

HCC Program Student Handbook

Houston City College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Houston City College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Houston city college may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website www.sacscoc.org.

The Houston City College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 727-210-2350
www.caahep.org

To contact CoAEMSP: 214-703-8445 www.coaemsp.org

"Accreditation" is review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and the press know that an institution or program provides a quality education.

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Equal Opportunity and Title IX (EO / TIX) – **Class and Clinical**

Houston City College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. HCC does not discriminate and prohibits discrimination on the basis of race, color, religion, gender identity and gender expression, national origin, age, disability, sex, sexual orientation, or Veteran status in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. A lack of English language skills will not be a barrier to admission to and participation in career and technical education programs. To ensure compliance with Title IX and other federal and state civil rights laws, the College District has developed policies and procedures that prohibit discrimination in all of its forms.

Houston City College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity.

All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed at:

Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP Interim Director of EEO and Compliance/Title IX Coordinator/ADA/Section 504 Coordinator
Office of Equal Opportunity and Title IX (EO/TIX)
3100 Main, Suite 700
Houston, Texas 77002
713.718.8271 or hcc.oeotix@hccs.edu

https://www.hccs.edu/oeotix/equal-opportunity-statement/

PROGRAM DESCRIPTION

The Emergency Medical Services Program at Houston City College (HCC) offers a certificate program and an associate degree in applied science (AAS). Qualified applicants may enter the certificate program, which consists of EMT coursework (240 hours / 1 semester), AEMT (Advanced EMT) coursework (464 hours / 1.5 semesters) and Paramedic coursework (880 hours / 3 semesters). As each level is completed, students can sit for the National Registry Certification Exam and once passed can gain Department of State Health Services Licensure. Licensure, at all levels, allows students to obtain employment. The 60 SCH AAS degree can be obtained once paramedic coursework has been completed and student completes required academic courses. The Standards and Guidelines for the accredited Paramedic program, via CAAHEP / CoAEMSP, can be found in the Department Chair's office. Copies will be made available upon request.

PROGRAM GOALS AND MINIMUM EXPECTATIONS

- Advanced Emergency Medical Technician: "To prepare Advanced Emergency Medical Technicians who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."
- Paramedic: "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

THE EMS PROGRAM IS INTENSE AND REQUIRES COMMITMENT TO BE SUCCESSFUL. The following are basic individual characteristics and qualities that one must possess to meet success as a student.

- Read and comprehend small English print at a 12th grade level.
- Perform skills within the specific time frame required by NREMT / DSHS / HCC
- Follow the requirements Code of Conduct and the course syllabi.
- Read the book and Complete chapter homework assignments.
- Come to class every meeting day and be punctual.
- If classes held online abide by program requirements
- Study 15 - 20 hours (or more) per week (not counting class time)
- Leave electronics out of your study environment so you can study effectively.
- Come to class prepared having read chapters with homework completed.
- Stay alert during class and get questions answered on confusing information.
- Take and complete In-class / online quizzes.
- Be willing to follow college and program policies and procedures as outlined in Student Handbook
- Model appropriate professional behavior.
- Not Abuse program equipment.
- Prepare and attend clinical rotations – abide by requirements of clinical syllabi.

JOB DUTIES / ESSENTIALS FOR PROFESSION:

- Respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound.
- Assess a patient's condition and determine a course of treatment.
- Provide first-aid treatment or life support care for sick or injured patients.
- Transport patients safely in an ambulance.
- Transfer patients to the emergency department of a hospital or other healthcare facility.
- Report their observations and treatment to physicians, nurses, or other healthcare facility staff.
- Document medical care given to patients.
- Inventory, replace, and clean supplies and equipment after use.
- When transporting a patient in an ambulance, one EMT or paramedic may drive the ambulance while another monitors the patient's vital signs and gives additional care.
- Some paramedics work as part of helicopters or airplane flight crew to transport critically ill or injured patients to a hospital.
- EMTs and paramedics also transport patients from one medical facility to another. Some patients may need to be transferred to a hospital that specializes in treating their injury or illness or to a facility that provides long-term care, such as a nursing home.

