@students.laredo.edu

EMS Faculty: Yoshio Wong, LP, A.A.S, RN-BSN
Office: COHS B103
Phone: 956-721-5261
Email: yoshio.wong@students.laredo.edu

EMS Faculty: Hugo Rodriguez, LP, A.A.S
Office: COHS B103
Phone: 956-721-5261
Email: hugo.rodriquez@laredo.edu

Instructor Availability

According to office hours posted on the instructor's schedule, EMS faculty is available for students. The student should make an appointment with the EMS Program secretary for academic counseling or student concerns.

Academic Advisement and Counseling

The Laredo College Counseling Center offers a wide variety of counseling services to the student with academic matters, career development, and personal matters. Faculty members may refer students to the counseling center. EMS faculty will provide academic advisement for EMS Program courses.

Academic Counseling

EMS faculty provides counseling for individual EMS Program courses. Students who are at high risk for academic failure should schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated and the student and the faculty member will develop a plan for success. Students requiring counseling for unit examinations should refer to the section on Remediation/Tutoring. It is the student's responsibility to meet with the faculty member.

Academic Advising

Semester-long academic advising is available to all students in the College of Health Science Center Building. Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

Evaluation

A systemic evaluation of faculty members and students is required using the Laredo College Student Evaluation of faculty/course. Laredo College Student Evaluation of Faculty/Course will be completed using Watermark integrated with Canvas.

Facilities for Instructions

The liberal arts and science courses are taught at the Laredo College Fort McIntosh and South campuses. The Emergency Medical Services Program didactic courses are taught at the Laredo College South campus, College of Health Sciences Center, and off-campus.

Clinical Affiliates

Clinical education training for the Emergency Medical Service Program student is provided at various local facilities, including:

Doctors Hospital of Laredo
10700 McPherson
Laredo, Tx 78041
956-523-2000

Departments:

- Emergency Room
- Labor and Delivery
- Respiratory Department
- Operating Room
- Telemetry / ICU
- Cath. Lab

Laredo Medical Center
1700 E. Saunders
Laredo, Tx 78045
956-796-3000

Departments:

- Emergency Room
- Labor and Delivery
- Respiratory Department
- Operating Room
- Telemetry / ICU
- Cath. Lab

Field Affiliates

Field education training for the Emergency Medical Service Program student is provided at various local facilities and out of town, including:

City of Laredo Fire Department

Fire Station #1

1 Guadalupe
Laredo, TX 78040
956-795-2501

Fire Station #2

2100 Zacatecas (Hwy. 83-South, Zapata Hwy.)
Laredo, TX 78046
956-795-2522

Fire Station #3

2420 San Bernardo (Civic Center)
Laredo, TX 78040
956-795-2523

Fire Station #4

1919 Houston
Laredo, TX 78040
956-795-2524

Fire Station #5

2601 Bartlett (near Nixon High School)
Laredo, TX 78043
956-795-2525

Fire Station #7

1120 W. Calton Rd. (across from Sam's Club)
Laredo, TX 78041
956-795-2527

Fire Station #8

616 E Del Mar Blvd. (across from St. Patrick's Church)
Laredo, TX 78041
956-795-2527

Fire Station #9

13301 Mines Rd.
Laredo, TX 78045
956-795-2529

Fire Station #11

5327 TX-359
Laredo, TX 78043
956-728-8164

Fire Station #12

9402 NE. Bob Bullock Loop
Laredo, TX 78041
956-791-5598

Fire Station #14

309 Cielito Lindo Blvd.
Laredo, TX 78046
956-790-1960

Zapata County Fire/EMS

1207 FM 496 East
Zapata, TX 78076
956-765-9942

Program Requirements

The student submitted the following information:

1. Immunization records, including:
2. One dose of Measles, Mumps, Rubella (MMR)
 - a. Students born on or after January 1, 1957, must show acceptable
 - b. Evidence of vaccination of two doses of measles-containing vaccine
 - c. Administered since January 1, 1968.
3. Two doses of varicella (chickenpox). Also Acceptable:
 - a. Student received the first dose prior to 13 years of age
 - b. Laboratory report indicating varicella immunity
4. Initiate the Hepatitis B (HBV) vaccine and complete the series prior to
 - a. Direct patient contact. Serologic confirmation of immunity to the hepatitis B virus is acceptable.
5. One dose of Tetanus-Diphtheria Toxoid (Tdap) every ten years.
6. 2- TB skin test (annual) seven days apart or chest x-ray (every three years)
7. Flu shot (annual)
8. Negative COVID test 3 days prior to starting rotations
9. Negative criminal background check completed through: www.castlebranch.com (See Criminal Background Record)
10. Laredo Police Department or Webb County Sherriff department
11. A negative drug screen (10 panels) (annual)
12. A complete physical examination (annual)
13. Must turn in the Functional Position Description form with a physical exam.
14. Submit evidence of current American Heart Association (AHA) Basic Life Support (BLS) card. Certification must remain current for the duration of the program.
15. Purchase and maintain current malpractice insurance. Fees are paid with registration on an annual basis.

**The student will assume responsibility for the cost of the immunizations, criminal background check, drug test, and medical services.

As policy changes are received from the Center for Disease Control (CDC), these changes will be incorporated into the EMS Program's requirements. The Laredo College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students' responsibility to provide documentation and adhere to all of the above health requirements.

Student Responsibilities

1. It is the student's responsibility to keep admission requirements up to date and submit pending requirements in a timely manner. Failure to do so may keep the student from attending clinical sites.
2. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of clients, staff, other students, or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment. In addition, this may jeopardize the student's standing in the program.

3. At any time during the program, the student may be required to supply a physician's statement regarding their physical and/or emotional fitness to continue in the program. If the student is unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
4. If a medical/surgical condition occurs during the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form by the physician who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then decide the student's ability to participate in clinical.

Title IX and Disability

The EMS Program adheres to Laredo College's Title IX and Disability Policy (please refer to the current syllabi).

Falsification of Information

Students, who were previously enrolled in any Health Sciences program(s) at Laredo College OR at any other college or university, must have exited in good standing for their application to be considered. **Falsification of information will jeopardize admission or continuation of the program.**

Criminal Background Record

The EMS Program is required to obtain a criminal background record on an annual basis for any student placed in a clinical and field site that deals with the care of the elderly, the care of children, and the care of clients in a mental health facility. All student applicants shall submit a repetitive background check. The student is hereby informed that if they do agree to the background check and agree to release it to the clinical and field site, the clinical site may conduct the background inquiry directly. The clinical or field site may refuse to have a student who does not provide the requested records or history of prior criminal conduct. Students must attend clinical and field in order to meet the accreditation requirements and to pass the course. Therefore, students who are not permitted to attend a clinical or field site must "withdraw" from the program.

Pregnancy and Breastfeeding

In cases of medical necessities, the College will work with the students to ensure that they will fulfill their work. All students are reminded of all the contaminants in the campus lab or clinical areas that could adversely affect an individual's health. Students with any medical conditions are encouraged to consult with their health care provider to discuss any concerns or limitations. Accommodations may be requested through the Disability Services Office.

Student Alcohol, Tobacco, Drug Use Policy

EMS Students must follow the policy stated in the current Laredo College Student Handbook. Students are not allowed to consume any intoxicant or alcohol 8 hours prior to starting clinical or

ambulance rotations. In addition, students may be subject to random drug screening by an institution, clinical facility, LC EMS faculty, or field agency where they are being trained. The student will be given information about where the drug test will be conducted. The exam has to be collected within one hour from being selected. The student will pay the cost of the random drug screen. A positive drug screen is grounds for dismissal from the EMS Program.

Educational Cost

The tuition and fee schedule for the EMS student is the same as for regular college students. See the current **LC catalog** to determine fees. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Additional expenses for EMS students include the purchase of a uniform(s), a watch, footwear, liability insurance, and Standard Exam fees. TB skin test, immunizations, a physical exam, and CPR certification fees are at the student's expense.

The approximate costs for special items for the EMS student are as follows (these fees are subject to change according to current applicable rates):

Admissions Costs (background check, physical, etc.)	\$155.00
Uniforms	\$225.00
Books	\$1,775.00
Standardized Assessment Test	\$90.00
Estimate Cost for out of town Room/Travel	\$2,500.00
Web based testing software	\$350.00
EMS Equipment	\$150.00

Malpractice Liability Insurance

Malpractice liability insurance is required for all EMS students enrolled at Laredo College. The fee is payable at the time of registration.

Laredo College carries a blanket malpractice insurance policy on EMS students while performing assigned duties as a Laredo College EMS student. The policy covers an academic school year. If the student re-enters the program in the spring semester, the fee is not pro-rated. The student will have to pay the full fee each fall semester.

Student Records and Privacy

The student is responsible for providing current address, telephone numbers, and email addresses to the instructor, Program Director, and the college. This is necessary for notification of family in case of an emergency or in the event the instructor needs to contact the student regarding classes, labs, clinical, or field rotations.

By signing the Health Sciences Division EMS Program disclosure form (refer to Review of Records Form following Appendices), the student voluntarily agrees to fully disclose personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission

committees, and academic advisors. This task does not require prior written consent from the student.

LC EMS faculty will have access to the student directory and health information as required for placement of students at clinical and field affiliation sites. This information may include, but is not limited to:

- Student name, address, and phone
- Current AHA BLS CPR certification
- Current immunizations
- 10 Panel drug test results
- Criminal background check results
- Negative COVID-19 test(s)

Provisions will be made to ensure the protection of records against the invasion of privacy.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding to provide student access to and maintain the privacy of education records. FERPA requires faculty, staff, administrators and other College officials, to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that submit an admissions application to Laredo College.

Dissemination of Information to Students

When a student is attending LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution, FERPA rights transfer to the student.

Faculty and staff may not provide information to parents, spouses, or others who may ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student, and the guest will be an observer during the interactions.

Directory Information

In accordance with the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC currently defines "directory information" to mean the following:

- Student name, address, and phone (if any),
- Major field of study
- Dates of attendance
- Degrees and awards received
- Student classification

- Enrollment status (i.e., full-time, part-time)
- Name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a **Request to Withhold Student Directory Information Form**. The form is valid until the student gives LC a statement in writing that the student wishes to have directory information released.

All student records are archived according to facility policy and will be kept in a locked file in the Emergency Medical Services Department Office. Official student records are located at the Registrar's Office.

Documents included in the EMS student records are:

- Admission data (program application)
- Transcripts
- Clinical and field Evaluation Tools
- Anecdotal Notes
- Specific information regarding the individual student
- Instructor/Student Conferences and Tutorials/Remediation
- Grades
- Skills sheets

Provisions will be made to protect records against loss/destruction and invasion of privacy. Records are kept for five years in the EMS Department and shredded after that.

Clinical / Field affiliations and Student Records

EMS Director, EMS Instructor, and rotation sites will have access to student directory and health information as required for placement of students at clinical and field affiliation sites. This information may include, but is not limited to:

- Student name, address, and phone
- Current AHA BLS CPR certification
- Current immunizations
- 10-panel drug test results
- Criminal background check results
- Negative COVID-19 test result(s)

According to clinical facility policy, provisions will be made to ensure protection of records against invasion of privacy.

General Procedures

Transportation

Students are responsible for their transportation to and from class, the clinical and field facilities, and other designated areas.

Use of Electronic Devices Policy

The students in the EMS Program will abide by the LC policy on the Use of Electronic Devices as stated in the LC Manual of Policy [FLB \(LOCAL\) Student Rights and Responsibilities Student Conduct](#). "... Unless prior authorization is obtained from the instructor, the use of an electronic device is expressly prohibited in classrooms, laboratories, and clinical settings and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official."

Emergency use of phones or other electronic devices should be discussed with the clinical instructor first. Students abusing the use of cell phones may be sent home for the day at the discretion of the clinical instructor, and the student will need to make up those hours prior to the end of the clinical experience. Non-compliance with this policy during classroom or clinical activities will be considered a violation and lead to disciplinary action.

Social Media

1. EMS Program students should not discuss any private information about patients, clinical facility staff, and faculty, and fellow students in any form of social media. The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) and the [Family Educational Rights and Privacy Act \(FERPA\)](#) guidelines are to be maintained at all times during classroom and clinical course activities.
2. If the student violates the rights of patient/client privacy via an electronic device, they will be dismissed from the program due to violation of HIPAA and the EMS Student Code of Conduct without an opportunity to re-apply to the EMS program.
3. If the student violates the rights of a student's privacy via an electronic device, they will be dismissed from the program due to violation of FERPA and the EMS Student Code of Conduct without an opportunity to re-apply to the EMS program.
4. Use of social media, including texting, emailing, and social networking (platforms included but not limited to Facebook, Instagram, Snapchat, WhatsApp, Remind, GroupMe, Twitter, Blogs, and YouTube) during class and clinical hours is prohibited. Inappropriate use of social media by an EMS Program student will be considered a violation and will be subject to disciplinary action.
5. All social media pages will be administered entirely by the designated employee of the Laredo College Public Relations Office.
6. The uploading, downloading, and distribution of unauthorized pictures, videos, and course materials are strictly prohibited without express written permission of the faculty and other persons concerned and will be administered entirely by the designated employee of the Laredo College Public Relations Office.

Sharing sensitive and confidential information is protected under HIPAA and FERPA, whether conferred through face-to-face communication channels, social media sites, or college communication modes such as Canvas. Students violating **HIPAA** and/or **FERPA** will be dismissed from the program without an opportunity to re-apply to the EMS program.

Emergency Messages

The student should notify their family that in case of an emergency (during class or clinical), they should call the Health Sciences Division Office at (956) 721-5261. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

Laboratory Practices

Laboratory activities require EMS students to work closely with lab partners of the same or opposite gender for practice sessions and/or lab practicals. Close contact between students will be required during the practice of data collection skills and therapy interventions in preparation for clinical and field practice. Instructors will ensure students take the appropriate measures to promote privacy. Students displaying inappropriate behavior during situations where contact is close will not be tolerated and are at risk for dismissal from the program. Each student is responsible for reporting inappropriate behavior to the lab instructor and/or EMS Program Director.

Part of the laboratory experience requires students to serve as mock patients for instructors and fellow students. Instructors will ensure that laboratory equipment is safe prior to use. Students must adhere to safe behavior while using equipment during skills lab activities. Equipment can be used by students only under the supervision of EMS faculty. Students must promptly report any malfunctioning equipment to EMS faculty as soon as it becomes evident.

Open laboratory hours will also be available for student practice, during which a faculty member will be available for supervision.

Patient Simulators

Patients or patient simulators may participate during didactic or laboratory activities in the academic setting to enhance the student educational experience. Patients or patient simulators must sign a consent form agreeing to voluntarily participate in these activities.

The EMS Program students will abide by **the Health Insurance Portability and Accountability Act (HIPAA)** to safeguard the confidentiality of health information obtained from patients. All information obtained from the patient or patient simulator is confidential. Patient information should only be discussed with the program faculty in a private venue.

Videotaping, Audio Taping, and Photographing of Students

Videotaping, audiotaping, or photographing of students may be required while enrolled in the EMS Program for instructional purposes.

Students must agree and sign the consent form to participate in these activities in the Program (see page Videotaping, Audio taping, Photographing of Students consent form).

Student Program Orientation

The objectives for the orientation of new EMS students are as follows (Refer to Appendix B):

1. Provide the new student with an opportunity to become familiar with the administration and organization of the Laredo College Emergency Medical Service Program.
2. Provide the new student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new student in the classroom, lab, clinical, and field areas in accordance with the philosophy and procedures of Laredo College and the Emergency Medical Service Program.
4. Attendance for orientation is mandatory for all new students.

Procedure

Inform the new student via email regarding the day and time of orientation.

Responsibilities

The Program Director/Faculty will:

1. Welcome the new student.
2. Introduce the faculty and the clerical staff.
3. Review the Organizational Chart of the Emergency Medical Service Program and the Laredo College Administration.
4. Present and review the EMS Licensure laws and statement of eligibility requirement by the Texas Department of State Health Services and National Registry of EMTs.
5. Discuss any Scholarship opportunities.
6. Discuss the Comprehensive Examination in the Capstone course.
7. Review the Student Handbook and Procedures.
8. Present and review requirements for:
 - a. Updating address, etc.
 - b. Scheduling.
 - c. Maintaining Current Immunization Records.
 - d. BLS CPR certification requirements.
 - e. Annual Criminal Background Checks.
 - f. Negative COVID-19 test result(s)

The EMS Faculty will:

1. Discuss the purpose and functions of the class lab and the computer lab.
2. Explain scheduling and the hours of operation.

The Student Emergency Medical Service Club Representative(s) will:

1. Discuss the purpose and goals of the EMS Club.
2. Explain activities.

Student EMS Club

The purpose of this club is to increase community awareness of services provided by the Emergency Medical Technician and Paramedics. EMS members strengthen their self-confidence, professionalism, and leadership skills. Members promote the EMS profession by participating in community activities such as providing First Aid Stations at various city-wide functions. The club also helps EMS students earn their continuing education hours needed for certification.

Promotion/Progression

To progress within the Emergency Medical Service Program, the student will:

1. Complete the courses within the EMS curriculum plan as outlined in the Degree Plan. A student deviating from the EMS curriculum sequence as printed may not be able to progress and may be unable to complete the program in the intended time period.
2. Maintain a grade of “C” or above in all program curricula and prerequisite courses for a student to be able to progress in the program.
3. Students must meet competences in cognitive, psychomotor, and affective domain in each course to Students competencies the to pass the course. See course syllabus for details.
4. Complete all required examinations, skills, and quizzes at the time scheduled, except under extenuating circumstances (i.e., hospitalization, family emergency, etc.).
5. Successfully pass skills exams. Students will be given **three** opportunities to pass the skills exam. Points will not be deducted from their grade due to retesting.
6. Students are required to complete a skills checkout in specific courses and demonstrate competency through the safe and effective performance of the required skill prior to completion of a course. Students must receive an approved “check” score for all skill checkouts to be considered as possessing safe behaviors and skills to progress to a subsequent course or clinical rotation.
7. Clinical education requirements must be completed satisfactorily according to course requirements. All excused absences must be made up before the end of the semester.

8. Successfully complete the comprehensive examination during the Capstone course that consolidates the program's didactic with a 70% or better.
9. Attend instructor conferences to discuss observations made by program faculty and clinical instructors. These conferences will be recorded in the student's records. Remediation plans will be developed and agreed upon. If needed, the student will be counseling department as recommended by the EMS Program faculty.
10. Abide by the code of conduct stated in this handbook both in the classroom and clinical site(s). Unacceptable personal conduct may result in complaints by faculty members or clinical/field agency members. The EMS Program faculty will review such complaints. Failure to comply with the code of conduct may prevent the student from progressing within the EMS Program.
11. If unacceptable personal conduct at a clinical or field site results in the request of the agency to remove the student from that facility, the student will be unable to fulfill the requirements for the rotation and may serve as grounds for dismissal from the EMS Program.
12. In order to begin taking the second semester in the EMS program the student must hold a current EMT certification from the Texas Department of State Health Services. If the student does not hold an EMT certification, they will not be allowed to register for the AEMT/Paramedic courses.
13. The LC EMS Program Medical Director and the LC EMS Program Director are the only entities that can clear a student for examination with the National Registry of EMTs (NREMT). Passing the EMS courses does not guarantee that the student will take the NREMT examination.