If a patient has a contagious disease, EMTs and paramedics decontaminate the interior of the ambulance and may need to report the case to the proper authorities.

Work is physically strenuous and can be stressful, sometimes involving life-or-death situation.

EMS PERSONNEL MUST HAVE THE ABILITY TO:

- communicate verbally via telephone and radio equipment.
- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- interpret written, oral, and diagnostic form instructions.
- use good judgment and remain calm in high stress situations.
- work effectively in an environment with loud noises and flashing lights.
- ability to function efficiently throughout an entire work shift – 12; 24; 48-hour rotations.
- calculate weight and volume ratios and read small print, both under life threatening time constraints
- read and understand English language manuals and road maps.
- accurately discern street signs and address numbers
- interview patients, family members, and bystanders.
- document, in writing, all relevant information in prescribed format considering legal ramifications of such.
- converse in English with coworkers and hospital staff as to status of patient.

EMS PERSONNEL SHOULD POSSESS GOOD MANUAL DEXTERITY, WITH ABILITY TO:

- perform all tasks related to highest quality patient care.
- Bend, stoop, and crawl on uneven terrain.
- Withstand varied environmental conditions such as extreme heat, cold and moisture is vital.
- Work in low light, confined spaces and other dangerous environments is required.

EXPECTATIONS / RISKS:

- Lifting and moving – pediatric to bariatric patients
- Patient extrication
- Possible exposure to: Pathogens; Body fluid; Hazardous materials
- Patients with behavioral emergencies (violent, mentally imbalanced, hypoglycemic, etc.)
- Possible trauma behind moving ambulance
- Possible long hours in extreme temperatures

OTHER CONSIDERATIONS:

- EMS workers are regularly exposed to the realities of human sufferings and tragedy, including death.
- There is an inherent nature of unpredictability within the occupation emphasizing the need for providers to possess the ability to focus their attention and continue to perform in situations of high psychological pressure.
- Providers have the tendency to fall victim to moral injury following a tragic call, succumbing to feelings of guilt and even shame when they are unable to successfully treat a patient's condition.
- These direct occupational stressors can be grouped into three broad categories: routine work demands, critical incidents involving serious harm or death, and social conflicts.

COURSE SEQUENCING / DESCRIPTION – COURSES MUST BE TAKEN IN ORDER LISTED BELOW

EMSP 1501	Preparation for certification as an Emergency Medical Technician (EMT).
EMSP 1160	Basic Clinical course
EMSP 1338	Fundamental elements associated with emergency medical services include preparatory practices, pathophysiology, medication administration, and related topics.
EMSP 1356	Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation
EMSP 2205	Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
EMSP 1355	Knowledge and skills in the assessment and management of patients with traumatic injuries.
EMSP 1263	Advanced clinical course
EMSP 2306	A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

EMSP 2444	Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
EMSP 2160	Paramedic clinical course - Cardiology
EMSP 2434	Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
EMSP 2261	Paramedic clinical course – Medical emergencies
EMSP 2430	Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.
EMSP 2262	Paramedic clinical course – Special Populations / Capstone EMS
EMSP 2143	A summative experience covering comprehensive, assessment-based patient care management for the paramedic levels.

Adding the following academic courses to the EMSP courses allows student to obtain an AAS Degree

- Biol 2101 / 2102 – Anatomy & Physiology I & II
- XXXX *3** - General Education Elective
- XXXX *3** - Social Science General Elective
- XXXX *3** - Humanities General Elective
- ENGL 1301 – English Compostion

COURSE COMPLETION (GRADUATION) / CERTIFICATION LEVELS

Completion of the following course groupings allows student to sit for National Registry certification exam and obtain Department of State Health Services certification / licensure:

EMSP 1501 + 1160 = EMT certification
EMT certification courses + EMSP 1338 + 1356 + 2205 + 1355 + 1263 = AEMT (Advanvced EMT) certification
EMT & AEMT certification courses + EMSP 2306 + 2444 + 2160 + 2434 + 2261 + 2430 + 2262 + 2143 = Paramedic certification
Paramedic certification + required academic courses = AAS Degree