Transferring EMS Student from another EMS Program

In order for a student to request a transfer to Laredo College Emergency Medical Service from an EMS Program at another institution, the following criteria must be met:

1. The student must make an appointment and meet with the LC EMS Program Director.
2. The student must have a current EMT certification from the Texas Department of State Health Services in order to transfer into the EMS program.
3. The student must meet the scholastic requirements as outlined in the **LC Catalog** in order to be admitted to LC and eligible to apply to the LC EMS program.
4. The student must submit a completed Health Sciences Division application and an official transcript from the transferring institution.
5. A letter of good standing from the Program Director of the transferring institution must also be included with the application.

6. A complete description of EMS courses taken must be provided.
7. The student must have earned at least a “C” in all transfer courses and shall demonstrate competency by testing and passing (70% or greater) all of the transferring academic and clinical EMS courses.
8. Admission to the EMS Program is contingent on space availability and if the applicant meets program admission requirements.
9. All students must adhere to the EMS requirements that are in effect at the time they enter the program.

Withdrawal / Continuance Policies

Students are responsible for the withdrawal policies stated in the **Laredo College Catalog** and the **Laredo College Student Handbook**. A student who withdraws from an EMS Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director before dropping any course in the EMS curriculum. The following policies are applicable for withdrawal from the EMS program:

1. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.
2. If a student withdraws from a required course while enrolled in the program (such as a general education course that is required to be taken concurrently for that particular semester), those courses may not be taken independently of one another. If a student fails or withdraws from a current course, the student must also withdraw from the other concurrent course. Consequently, the student will not be able to enroll in the next semester of the program.
3. If a student withdraws from the EMS Program due to catastrophic reasons, personal illness, military call of duty, etc., they may request to continue in that program **one time** (see Readmission policy).
4. Students who withdraw from the EMS Program due to academic failure during any semester of the program must re-apply according to the application process outlined in the **LC catalog** and EMS Student Handbook.
5. If a student withdraws from the program for any reason, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request, which details re-admittance or re-application eligibility (see Readmission Policy). The original will be kept in the student’s file.

All students must officially withdraw from the course(s) in the Office of the Registrar, Lerma Peña, room 160. This will prevent the student from receiving an “F” on the transcript for the course in progress at the time of withdrawal.

Incomplete Policy

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the course requirements except a final examination or other work that has been delayed on account of illness, another emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the student's responsibility to plan within the time limit set by the instructor.

If the course requirements have not been satisfactorily completed by the deadline set by the instructor, the grade of incomplete will remain an (I*), however, it will be calculated as an "F" for the course and will affect the student's GPA. In order for the student to be eligible for an incomplete, the student must be passing the course with a 70% or greater in the completed course work.

Students who properly withdraw from courses will receive grades of "W" for such courses through the time designated by the academic calendar.

Dismissal Policies

The following are grounds for dismissal from the EMS program:

1. If a student receives a grade less than a "C" in any EMS curriculum course or a score less than 70% in the comprehensive exam of the capstone course, the student will not be able to continue on with program courses.
2. If a student does not pass the skills exam on a third attempt with fails to successfully complete the safety components of the EMS course.
3. If a student does not receive an approved score for all skills checkouts to indicate demonstration of competency through the safe and effective performance of the required skill.
4. If a student violates the Student Code of Conduct as listed in the **LC Student Handbook** or the EMS Student Handbook.
5. Behavioral problems will not be tolerated and are grounds for dismissal. This may prevent the student from re-applying or being re-admitted to the EMS Program.
6. The student must meet the required classroom and rotation contact hours as stated in the **LC Student Handbook**.
7. A student fails to abide by safety precautions as delineated in course requirements.
8. The clinical agency refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct.
9. Any breach of a client's right of confidentiality or privacy by written or spoken form, including the copying of client medical records whether by hand or electronic methods.
10. Confirmed positive drug test.

11. Abandonment of client(s)

If a student is dismissed from the program for any reason, the student should meet with the Program Director within 48 hours to complete a student exit report.

Re-Admission / Re-Application

The student who withdraws from the EMS Program for **catastrophic reasons** may request to continue in the EMS program **one time**.

1. If a student withdraws from the EMS Program and is eligible to re-enter the program the following year, a notation will be made on the student exit report, and any specific requirements for re-entry will be noted.
 - a. A request to continue in the program must be in writing.
 - b. The student has one year from the time they withdrew from the program to request a continuance. Suppose more than a year has transpired since withdrawing from the program to request a continuance. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program (see #2-4 below).
 - c. In order to continue in the program, the student must have passed all program courses completed prior to withdrawing with a grade of “C” or better. Students must re-test in all program courses completed prior to withdrawing from the program and pass with the required cut score prior to readmission.
 - d. Returning to the program is contingent on space availability, medical director, program director, and only as authorized by each program’s accreditation agency.
 - e. All students must adhere to the requirements that are in effect at the time they continue in the program.
2. If a student misses the “one-year” window to re-admit, they must re-apply to the program, complete any specific requirements, if applicable, and go through the selection process to gain a position with the new class.

Being a prior student in the EMS program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.

Student Complaint Process

Concerns or problems a student may have in the EMS Program course should be directed in writing to the instructor for that course. The Student Incident/Complaint Form can be obtained from the department secretary. The instructor will address the student’s concerns and identify methods to resolve the issue. If the issue is not resolved, then the student should proceed with the appropriate chain of command:

1. Instructor
2. Program Director
3. Dean of Health Sciences
4. Provost/Vice-President of Academic Affairs

Student Grievance Process

Laredo College has a Student Grievance Procedure to formally address issues that have not been resolved through the established Laredo College Student Complaints Process. Students who wish to file a formal grievance must follow the Laredo College Student Grievance Procedure outlined in the [Laredo College Student Handbook](#).

Student grievances must be filed in writing by completing a Student Grievance Form within 10 class days from the date of the act, or last act, giving rise to the student's grievance. Failure to file the Laredo College Student Grievance Form within such a time frame will bar any student's right to pursue such grievance. Students may obtain a copy of this form from the Dean of Student Development or the Provost/ Vice President of Academic Affairs.

Complaints Against Student

Concerns or problems against a student or graduate of the EMS Program by a clinical instructor, employer of a graduate, another student, or the general public should be directed in writing to the EMS Program Director. The Complaint Referral Form can be obtained online from the EMS Program's website (URL) or the department secretary. Complaints may be submitted by completing a Complaint Referral Form online or submitting a copy via fax or mail. The EMS Program Director and EMS faculty will review and investigate all complaints made against an EMS student or graduate and address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

COVID-19

EMS students must follow the guidelines and procedures stated in the Laredo College Health Protocol. Faculty will review with the students the health protocol on a semester basis.

Professional Standards, Code of Conduct, and Code of Ethics

Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the goals of the EMS Program is to assist students in becoming safe, professional, and ethical clinicians.

This goal is fulfilled by holding the student accountable for safe behaviors and establishing a code of ethics and conduct along with professional standards of behavior that will help the student meet the criteria expected by the profession.

As a student at Laredo College, the EMS student will abide by and follow the Professional Standards, Core Values, Code of Ethics, and Code of Conduct.

Professional Standards

Generic Abilities: are attributes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten abilities and definitions developed are:

1. **Commitment to Learning:** the ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning, and to continually seek new knowledge and understanding.
2. **Interpersonal Skills:** the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. **Communication Skills:** the ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. **Effective Use of Time and Resources:** the ability to obtain the maximum benefit from a minimum investment of time and resources.
5. **Use of Constructive Feedback:** the ability to identify sources of and seek out feedback and effectively use and provide feedback to improve personal interaction.
6. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. **Professionalism:** the ability to exhibit appropriate professional conduct and represent the profession effectively.
8. **Responsibility:** the ability to fulfill commitments and be accountable for actions and outcomes.
9. **Critical Thinking:** the ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and distinguish the relevant from the irrelevant.

10. **Stress Management:** the ability to identify sources of stress and to develop effective coping behaviors.

EMT Oath

The student in the EMS program will abide by the EMT Oath. (Refer to Appendix D)

Code of Conduct

An environment of acceptable behavior and conduct is required in the academic and clinical environment to ensure the health and safety of all individuals involved in the health care process.

Infractions of the Code of Student Conduct include the following but are not limited to:

1. Any student deemed impaired by reason of mental, physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
2. Conducts that may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.
3. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or designee of the facility.
4. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment, and/or presentation.
5. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.
6. Using profane language or gestures.
7. Disrupting instruction by the use of cell phones and/or pagers, habitually late, or absent from class or clinical.
8. Assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional process.
9. Refusing to adhere to the specified dress code and code of ethics.
10. Demonstrating behaviors that could be categorized as harassment.
11. It is grounds for dismissal from the EMS program if a student's conduct is such that a clinical or field agency refuses to allow the student to return to rotations.
12. In view of the significance of the confidentiality issue and the issue of the protection of the client's rights, any student found breaching the client's right of confidentiality will be

dismissed from the EMS Program. Copying and/or discussing client medical records are unacceptable and maybe cause for dismissal from the EMS Program.

13. A student who exposes a client or other person to the risk of harm may be dismissed from the class. The student will receive a written warning, and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.
14. Students are not allowed to post or take pictures of patients during their Rotations. Also, students are not allowed to make any negative or derogative comments about patients, preceptors, clinical or field sites on social media.
15. Possession or use of alcohol or drugs before class, during class, or during rotation is prohibited. Students may be subject to random drug screening by an institutional or clinical facility where they are being trained.

Infraction of the code of conduct, whether it occurs in the campus classroom or at a clinical site may result in disciplinary action.

Academic Dishonesty

The student in the EMS Program will abide by the LC academic dishonesty policy as stated in the current **LC catalog**. Any student found guilty of dishonesty while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the EMS Program.