GENERAL COURSE INFORMATION

(Pertain to classroom and clinical courses)

REGISTRATION REQUIREMENTS:

Students must complete the online orientation and read the code of conduct that will be sent to you via email with information for you to use to prepare for registration. Items that will be required:

- Code of Conduct signature form + Program orientation course completion certificate
- Shot record with required immunizations / inoculations.
    - Hepatitis B; MMR; Varicella; Meningitis; Flu; DPT
- Background check
- TB skin test
- Drug screen
- HS GED or HD Diploma (or transcripts)
- CPR card

The above documents will be purchased from or uploaded into CastleBranch to register for classes.

CASTLEBRACH PLATFORM

Students will be required to purchase access to the CastleBranch site. Students will then be required to purchase via CastleBranch:

- Background check
- Drug Screen
- Medical Records Manager

Information on how to purchase what is needed and access to the sight will be provided via email sent out by the program so students can prepare for registration.

CPR CERTIFICATON:

- Only (1) card is accepted – American Heart Association (AHA) BLS Provider
- Card expiration date required to be (1) month post clinical completion so if coursework is extended, due to currcumstances out of program control, affiliate reqirements will remain in compliance.

APPROXIMATE COURSE TUITION COSTS

Information will be provided in the email sent out by the program so students can prepare for registration.

HCC site (does not include EMS Program fees: https://www.hccs.edu/applying-and-paying/tuition-calculator/

TUITION AND FEE REIMBURSEMENT - https://www.hccs.edu/applying-and-paying/student-financial-services/refunds-and-credit-balances/

HEALTH INSURANCE:

- Basic and AEMT students are not required to carry their own health insurance.
- Paramedic students are required to have their own health insurance.
- Treatment for injuries or illness incurred in class, lab or clinic is the responsibility of the student.
- Student Health Insurance Information - https://www.hccs.edu/resources-for/current-students/student-health-insurance/

WITHDRAW POLICY

After 60% of the course is completed, students cannot withdraw. Course instructor will give the 60% date to student on the first day of class. If a student does not withdraw from course by date given, the student will receive a failing grade for the course if grade requirements are not met.

HCC CAMPUS CARRY LAW

"At HCC, the safety of our students, staff, and faculty is our priority. As of August 1, 2017, Houston Community City is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at https://www.hccs.edu/departments/police/campus-carry/

DISABILITY PLACARDS

If a student has a disability that requires a placard to park in handicap space, he / she will have to have HCC paperwork completed by physician that clears student to be able to do the skills needed to pass the course and do clinical rotations.

- If cleared for clinical rotations, students will not park in handicap space at clinical sites.
    - If this occurs, students will be dismissed from the clinical rotation and will have to meet with PD and instructor. Students may or may not continue in the clinical course. If dismissed, a student will receive a failing grade.
- This is to protect the college and the students from a future problem.

TUITION WAIVER – MUST PROVIDE A REGISTRATION RECEIPT

- If student has obtained HCC tuition and / or fee waiver, student is required to ensure a copy of course registration (payment) receipt is delivered to Lead Instructor by the date given by instructor.
- The receipt will be shared with the Program Director when the instructor receives the document, to ensure EMS fees have been paid.

STUDENT BACKGROUND

Starting the program:

- If the student has an infraction pending on their background, but it does not show up on the report generated that is presented to the program, student needs to self-report the infraction.

While in the program:

- The student needs to self-report to the HCC EMS department and the Texas Department of State Health Services (TDSHS) within 2 business days of a change in his or her criminal history or being arrested, charged, or indicted for any criminal offense which can or does result in him or her being convicted or placed on probation, parole, deferred adjudication community supervision, deferred disposition. Contact the TDSHS office in Austin – 512-834-6700.

If this does not occur, at either time, or it is revealed this has occurred, the student will be dismissed from the program. This could result in failure of the course.

CRIMINAL BACKGROUND POLICY – ENTRANCE INTO PROGRAM / CLINICAL ROTATIONS NOT GUARANTEED

Prior to starting the program:

- If the student has an infraction pending on their background, but it does not show up on the report generated that is presented to the program, student needs to self-report the infraction.