Disciplinary Action

The disciplinary action process includes:

1. Counseling with the instructor and/or LC counseling department to identify the problem.
2. Developing a plan of expectation and action with the instructor and/or LC counseling department including an acceptable timeframe to correct the problem.
3. Dismissal from the EMS Program

Failure to comply with the plan may result in dismissal from the EMS Program.

Counseling

Counseling Forms (refer to Appendix F) are written comments made by an instructor and/or the Program Director. The counseling forms are written and placed in the student's permanent file.

The notes serve as:

- A. A reference during the conference following the clinical experience.
- B. An evaluation tool of student progress.
- C. A record of recommendation for continuity within the teaching team
- D. Recording of written factual information.

Each student is given the opportunity to review his/her counseling form and write comments if appropriate. The instructor and student are required to sign the counseling form. The student's signature indicates that she/he has read and understood the notes NOT whether she/he agrees or disagrees with them. It is the student's responsibility to meet with the course instructor.

Grading System

A minimum grade of "C" is required to progress through the EMS curriculum. The grading system for EMS classroom (didactic) and rotation courses will adhere the following formula:

90 to 100 = A
80 to 89 = B
70 to 79 = C
60 to 69 = D
0 to 59 = F

The educational process in the EMS Program courses consists of both classroom and rotations. Since the ability to function in both areas is essential to an EMS student, EMS students are required to maintain a satisfactory grade ("C" or better) in both didactic and clinical practice in order to progress through the EMS curriculum. Student's grades will not be rounded nor will extra credit work be given to improve course grade.

Methods of Assessment

Various assessment tools will be utilized to assist the instructor in determining whether the student is progressing towards achievement of course objectives. The assessment tools may consist of any of the following: exams (computer-based or written), lab practical's (skills performance), quizzes, written assignments, oral presentations, individual or group projects, scenarios, case reports or case studies.

Assignments

All required work must be submitted on time. Acceptance of late work, to include penalty points, will be at the discretion of the course instructor. Accepted late assignments will be assessed penalty points including holidays and weekends.

Exam Schedule

The student will be provided with the course syllabus containing a schedule of dates for written exams, practical evaluation, and major assignments or projects that occur during the semester. It is the student's responsibility to plan and prepare accordingly for exams as per the class schedule. Unit exams will be scheduled in advance to correlate with the completion of a portion of the content.

A student must communicate with the course instructor if unable to take an exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided.

The type of documentation will be at the discretion of the course instructor. If there is no communication prior to the administration of the exam, a zero will be recorded. There are no make-up exams only quizzes.

Computer-based Examination and Quizzes

The following examination policy and procedures are in addition to the procedures in the current LC catalog.

1. All personal belongings are to be placed in a designated area prior to the exam, including all electronic devices e.g. cell phones, tablets, PDA's etc.
2. The instructor will determine what additional aids may be used during the examination (e.g. paper, pencil, and pen).
3. Examinations and/or Quizzes will be proctored and timed.
4. Students may not leave the computer room once the examination has begun without the approval of the instructor.
5. Students found cheating will be given a zero for the examination. **(Refer to Dismissal Policy Section)**
6. Times and dates for review of examinations will be announced. If the instructor reviews the exam immediately after the exam with students, the exam grade is not final until the instructor reviews the exam statistics.
7. The computer-generated student's response report is the official document when assigning a student's examination score.
8. In the event a student is unable to take an exam at the scheduled time, he/she must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. No make-up on exams.
9. No examination grades will be dropped when determining the Final Grade.
10. Exams/Quizzes may be paper-based at the faculty's discretion.
11. The exam results will be posted within 72 hours after the date of the exam Official grades will be on the student's transcript and can be accessed on-line via campus website.
12. No food or beverages are allowed in computer lab.
13. Students arriving late to an exam will have the time remaining from scheduled start time of the exam to complete their exam.

Exams, Lab Practical Check off's

In order to progress through the EMS curriculum and promote success in EMS courses, **students must pass with a grade of 70% or better**. All written or computerized assessments are the property of LC EMS Program and will not be retained by the students. Faculty will retain exams for the duration that the student is enrolled in the EMS Program, which will then be shredded once that timeframe is completed.

Laboratory practical exams determine whether a student demonstrates satisfactory performance in knowledge, skill, and safety to provide a treatment. Students must pass with a grade of 70% or better and successfully complete the safety components of the practical. Students will be given **three** opportunities to pass a practical exam. Students failing the second practical attempt will be withdrawn from the EMS Program.

Students are required to complete the skills in specific courses and demonstrate competency through safe and effective performance of the required skill prior to completion of a course. Students must complete self and peer assessments prior to completing a skills checkout. Students must receive a passing score for all skills checkouts, including safety components, to be considered as possessing safe behaviors and skills in order to progress to a subsequent course or clinical rotation.

The grading and administration of quizzes will be determined by the course instructor. The student is advised to acquaint with the material covered on the quiz as it may help prepare the student for the next exam.

Review of Examinations

All examinations will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting. The student may not take notes, tape record, or retain a copy of the exam. Any student found violating this procedure, may jeopardize his/her standing within the EMS Program. Grades will be provided within 72 hours of the exam.

Make-Up Assignments / Quizzes / Exams

Students are responsible for making arrangements with the instructors to make-up assignments. The instructor will identify in the course syllabus if any penalty will be assessed in the make-up process.

Quizzes are given at the discretion of the instructor. **There will be no make-up for exams**, regardless of the circumstances, with a grade of zero recorded for missed quizzes. Students must take all examinations and final examinations at the times scheduled. Final examinations will be given on time as scheduled by the Provost/ Vice President of Academic Affairs.

Comprehensive Final Exam

A comprehensive final exam for each course will be administered during the week of every semester. The course syllabus will indicate the percentage weight of the comprehensive final exam. Standard final exam percentage weight ranges from 20% to 40%.

The student will be required to complete a computer-based comprehensive exam as part of the EMS Curriculum. The exam must be completed with a score of 70% or better prior to completion of the Capstone course of the EMS Program. The student will have three opportunities to successfully pass the comprehensive exam. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation. The comprehensive final examination will be scheduled according to the schedule printed by the Provost/ Vice President of Academic Affairs.

The student is required to pay the required fees and may be made over the internet at the designated website.

Make-Up Lab Practical Check off's

Make-up of a lab practical will be allowed only when the student presents an excused absence. The student must submit a written request to the instructor explaining why the student failed to take the lab practical. The student is responsible for submitting a request the first day upon returning to class for a date to make-up the lab practical. The instructor will establish the date for the lab practical.

Student Progress

Students will be scheduled at midterm to meet individually and in private with the course instructor or Program Director to discuss progress in EMS courses or for counseling as delineated in the Review of Examination Policy to complete a remediation/tutorial agreement with the faculty member prior to the next scheduled exam. All instructor/student conferences will remain confidential. Refer to Appendix F.

Grade Appeal Process

Grade determination and the awarding of a final grade in a course is the responsibility of the instructor. Final grade reports will be available to the student online through LC PASPort within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should follow the **Departmental Procedure for Appeal of Grade Process**:

1. The student meets with the instructor of record who issued the grade.
2. If the issue is not resolved, the student has to meet with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the Dean of Health Sciences.

4. The student may request a review by the Provost/ Vice President of Academic Affairs after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Provost/Vice President of Academic Affairs.

After the final course grade is issued, a student will have two weeks (10 working days) to appeal the grade.

After a class assignment grade is issued, a student will have one week (five working days) to appeal the grade.

Tutorial

Should the student's exam score fall below the minimum pass grade requirement, the student is responsible for the following:

1. Schedule and meet with the course instructor after reviewing the exam within 24 hours of receiving the grade.
2. Complete a remediation/tutorial agreement with the faculty member within the designated time prior to the next scheduled exam. (Refer to Appendix G). To verify that all remediation is complete, proper documentation must be provided to the instructor.
3. Successfully implement the remediation/tutorial agreement within the designated time and prior to the next exam.

Remediation

The remediation/tutoring assignments may consist of any or all of the following:

1. A review session (notification of location designated by the instructor).
2. Assignment as designated by the instructor.
3. Computer assignments.
4. Peer assessment.

Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam. It is the student's responsibility to meet with the faculty.

Attendance

Class

Students are responsible for the attendance policies stated in the **LC College Catalog** and course syllabi where applicable. Students are expected to have regular and punctual attendance at all classes and laboratory periods on a regular basis. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when lecture or a presentation has begun is disruptive and reflects disregard towards others. Please see course syllabus for attendance policy.

It is the student's responsibility to contact the instructor prior to the start of class if circumstances beyond the student's control arise that will result in tardiness or will prevent attendance. A student who is habitually late to class or clinical will be counseled. Being habitually absent or tardy may have a negative impact on the student's final grade or may be grounds for dismissal from the EMS program.

Instructors will keep an accurate record of each student's attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. The student is responsible for obtaining missed material when absent from class/lab.

A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of **zero** awarded for any test, assignment or laboratory work which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for the EMS classes, labs, and rotations are explained in the syllabus for each course. Refer to course syllabus.

In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after completion of a major examination or, in some cases, completion of a laboratory experiment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Rotations

Refer to attendance policy under Clinical and Field Education.

Program Dress Code

All EMS students will be governed by the current dress policy with the goal of beginning to demonstrate professionalism both in the classroom, laboratory, and in rotations. This procedure is periodically reviewed and revised by the EMS program faculty.

Classroom Attire

While on campus, the student is required to adhere to the EMS Program student uniform dress requirement as stated on the course syllabus.

Laboratory Attire

Both male and female students will be required to wear the EMS program T-shirts and exercise pants or shorts with elastic waist bands with thigh-length "bike shorts" underneath. Females may use a sports bra, halter top, or bathing suit top underneath the T-shirt.

Rotations Attire

Please refer to Clinical Education Dress Code

Clinical Education

The EMS Program curriculum at Laredo College provides the student with clinical and field experiences during the EMS the program. The students will be assigned to a clinical preceptor who is an employee of the facility.

Course Completion

Prior to the start of the first clinical rotation, the student must have demonstrated competency by satisfactorily completing all of the required courses before rotation. Student competency will be demonstrated by passing all tests and lab practicals with a grade of 70% or better. Students must receive a passing score for all skill to be considered as possessing safe behaviors and skills to progress to rotation. If the student has not satisfactorily completed those requirements, the student will not be allowed to begin rotation and will be dismissed from the program.

Prior to the start of the second rotation, the student must have demonstrated competency by passing all of the required didactic coursework, including tests, lab practicals, and the first clinical rotation. If the student has not satisfactorily completed those courses, the student will not be allowed to begin the second clinical rotation and will be dismissed from the program.

In order to progress to the third and fourth clinical and field rotation, the student must have demonstrated competency in skills and in the EMS courses. If the student does not complete those requirements satisfactorily, the student will be dismissed from the program.

Verification of Documents

Prior to the clinical experience, the student must have documented proof of the following:

1. Immunization records, including:
 - MMR (Measles, Mumps, Rubella)- 2 doses or Positive Titer, Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of Measles, Mumps, and Rubella.
 - Varicella Titer documenting immunity, Parent/physician validated history of Varicella disease (chickenpox), or two doses of Varicella Vaccine.
 - Complete the Hepatitis B (HBV) vaccine series prior to direct patient contact. Serologic confirmation of immunity to the hepatitis B virus is acceptable.
 - One dose of Tetanus-Diphtheria and Pertussis (TDaP) every ten years
 - Bacterial Meningitis - Legislative Bill 1107 requires that all college students must receive the vaccine by 2012 (see Laredo College catalog for bacterial meningitis criteria).
 - Hepatitis A
 - Influenza vaccine (annually)
2. TB skin test (annual) within seven days or chest x-ray results (every three years)
 - Two Step TB test upon entering and one TB test annually thereafter. Two Step TB consists of either the following:
 - i. Proof of one TB test within the past 12 months and one TB test administered upon entering, or
 - ii. Two TB tests administered 1 week apart upon
3. Tetanus shot (every 10 years)

4. Negative (clear- should have no criminal record) criminal background check completed through [CastleBranch](#).
5. Negative 10 panel drug screen completed through [CastleBranch](#) (annually).
6. A complete physical examination
7. Submit evidence of current basic CPR certification for health care professionals approved by the American Heart Association BLS Health Care Provider. Certification must remain current for the duration of the program.
8. Purchase and maintain current student liability insurance (fees are paid with registration on an annual basis).
9. Negative COVID-19 test(s) - Due to the Pandemic some of the clinical agencies require the COVID-19 vaccine. As guest in the facility the programs must adhere to the agency's requirements. If you chose not to take the vaccine you may not be able to complete your clinical requirements therefore you may need to "withdrawal" from the course.

**Failure to submit documentation or as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.*

***The student is responsible to create a compliance tracker account with CastleBranch and can be accessed via [CastleBranch](#) using Package code LA52. The student will assume responsibility for the costs of the account, immunizations, criminal background check, drug test and medical services.*

****At the discretion of certain clinical sites, the student may be required to provide physical documentation to said clinical sites prior to the start of the clinical experience. Program Directors/Instructors will provide direction regarding submission of documents and time frames.*

The following documents may be required for submission by the student to the clinical site:

- **A negative criminal background check completed through an alternate background company and/or the local sheriff's office**
- **Negative drug screen**
- **Immunization records**
- **COVID-19 test(s)**

Failure to submit documentation as deemed necessary, the clinical site(s) may refuse placement to a student who does not provide the requested records. Student is subject to dismissal from the program if clinical site refuses to host student for clinicals.

Malpractice Insurance

All EMS students are required to purchase professional liability insurance before being allowed onto the clinical site. This insurance fee is included in the tuition fees for the Fall semester courses.

Conduct

Students are expected to conduct themselves in a professional manner with peers, faculty, staff, preceptors, educators, and guest speakers. The student must be aware of and abide by the facility's

policies & procedures; the Code of Conduct and Code of Ethics; the EMS Program policies & procedures; and the LC Student Handbook. The clinical site reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care. **If the student is asked to leave the clinical for just cause, and this is substantiated by the Clinical Preceptor, Clinical Instructor, and Program Director after further investigation, the student will be dismissed from the program.**

Students will adhere to the following:

1. Students will conduct themselves in a professional manner at all times. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip, and loitering are unprofessional behavior that will not be tolerated.
2. Students will not discuss personal problems with patients or staff.
3. Students will not engage in conversation with staff or fellow students within the patients or patient's family hearing range that is not intended for the patient or family members to hear.
4. Students will put personal cell phones on vibrate mode and will not make personal telephone calls during clinic hours unless it is an emergency or it is during a scheduled break (lunch period).
5. Students will not chew gum or eat/drink in front of patients.
6. The student must provide the clinical instructor with current emergency telephone numbers and home telephone numbers.
7. The student will always remain busy while in clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, reading a textbook or reviewing a lesson, etc.
8. The student will not leave the clinic area without permission from the clinical instructor, nor leave early for lunch or at the end of the day.
9. The student will not discuss other clinical instructors, personnel or clinical sites.
10. The student will be courteous to patients and staff, conducting himself/ herself in a professional manner at all times.
11. The student will direct any concerns or issues to their EMS Instructor, EMS Clinical Coordinator, or EMS Program Director related to the clinical facility or preceptor.

The student will abide by the Laredo College Health and Safety Protocols for the use of personal protective equipment (PPE). If the college requires more stringent protocols than the facility, the student will abide by the Laredo College protocols. If the clinical facility has more stringent protocols than the college, the student will abide by the facility's protocols.

Confidential Information

The Emergency Medical Services Program students will abide by **the Health Insurance Portability and Accountability Act (HIPAA)** to safeguard the confidentiality of health record

information. All hospital and clinic records are confidential and any requests for information concerning a patient should be referred to the clinical instructor. Patient information should only be discussed with the clinical instructor in a private venue.

Clinical and Field Orientation

The student in the EMS Program is required to attend a mandatory orientation of the clinical facility annually (Laredo Medical Center and Doctor's Hospital). Failure to attend will preclude a student from attending any clinical rotation. An accurate record of a student's attendance will be maintained. The Clinical Instructor will conduct a student orientation prior to the start of the rotation to review identified skills, course syllabus, and grading criteria.

Clinical and Field Assignments

The EMS Program strives to provide the student with a prehospital and hospital experiences. The Clinical Instructor will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements based on clinical education course objectives. Students' input concerning the type of setting that interests them is welcomed, however, the EMS Program/EMS Clinical Instructor makes the ultimate decision regarding placement.

Student Transportation

The student is expected to provide own transportation to and from the clinical site and is expected to report on time to the appropriate assigned agency.

Travel, Housing, and Expenses

Since some of our field site affiliates are based out-of-town, students can anticipate completing field experience out-of-town. All costs incurred during the field education experience (i.e. gas, lodging, meals, etc.) are the student's responsibility.

Structure of Clinical Education

Each of the rotation courses consists of specific objectives and competency requirements that are to be met by each student. The overall structure of the program's rotation education component reflects progression of required competencies. The student must demonstrate entry level skills of the minimum number of skills required for each clinical education experience in order to progress to the next level within the EMS Program.

Student Supervision

Students will complete all rotation experiences by the due date set by EMS instructor. An EMS instructor will be assigned to each student and will be responsible for student supervision, which may include scheduling student hours, data collection, patient treatment interventions, and assessment of clinical skills. The student will report directly to a designated preceptor. The EMS instructor or EMS Program Director will conduct regular site visits or make phone calls to consult with the clinical preceptor regarding student progress and problems.

Patient Consent

Prior to initiating a patient care, the EMS student will introduce as an EMS student, give an explanation of the treatment or data collection technique that will be performed and obtain the patient's consent. A patient has the right to decline receiving treatment by the student.

Evaluation of Students Skills in Rotations

The student, preceptor, and EMS instructor will be provided with a list of require skills that are to be done during rotations. The rotation facility will provide the student with opportunities to complete the required skills and will assess the student based on entry-level practice. The assessment will be based from the criteria described in the NREMT skills sheets. It is the student's responsibility to ensure that all required skills are completed by the end of the rotation experience.

To ensure that the student achieves the required skills, weekly meetings between the student and the EMS instructor will be required to identify the required skills to be addressed and to arrange for opportunities to work on those skills. A completed summary of the student's weekly progress will be submitted to the EMS Director on a weekly basis. (Refer to Appendix H). The EMS Director will also monitor student clinical progress via telephone and/or email as needed and will conduct midterm site visits. **Final rotation grades will be determined by the EMS Instructor based on grading criteria listed in the course syllabus.**

Students who demonstrate poor performance on any critical element within the Clinical and Field Evaluation Tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures.

If necessary, refer the student to the EMS Instructor for remediation. It is the student's responsibility to meet with the course instructor.

Student's Evaluation of Clinical and Field Experience

The student will be evaluated by their preceptor on cognitive, psychomotor and affective domains. This data will aid the EMS Instructor to obtain the students grade.

After the completion of the last clinical education course, terminal objectives are evaluated to assess final competency and entry-level skills.

Rotations Attendance

In order to meet accreditation requirements, 100% attendance is required in all clinical and field affiliations. Students must remember that completion of required objectives and competencies must be met while the assigned preceptor is on duty. The EMS student shall abide by rotation schedule as assigned to each student.

Students are required to complete their rotations as described in the course schedule book. Leaving a clinical or field site early is unacceptable and the time missed will have to be made up.

All missed clinical or field hours/days (excused/unexcused) must be made up before final grades are submitted to the registrar. Failure to make up missed clinical time by the end of the semester will result in a grade of “F”.