1. Any misdemeanor background with time served:
    - Students will not rotate at HHS facilities.
    - If clears Memorial Hermann evaluation = clear for rotation
    - If clears Methodist SL evaluation = clear for rotation
2. Deferred Adjudication or other similar documents stating time was served and dismissed from the court – MUST be brought to course instructor. If not done student will not move to clinical course.
3. Persons currently on deferred adjudication / probation / with active warrants / etc. will – NOT – be allowed to begin the program.
4. Misdemeanor with PENDING court date
    - Can go out to all sites – HOWEVER – if convicted once post court appearance – student MUST self-report this to program – rotations will not start or be stopped.

- ***FELONY ON A RECORD WILL BE EVALUATED - STUDENT MAY NOT BE ALLOWED TO REGISTER OR STAY IN THE PROGRAM POST EVALUATION***

- **Completion of the program does not guarantee certification or licensure or employment.**

DRUG SCREEN

- If a student is required to update said drug screen during the class and a positive result comes back on a drug tested the student will need to have his / her physician fill out the HCC Drug Release form. The document states that the physician has prescribed the drug for said student.
- If the Drug Release form, signed by the physician, is not returned to the course instructor by the date required the student will be dismissed from the program. This could result in a failing grade for the course the student is in at the time of dismissal.
- If the student believes their positive drug screen was in error, they may discuss this with the program director and further action (retest vs dismissal) will be discussed.

STUDENT SERVICES:

All college services (financial aid, registration, counseling, etc.) are provided at the NE Codwell, Spring Branch, or Missouri City campuses or online via hccs.edu. This is also provided at the Spring Branch Campus with a bookstore. Books should be purchased via the publisher's website (information on this will be sent out via email to students) - or at the Northline, Spring Branch, or Stafford Campuses. Angela Cormier is the program advisor at the NE campus. ADA counselors are addressed in course syllabus.
https://www.hccs.edu/support-services/

REPEATING COURSE

Students who repeat a course for a third time will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving a passing grade.

STUDENT ISSUES:

The protocol for the college regarding issues, complaints or clarifications that are directly related to the programs, courses, and classes, is for students to contact the instructor of their class first. If no resolution is reached, they then contact the Program Director of the department. Should the issue still not be resolved, they would then contact the Director of the PSI.

GRIEVANCE POLICIES AND PROCEDURES

Students who disagree with a policy, procedure, or rule may file a student grievance as permitted by HCC policy. The filing of grievance, however, does not excuse compliance with current policies, procedures, and rules. Students shall comply with all policies, procedures, and rules until and if such policies, procedures, or rules are withdrawn or modified.
https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/

COURSE GRADE APPEAL PROCESS:

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/course-grade-appeal/

INSUBORDINATION

- Definition: defiance of authority; refusal to obey orders.

If a student defies authority or disobeys an order from an HCC instructor or clinical preceptor or anyone of authority while in the program, the student will be removed from the classroom or clinical setting. Said student will meet with the lead instructor and PD. Depending upon the insubordinate behavior the student may, or will, be removed from the program immediately.

DISRUPTIVE BEHAVIOR

Refer to Code of Conduct – under Standards of Conduct.

- Students will be respectful to staff and other students.
- Abuse of equipment, facilities, and policies will result in disciplinary action.
- Disruptive behavior may result in Security being called. Disruptive students will be removed from class and may be dismissed from class or program.

COMPUTER RESOURCES

While on campus – HCC offers computer and electronic resources for use by currently enrolled students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

- Anyone under 17 years of age is not allowed to use computers, except for Student Services events.
- Visitors (non-students) may use computers in the library according to the library policies.
- The EMS Program lab and Computer Center reserve the right to monitor print jobs and manage instructional supplies with quotas and a fee system (in computer center). Printing accounts are issued from course rosters submitted by faculty.
- Computers on campus will be used solely for testing purposes or other-directed activities by the EMS faculty.
- Computers will not be used for social networking, personal email, or web surfing.
- Absolutely nothing should be downloaded onto an HCC computer UNLESS directed by the EMS faculty.
- No food or open drink containers are permitted inside the computer labs.