If absent, failure to contact the EMS instructors prior to the scheduled clinical affiliation time constitutes an unexcused absence. Telephone numbers of the EMS faculty (see Important Phone Numbers Appendix I) and clinical field affiliate departments are included in this Handbook (See Clinical Affiliates).

Rotations Tardiness

Habitual tardiness will not be tolerated under any circumstances. Tardiness is defined as “not being at your assigned area as scheduled.” A student who is late will be sent home and will have to be counseled by the Program Director. EMS students are expected to be at their assigned clinical field site at the time designated by EMS Program faculty.

At the Faculty members’ discretion or preceptor, the student may be sent home for being late to the clinical or field site and a zero recorded for the day.

For each unexcused absence (student fails to call and notify the EMS Instructor), it will result in a grade of zero for that day. All absences must be made up before final grades are turned in for the respective semester. Failure to make up missed time may result in a failed clinical or field class.

If unavoidable circumstances arise resulting in tardiness, the student is responsible for contacting both the EMS instructor and EMS Program Director prior to the scheduled clinical time. Telephone numbers of the EMS faculty (see Important Phone Numbers, Appendix I) and clinical affiliate departments are included in this Handbook (See Clinical Affiliates).

Rotations Lunch

In the hospital setting lunch breaks are to be scheduled according to the EMS instructor, which may consist of 30 minutes to an hour for lunch.

In field rotation your lunch break will be schedule according to the preceptor on site. A work break is a privilege and should not be abused. The student should not arrive at the clinical site and then take a break. The student should only take a break according to facility protocol and with proper authorization from the EMS instructor. Scheduled breaks are 15-minutes long.

Rotations Dress Code

For clinical and field rotation, the students must adhere to the EMS Program Dress Code the student are responsible for all costs of purchasing their uniforms.

A student found non-compliant with the rules of dress in a clinical or field setting will be sent home and receive an unsatisfactory grade and will have to meet with program director for counseling. All EMS students are required to adhere to the same dress code while on campus or at rotations facility:

Personal Appearance

1. Good personal hygiene via daily bathing, use of deodorant, shampooing of hair, and brushing of teeth.
2. Hair should be neat, clean, and should not interfere with performance of duties. Long hair or hair that is longer must be tied back. The instructor must approve hair accessories.
3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.
4. Make-up should be worn in good taste. Only moderate application is allowed.
5. No offensive perfume or cologne.
6. Tattoos or anybody decorations should not be visible.
7. EMS student uniform must be clean and wrinkle-free; no denim jeans are allowed.
8. Navy blue or black undershirt (T-shirt) is allowed under the uniform shirt.
9. EMS black boots. Boots should be clean and polished. No open-toe shoes, sandals or clogs.
10. Student identification badges must be visible and worn on the upper left side of the uniform collar at all times during the clinical affiliation. No decorations or stickers are allowed on nametags or uniforms. Student identification badges may be purchased at the LC student services department.
11. Smoking is not allowed within the clinical facilities or when wearing your LC EMS program uniform.

Jewelry

1. Stud earrings only on female students, no hoops, loops, or drop earrings; no more than one earring per ear. Earrings must be worn in the EAR LOBE only. Male students are not to wear stud, earnings, hoop, and loops.
2. Visible pierced jewelry other than the earlobe IS NOT ALLOWED.
3. No more than one ring may be worn on each hand.
4. Only one unobtrusive chain necklace is allowed.
5. Jewelry should not interfere with performance of duties.
6. Analog wrist watches or digital watch allowing timing of seconds must be worn.

Health and Safety

Campus Safety

The Campus Police Department is located in Advance Academic Technology Building ACC#126 and is staffed 24 hours a day / 7 days a week. Students and faculty are asked to report any suspicious activity, crime or emergency occurring on campus in person at the LC Police Building or to call at (956)721-5303 / (956) 794-4303. Please refer to individual course syllabus regarding emergency procedures to follow when reporting a fire, injury, illness, person down, stalking, threat or assault.

LC Alert

LC Alert is the campus notification system that contacts students, faculty, and staff via landline, cell, phone, email or text message (SMS cell phone) in the event of an emergency or campus closure. Students may register on a voluntary basis free of charge other than the standard fees associated with individual text messaging services. Refer to LC Alert on LC's website.

The student is responsible for adhering to specific safety policies set by the facility when the student is participating in off-campus laboratories, observation experiences, or clinical affiliation activities. If a LC student is injured, becomes ill, or is exposed to potentially harmful substances during any of these off-campus activities, the student must follow the reporting procedure listed in the EMS Student Handbook, Incident Report: Procedure for Student Injury, Illness, Exposure to Substances (refer to page 43).

Disabilities

The student with disabilities who wishes to request accommodations in a class, should notify the Counseling and Disability Services at Billy Hall Student Center, Room A209, or at 956-794-5838. The request should be made early in the semester so that the appropriate arrangements may be made. Under Federal law, a student requesting accommodations must provide documentation of their disability to the Counseling and Disability Services Counselor.

Occupational Exposure of Infectious Agents

In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility. A student exposed for whatever reason to a potentially infectious agent must contact the instructor and/or clinical preceptor immediately and follow the policy and procedure for infectious agent exposure.

Student Health

It is expected that the student report to the clinical sites both physically and mentally fit. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the EMS Program.

Pregnancy During Program

If the female student becomes pregnant during enrolled in the EMS program, she will have to withdrawal from the EMS Program. The reason is that the EMS agencies that we use for field rotation do not allow pregnant students to do their hours.

Incident Report

Procedure for Student Injury, Illness, Exposure to Substances

If an LC student is injured, becomes ill, or is exposed to potentially harmful substances while in the role of student EMS during academic, laboratory, field, or clinical affiliation activities, the student will:

1. Address the injury, illness, or exposure immediately and must report the injury to the instructor or clinical instructor immediately.
2. If the incident occurred on campus, the student must refer to Campus Police, his/her personal physician, or call 911. If the incident occurred in the clinic, the student must be sent to ER or be referred to his/her personal physician.
3. Request that the supervisor call the LC Risk Manager and notify them of the incident as soon as possible.
4. Complete an incident report at the clinical site and at LC Risk Management Department.
5. Follow up with his/her physician if necessary.
6. The student must contact Laredo College's Risk Management Department and complete an accident health insurance coverage form. Primary insurance will be filed for payment and LC insurance will be filed for expenses not covered by the primary insurance.
7. If the student has no other health insurance coverage, the LC insurance will cover expenses up to \$10,000 per occurrence. LC insurance does not cover any underlying condition.
8. The student is responsible for the expenses incurred.
9. Contact the Safety and Risk Management Office at 721-5852 for further questions.
10. Please refer to appendix J and K.

Graduation

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with grades of “70” or better in all courses listed in the EMS Program curriculum as stated in the LC Catalog. Graduate candidates must apply for graduation in the Office of the Registrar Lerma Pena room 160 before or on the date specified in the college calendar to receive their LC degree. EMS graduates are awarded a certificate and or an Associate of Applied Science degree upon successful completion of all courses within the EMS curriculum.

EMS Program Completion

A student who successfully completes the requirements of the EMS Program curriculum as printed in the Laredo College Catalog earns a Certificate and or Associate of Applied Science Degree and becomes eligible to take their certification exam from the National Registry of EMT's (NREMT). Upon successfully passing the national exam, the graduate will be certified or licensed to practice as an Emergency Medical Service personnel.

Job Placement

Students can receive information about current job availability through:

1. Job fairs hosted by local hospitals.
2. Job fairs hosted by LC.
2. Faculty and staff posted employment opportunities on bulletin boards in the College of Health Sciences.

Appendices

Appendix A – EMS Program Degree Plans



Laredo College
Health Sciences Division Degree Guide
2023-2024
EMT Certificate



			Credit Hrs.
FIRST SEMESTER			
EMSP	1501 ¹	EMT-Basic	5
EMSP	1160 ²	Clinical-EMT	1
EMSP	2305	EMS Operations	3
MDCA	1313	Medical Terminology	3
*MDCA	1409	Anatomy & Physiology for Medical Assistant	4
Total Semester Hours			16³

*Completion of BIOL 2301, BIOL2101 & BIOL2302, BIOL2102 with a grade of “C” or better will satisfy this requirement.

A grade of “C” or better must be maintained in all courses for a student to progress in the curriculum.

Students must complete all pre-requisites and EMS courses in the required semester sequence as outlined in the curriculum.

1. The student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.
2. Capstone Experiences:
 - a. EMSP 1160 (EMT) and EMSP 1163 (AEMT) are clinical courses taught at the end of each semester. The learning experiences in these courses result in a consolidation of a student’s educational experience.
3. The student must complete the course requirements, pass the EMT National Registry examination, and have a current EMT certification from Texas Department of State Health Services prior to advancing in the curriculum plan.

Obtaining a grade of “C” or better on EMS courses does not guarantee a student’s eligibility to sit for the National Registry of EMT’S certification exam. The student must obtain the required cut score or better on the EMS Assessment Exam and be approved by the EMS Medical Director and EMS Program Director in order to be eligible to sit for the National registry of EMT’s certification exam.



Laredo College
Health Sciences Division Degree Guide 2023-2024
AEMT Certificate



			Credit Hrs. Hours
FIRST SEMESTER			
EMSP	1501 ^{1,3}	EMT-Basic	5
EMSP	1160 ²	Clinical-EMT	1
EMSP	2305	EMS Operations	3
MDCA	1313	Medical Terminology	3
*MDCA	1409	Anatomy & Physiology for Medical Assistant	4
Total Semester Hours			16³

			Credit Hrs.
SECOND SEMESTER			
EMSP	1338	Introduction to Adv. Practice	3
EMSP	1163 ²	Clinical Emergency Medical Technology/Technician (EMT Paramedic I)	1
EMSP	2434	Medical Emergencies	4
EMSP	1356	Patient Assessment & Airway Mtg.	3
EMSP	1355	Trauma Management	3
KINE		Kinesiology Activity Course	1
Total Semester Hours			15
Total Minimum Hours			31³

A grade of “C” or better must be maintained in all courses for a student to progress in the curriculum.

Students must complete all pre-requisites and EMS courses in the required semester sequence as outlined in the curriculum.

1. Student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.
2. Capstone Experiences:
 - a. EMSP 1160 (EMT) and EMSP 1163 (EMT) are clinical courses taught at the end of each semester. The learning experiences in these courses result in a consolidation of a student’s educational experiences.
 - b. Certification Examination for EMT.
3. The student must complete the course requirements, pass the EMT National registry examination, and have a current EMT certification from Texas Department of State Health Services prior to advancing in the curriculum plan.

* Completion of BIOL 2301, BIOL 2101 & BIOL 2302, BIOL 2102 with a grade of C or better will satisfy this requirement.



Laredo College
Health Sciences Division Degree Guide
2023-2024
Paramedic Certificate



			Credit Hrs.
FIRST SEMESTER			
EMSP	1501 ^{1,3}	EMT-Basic	5
EMSP	1160 ²	Clinical-EMT	1
EMSP	2305	EMS Operations	3
MDCA	1313	Medical Terminology	3
*MDCA	1409	Anatomy & Physiology for Medical Assistant	4
Total Semester Hours			16

			Credit Hrs.
SECOND SEMESTER			
EMSP	1338	Introduction to Adv. Practice	3
EMSP	1163 ²	Clinical Emergency Medical Technology/Technician (EMT Paramedic I)	1
EMSP	2434	Medical Emergencies	4
EMSP	1356	Patient Assessment & Airway Mtg.	3
EMSP	1355	Trauma Management	3
KINE		Kinesiology Activity Course	1
Total Semester Hours			15

			Credit Hrs.
SUMMER SESSION I			
EMSP	2306	Emergency Pharmacology	3
Total Semester Hours			3

			Credit Hrs.
SUMMER SESSION II			
EMSP	1260	Clinical Emergency Medical Technology/Technician (EMT Paramedic II)	2
Total Semester Hours			2

			Credit Hrs.
THIRD SEMESTER			
EMSP	2444	Cardiology	4
EMSP	2330	Special Population	3
EMSP	2260	Clinical Emergency Medical Technology/Technician (EMT Paramedic III)	2
Total Semester Hours			9



			Credit Hrs.
FOURTH SEMESTER			
EMSP	2261	Clinical Emergency Medical Technology/Technician (EMT Paramedic IV)	2
EMSP	2137	Emergency Procedures	2
EMSP	2243	Assessment Based Mgt.	2
Total Semester Hours			6

A grade of “C” or better must be maintained in all courses for a student to progress in the curriculum.

Students must complete all pre-requisites and EMS courses in the required semester sequence as outlined in the curriculum.

1. Student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.
2. Capstone Experiences:
 - a. EMSP 1160 (EMT) and EMSP 1163 (EMT) are clinical courses taught at the end of each semester. The learning experiences in these courses result in a consolidation of a student’s educational experiences.
 - b. Certification Examination for EMT.
3. The student must complete the course requirements, pass the EMT National registry examination, and have a current EMT certification from Texas Department of State Health Services prior to advancing in the curriculum plan.



Laredo College
 Health Sciences Division Degree Guide
 2023-2024
 Associate of Applied Sciences Paramedic



			Credit Hrs.
PREREQUISITES			
BIOL	2301	Anatomy & Physiology I	3
BIOL	2101	Anatomy & Physiology I Lab	1
BIOL	2302	Anatomy & Physiology II	3
BIOL	2102	Anatomy & Physiology II Lab	1
ENGL	1301	Composition I	3
Total Semester Hours			11

			Credit Hrs.
FIRST SEMESTER			
EMSP	1501 ^{1,3}	EMT-Basic	5
EMSP	1160 ²	Clinical-EMT	1
EMSP	2305	EMS Operations	3
Total Semester Hours			9

			Credit Hrs.
SECOND SEMESTER			
EMSP	1338	Introduction to Adv. Practice	3
EMSP	1163 ²	Clinical Emergency Medical Technology/Technician (EMT Paramedic I)	1
EMSP	2434	Medical Emergencies	4
EMSP	1356	Patient Assessment & Airway Mtg.	3
EMSP	1355	Trauma Management	3
Total Semester Hours			14

			Credit Hrs.
SUMMER SESION I			
EMSP	2306	Emergency Pharmacology	3
Total Semester Hours			3

			Credit Hrs.



Laredo College



Health Sciences Division Degree Guide
2023-2024
Associate of Applied Sciences Paramedic

SUMMER SESSION II			Credit Hrs.
EMSP	1260	Clinical Emergency Medical Technology/Technician (EMT Paramedic II)	2
Total Semester Hours			2
THIRD SEMESTER			Credit Hrs.
EMSP	2444	Cardiology	4
EMSP	2330	Special Population	3
EMSP	2260	Clinical Emergency Medical Technology/Technician (EMT Paramedic III)	2
Total Semester Hours			9
FOURTH SEMESTER			Credit Hrs.
EMSP	2261	Clinical Emergency Medical Technology/Technician (EMT Paramedic IV)	2
EMSP	2137	Emergency Procedures	2
EMSP	2243	Assessment Based Mgt.	2
Total Semester Hours			6
Total Minimum Hours			60

A grade of "C" or better must be maintained in all courses for a student to progress in the curriculum.

Students must complete all pre-requisites and EMS courses in the required semester sequence as outlined in the curriculum.

1. The student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.
2. The student must complete the course requirements, pass the EMT National Registry examination, and have a current EMT certification from Texas Department of State Health Services prior to advancing in the curriculum plan.
3. Capstone Experiences:
 - a. EMSP 2243 is a course taught in the last semester. The learning experiences in this course result in a consolidation of a student's educational experiences.
 - b. EMSP 1160 (EMT) and EMSP 1163 (AEMT) are clinical courses taught at the end of each semester. The learning experiences in these courses result in a consolidation of a student's educational experience.
 - c. National Registry Examination for EMT, AEMT and Paramedic.
4. Must be chosen from the Humanities/Fine Arts courses identified by Laredo College as meeting THECB/SACS requirements and program specific information.

*Obtaining a grade of "C" or better on EMS courses does not guarantee a student's eligibility to sit for the National Registry of EMT'S certification exam. The student must obtain the required cut score or better on the EMS Assessment Exam and be approved by the EMS Medical Director and EMS Program Director in order to be eligible to sit for the National registry of EMT's certification exam.

Appendix B – Student Orientation Form



LAREDO COLLEGE EMERGENCY MEDICAL SERVICE PROGRAM STUDENT ORIENTATION FORM



Student Name (Print) _____

Please mark each question with the appropriate response.

Were you provided with the following?

- Yes No Organizational Charts
 Yes No Student Handbook

Were the following objectives met?

- Yes No Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo College EMS Program.
- Yes No Provided the new student with an overview of the course curriculum and procedures.
- Yes No Identified the responsibilities of the new student in the classroom clinical, and field areas in accordance with the mission/philosophy and procedures of Laredo College and the EMS Department.

Was the orientation completed prior to the 1st day of class? Yes No

Were the following activities completed by the indicated person(s)? Yes No

Program Director/Faculty

- Yes No Introduced department faculty and clerical.
- Yes No Presented the organizational charts; philosophy and outcomes of the EMS Program, the Licensure information, Comprehensive Examination, and the Awards/Scholarship.

Program Director/Faculty

- Yes No Review of EMS Student/Rotation Handbook



**LAREDO COLLEGE
EMERGENCY MEDICAL SERVICE PROGRAM
STUDENT ORIENTATION FORM**



Yes No

Forms completed

- a. Address, etc.
- b. Scheduling
- c. Immunization Record
- d. CPR certification requirements
- e. Annual Criminal Background checks

EMS Faculty

Yes No

Purpose and function of simulation/computer lab

Yes No

Schedule and hours of operation

Student EMS Club

Yes No

Purpose and goals of the Association

Yes No

Application

Yes No

Explanation of Activities

Student Signature _____

Date _____

Appendix C – Code of Ethics for EMS

CODE OF ETHICS FOR EMS

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals, or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978.

Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

Appendix D – EMT Oath

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot.

So help me God.

Appendix E – Counseling Form



LAREDO COLLEGE
Emergency Medical Services Program
Counseling Form



This form will serve as documentation that the student has been counseled in regards to the type of offense(s) they have been charged with. This form will also document period of time to correct or improve the situation.

NAME: _____ Location of Incident: _____ Incident Date: _____

Counseling Date: _____ Course: EMT AEMT Paramedic Other: _____

TYPE OF OFFENSE BEING COUNSELED FOR: _____

Verbal Warning: _____

Written Reprimand: _____

Verbal Counseling: _____

Class Suspension: _____

Clinical Suspension: _____

Class Dismissal: _____

Clinical Dismissal: _____

Program Dismissal: _____

1. Has this student been previously warned/counseled? Yes () No ()

2. If yes, when? _____

3. Was the offense involving the same situation? Yes () No ()

4. Has the student reached the maximum number of offenses? Yes () No ()

5. Time given to correct situation: _____

I, _____ have read and understand the incident report filed on me for the offense(s) I have committed. I will exercise my right to appeal, as outlined in both the EMS Programs Student Contract and the College Student Handbook, if it necessitates.

Student Signature

Course Coordinator

Medical Director

EMS Instructor

**Written
Comments** _____

Appendix F – Instructor/Student Conference Form

Instructor/Student Conference Form

Student's Name & I.D. Number: _____

Instructor: _____

Date _____

Purpose of Conference:

Subjects Discussed:

Plan of Action:

For student:

Instructor Comments:

By signing, I acknowledge discussion of the above subjects and understand my responsibility in the respective Plan of Action.