EGLS3 - EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM

At Houston City College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston City College Student System online near the end of the term.

SLIP COURSES

Students on probation, continued probation and/or suspension are required to attend a Successful Learning Intervention Program (SLIP) session prior to re-enrollment. They must then meet with a counselor who may stipulate conditions for enrollment, including but not limited to, maximum hours and/or specific courses.
https://www.hccs.edu/support-services/counseling/academic-probation--suspension/

CLASSROOM COURSE POLICIES

(A few noted polices pertain to classroom and clinical courses)

STUDENTS JOINING ADVANCED PROGRAM FROM OUT-OF-STATE

Students must have a TEXAS Department of State Health Services certification card to attend clinical rotations. To obtain reciprocity – contact the DSHS office at 713-767-3333

PRIOR LEARNING ASSESSMENT – ADVANCED PLACEMENT – CREDITS FOR EXPERIENTIAL LEARNING

https://www.hccs.edu/resources-for/current-students/prior-learning-assessment/

- Students that join advanced courses (AEMT and Paramedic) with a current DSHS Basic or AEMT Certification Card and obtained certification education via a facility not associated with a college or in a college setting as Continuing Education or via the Military will be able to obtain SCH credit via the PLA process.
- Students will be guided on what documents are needed to complete this process.
- If a fee is required the student will need to pay said fee so the process can be completed.
- A deadline to complete this process will be given by the course lead instructor and will need to be met by the student.
- Experiential Learning – AAS. Information on program requirements for this request can be obtained by emailing the Program Director, Vicki May, vicki.may@hccs.edu.

Official Transcript for Coursework completed at another college is required to be seen by HCC EMS advisory, via HCC Instructor, by the deadline given by the course lead instructor.

- Official Transcript needs to be in the HCC system so the student can apply for and be counted as an HCC AEMT Certificate Completer by the Coordinating Board.
- Transcripts can be sent electrically to - ne.enrollment@hccs.edu.
    - Let your instructor know when you get confirmation from HCC that it has been received.

- More information about other avenues for Prior Learning Assessment / Advanced Placement Credits can be found at the end of the document.

ELECTRONIC DEVICES (this includes but it is not limited to cell phones, laptops, tablets, etc.)

Review well with students.

- Cell phones, Laptops and/or tablets, etc. will be used solely for:
  - Taking notes, viewing course slides on the current topic of lecture, or other approved reasons by the instructor.
- Devices, when in use, are required to be always open and positioned so instructor can view the screen if so desired.
- Bluetooth or similar devices that connect to phones will be turned off and not worn during class time.
- Ear plugs of any type will not be worn during class.
- Smart watches, if worn, cannot interfere with classroom or skills instruction due to students paying constant attention to the device. If this occurs, the student will have to remove the device and place it in the student's backpack.
  - Watch will not be worn when taking computer-based exams.
- The 1st time all the requirements above are not adhered to the student will be dismissed from class until compliance is met.
- Cell phones, laptops and / or tablets, Bluetooth or similar devices, ear plugs of any type will not be allowed in the Hospital clinical settings.
- If the device(s) are used for any other reason than stated above – student will not be allowed to use the devise(s) for the remainder of the course, or all courses left within the cohort of classes to complete the program.
  - If the student does not relinquish the device(s) to the instructor during each subsequent class day, the student will be dismissed until compliance is met.
- Depending on "other use reason" student may be dismissed from class.

If class time, due to the above, is missed refer to Attendance Policy and Missed time for make-up requirements.

The above is being done to improve retention in the program. If a student is not willing to comply with this requirement, the student will be dismissed from class until compliance is shown.

ONLINE MAJOR EXAM / FINAL EXAM TEST MONITORING (IF GIVEN)

Tests are given to assess student knowledge of cognitive material from the textbook used to prepare for providing patient care. The tests assess retention and recall knowledge students will be expected to know to pass the course HESI Final exam, National Registry Certification exam, and provide care as a pre-hospital provider. For tests to be monitored, if given online, student will have to have (2) electronic devices – (1) computer to log into JB Learning platform for test and (2) another device to log on Zoom.