Student Signature _____

Instructor's Signature _____



Appendix G – Remediation / Tutorial Agreement

EMS Program Remediation Tutorial Agreement

Student Name _____ Student ID # _____
Course Number _____ Exam # _____ Grade _____ Absences _____
Faculty Remediation Plan Deadline: _____

Subjects Discussed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Contributing Factors (Select all that apply):

- | | |
|---|---------------------------------|
| _____ < 2 hrs wk on assigned readings | _____ Illness |
| _____ 2 - 4 hrs wk on assigned readings | _____ Family Issues |
| _____ 4 - 6 hrs wk on assigned readings | _____ Work Schedule > 15 hrs/wk |
| _____ Test Taking Skills | Other _____ |

Student Plan of Action

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Remediation Completed: YES NO Date _____

Appendix H – Weekly Rotations Summary Report
LAREDO COLLEGE
Weekly Clinical Summary Report



Student _____

FAX # (956) 721-5431

Week # _____ From _____ to _____

	DATE	TIME IN	TIME OUT	LUNCH
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				
Sat.				
Sun.				

Skills addressed this week:

Plan of Action:

Skills to be addressed next week:

Plan of Action:

CI Summary Report: _____

Student's Signature

Instructor Signature



Weekly Clinical Summary Report

Student Self-Assessment

The student is to reflect on the following questions and provide sincere responses. Submit with the Weekly Clinical Summary Report no later than Monday by 8:30 am.

1. How do you think you did during your clinical the previous week? (Please elaborate.)

2. Give examples that support statement number one.

3. Was there anything that did not go so well? Give examples of this.

4. What might you do differently next time?

Appendix I – Important Phone Numbers

Important LC Phone Numbers

Manuel Ramirez, LP
EMS Program Director
COHS B104
Office: 956-794-4515
manuelramirez@laredo.edu

Mauro Ramon, LP
EMS Instructor
COHS B105
Office: 956-794-4515
mauro.ramon@laredo.edu

Hugo Rodriguez, LP, A.A.S
EMS Instructor
COHS B103
Office: 956-794-4515
hugo.rodriguez@laredo.edu

Eduardo Ramirez, LP
EMS Instructor
COHS B106
Office: 956-794-4515
eramirez9600@students.laredo.edu

Gregorio Salas, LP
EMS Instructor
COHS B 106
Office: 956-794-4515
gregorio.salas@laredo.edu

Yoshio Wong, LP, A.A.S, RN-BSN
EMS Instructor
COHS B103
Office: 956-794-4515
yoshio.wong2576@laredo.edu

Diana Saucedo
EMS Program Secretary
COHS B118
Office: 956-794-4515

Student Success Center

Lerma Pena #201 (Main Campus)

Office: 956-764-5788

studentsuccessctr@laredo.edu

Billy Hall Student Center A-116 (South Campus)

Office: 956-794-4135

studentsuccesscte@laredo.edu

Counseling and Disability Services

Kazen Student Center# 132 (Main Campus)

Office: 956-721-5137

William N. "Billy" Hall Jr. Student Center A-208 (South Campus)

Office: 956-794-4135

Financial Aid Center

Lerma Pena #143 (Main Campus)

Office: 956-721-5361

finaid@laredo.edu

Billy Hall Student Center #109 (South Campus)

Office: 956-794-4361

finaid@laredo.edu

Veteran Affairs Services Center

Lerma Pena Building Room#131 (Main Campus)

Office: 956-764-5768

veterans@laredo.edu

Learning Enrichment Center

Yeary Library # 111 (Main Campus)

Office: 956-721-5348

lec@laredo.edu

Senator Judith Zaffirini Library #208 (South Campus)

Office: 794-4348

lec@laredo.edu

Library

Harold R. Yeary Library (Main Campus)

Office: 956-721-5275

Reference_desk@laredo.edu

Senator Judith Zaffirini Library (South Campus)

Office: 956-794-4275

Reference_desk@laredo.edu

Campus Police

Building P-64 #102 (Main Campus)

Office: 956-721-5303

lcpolice@laredo.edu

Campus Police

Advance Academic Technology Building # 126 (South Campus)

Office: 956-794-4303

lcpolice@laredo.edu



Appendix J – Incident Report Forms

Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness.

This is documenting an:

- Lost Time/Injury First Aid Incident Close Call Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____ Time: _____

Event Details

Date of Event: _____ Location of Event: _____

Time of Event: _____ Witnesses: _____

Description of Events (Describe tasks being performed and sequence of events):

*If more space is required please use the back of this sheet

Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED

Type of injury sustained:

Cause of lost time/ injury or first aid:

Was medical treatment necessary? Yes _____ No _____

If yes, name of hospital or physician:

Signature of Student: _____ Date: _____

Signature of Instructor: _____ Date: _____

Appendix K – Health Hazard Exposure Form

EMS Programs Health Hazard Exposure Form



Student Information

Name _____ SSN _____
 Address _____ Home Phone _____
 Class _____ Course Number _____ Work Phone _____

Exposure Information

Date _____ Call/Patient # _____
 Location _____

Were you exposed to blood, body fluids, or other potentially infectious materials? No Yes
 Source Individual (Patient, Client, Prisoner, Unknown, etc.) _____
 Name _____ Address _____
 Disposition of Source Individual (Hospitalized, Incarcerated, Ambulance etc.) _____
 Was Screening of Source Individual Requested? No Yes To Whom did you Make Request? _____

Methods of Exposure

Inhalation Ingestion Absorption Injection Unknown

Communicable Disease

HIV/AIDS Chickenpox Hepatitis B Herpes Measles
 Meningitis Mumps Syphilis/Gonorrhea Tuberculosis Other

Hazardous Materials

Identify _____

Level of Treatment

None At Scene Panel Physician Hospital Public Health Other

Personal Protective Equipment

None Gloves Mask Eye Protection Gown/Apron Unknown

Description of Incident

Was anyone else exposed? No Yes If yes, Please complete
 Name _____ Dept. _____ Position _____
 Name _____ Dept. _____ Position _____

<u>Test Results of Source Individual</u>	<u>Student Treatment</u>
<input type="checkbox"/> Source Unknown <input type="checkbox"/> Denied Consent HIV <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Date: _____ HBV <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Date: _____ Meningitis <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Date: _____ TB <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Date: _____	<input type="checkbox"/> HIV Screening Dates Baseline 1 st _____ <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. 2 nd _____ <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. 3 rd _____ <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. 4 th _____ <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
<u>Counseling</u> Student Informed of Results Date _____ Person Performing Counseling _____ Init. _____	<input type="checkbox"/> Hepatitis B Vaccine Dates HbsAb Date 1 st _____ Result _____ 2 nd _____ Result _____ 3 rd _____ Result _____ Series Completed Booster

Employee Offered Treatment _____	Date _____	<input type="checkbox"/> Immune Globulin (HBIG)	Date _____		
Person Performing Counseling _____		<input type="checkbox"/> Meningitis	Medication _____		
Init. _____			Date _____		
Student Informed of Ramification _____	Date _____	<input type="checkbox"/> Tuberculosis	Date _____	<input type="checkbox"/> Neg.	<input type="checkbox"/> Pos.
Person Performing Counseling _____		<input type="checkbox"/> PPD	Date _____	<input type="checkbox"/> Neg.	<input type="checkbox"/> Pos.
Init. _____		<input type="checkbox"/> X-Ray	Date _____	<input type="checkbox"/> Neg.	<input type="checkbox"/> Pos.
Physician's Name _____		<input type="checkbox"/> INH	Date _____		
Signature _____		<input type="checkbox"/> Other			

Left blank intentionally

Appendix L – Signature Pages

Review of Records Form

I (Print Name) _____ give permission to the Health Sciences Division and Emergency Medical Services Program to allow access of my records for accreditation purposes.

Student's Signature _____ ID# _____ Date _____

Release of Records

I (Print Name) _____ give permission to the Health Sciences Division and Emergency Medical Services Program to release personal information such as immunization record, criminal history, drug test results to the clinical facility where I will participate in clinical rotations.

Student's Signature _____ ID# _____
Date _____

Release of Liability Form

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division EMS Program at Laredo College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory, skills sessions, scenarios, clinical, and field experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo College, the Health Sciences Division, LC EMS Program, LC Faculty and staff or the training facilities liable.

Student's Signature _____

Student's Printed Name _____

Student ID # _____ Date _____

Lab Treatment and Draping Consent Form

I, _____, agree to be treated by my instructors or classmates during all mock skills lab and scenario sessions for the duration of the program. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this issue. If I still do not sense that the issue is resolved by this action, I will inform my instructor. I will follow the dress code for lab and lecture according to the Dress Code guidelines listed in the EMS Student Handbook. I will notify EMS faculty of any allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions prior to the start of the laboratory session.

I, _____, will follow the EMS Student Handbook Code of Conduct during all mock skills lab and scenario sessions. I agree to drape my classmates, guests, patients, or instructors in a way that protects the modesty and safety for all “patients” treated. I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under supervision of EMS faculty. I will promptly report any malfunctioning equipment to EMS faculty as soon as it becomes evident.

Student’s Signature _____ ID# _____
Date _____

Consent to Video Recording, Audio Recording, and Photograph

I, _____, do hereby consent to the participation in videotaping (SimCapture), audiotaping, and taking of photographs by the faculty in the Vocational Nursing Program for instructional purposes. I also grant the VN Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes), including use in print, on the internet, and all other forms of media. I also hereby release the VN Program, Laredo College, and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Student’s Signature _____ ID# _____
Date _____

Student Acknowledgement Handbook Form

I, _____, have read and understand the content of the EMS Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of LC Catalog and the LC Student Handbook, of the EMS program, and of the Health Sciences Department. I understand that policies may change during the course of the EMS program and that I will abide by the changes (and will be given notice of the changes). I make a commitment to complete the program within two years.

Student Signature

Date