- If a student is not signed into the exam within 15 minutes after the exam start time, the student will not be able to complete the exam. Exam grade will be recorded as a "0."
- Students will log in to take the exam on a computer or laptop.
- Students will log into a Zoom session from a secondary device (cell phone, tablet, etc.).
    - A secondary device is required and must be angled so the instructor can see the computer keyboard, screen, and surrounding area.
    - The secondary device's microphone will be muted when the exam begins.
    - Ensure secondary devices have a full charge.

ONLINE MAJOR EXAM / FINAL EXAM TEST MONITORING (IF GIVEN) CONT.:

- If a student uses a blank piece of paper or small whiteboard (only two options) during the exam, it must be shown before and after the exam via your camera.

If these requirements are not followed throughout the entirety of the exam, the student will receive a grade of "0" for the exam.

CALCULATORS WITH EXAMS:

- **When On campus** - use of a calculator is acceptable on exams. The student is not allowed to use his/her smart watch, cell phone, or the computer calculator. Students will be required to bring their own store-bought calculator to class. Calculators will not be shared by students.
- **If the exam is taken online** - The student is not allowed to use his/her smart watch, cell phone, or the computer calculator. Students will be required to use a store-bought calculator. The device will be shown to instructors prior to the beginning of the exam.

CASE OR PROBLEM BASED TEACHING

The program will use real life scenarios, with simulation manikins, for certain topic areas to make learning more active and realistic. To be effective, the student must come to class with the knowledge base of what they should be finding and treating when performing patient care via simulation assessments. The knowledge needed is found in the course textbook. To accomplish this, the student must complete the chapter (homework) assignments, which come from the textbook, provided by instructor on the date and time given.

Students that do not complete online Chapter Homework Assignments may not be eligible to join with others on skills days on campus.

MISSED CLASS TIME

Students will either complete specific exercises given by the instructor or re-write course outline pages assigned by instructor.

- **Specific Exercises**

Students will complete what is given by the instructor. Students will follow all instructor requirements needed to complete the assignment.

- **Re-writing course outline:**
    - Handwritten documents will be written **exactly** like the course outline.
    - If the assignment is not in student's own handwriting it will be considered Scholastic Dishonesty. Refer to consequences under Scholastic Dishonesty.
    - The number of handwritten pages should correlate to the number of outline pages.
        - This will allow the instructor to review the assignment and ensure all make-up work was completed.
    - Due date for required assignment is (1) week after the missed class date.
    - If directions are not followed, the student will re-write the assignment. This will be due on the next class meeting date.

MISSED CLASS TIME

If a student does not complete assignment by due date, the student's affective grade will be reduced for each class meeting date that the document is not turned in past the due date.

As a student must complete all hours required by the TDSHS, if student does not complete required make-up work, the student will receive a failing grade for the course and not be allowed to continue in subsequent EMSP courses.

MISSED SKILLS LAB TIME

When **any** skills time is missed, the student will do the following to allow continuance in the program. This will **not** serve as "make-up" time – time missed is time missed.

- *6 hours missed (one day) = 4 hours skills make-up with HCC adjunct instruction + 2 hours coursework created by instructor.
- *3 hours missed (1/2 day) = 2 hours skills make-up with HCC adjunct instructor + 1 hour coursework created by instructor
    - Completion date of the above requirements is at the discretion of Lead instructor and MUST be done prior to clinical start date.
    - Students will not start clinical rotations until requirements are completed.

***If more time is needed to complete skills requirement (paid by students) less time will be given to coursework**

Contacting skills instructor via

- Students will be given access to HCC skills instructor Remind account so contact can be made by the student with an approved instructor.
- The adjunct / skills instructor will set a time / date / location to meet with the student via Remind.

The student will pay the instructor at a rate of $30.00 per hour in cash.

- Students will provide the skills instructor with proof of payment prior to starting the skills session so the instructor is assured he/she will be paid when the required time has been completed.

MISSED EMT - FIELD DAY TIME -

- **All time missed on assigned field day will be made up hour for hour. Student will work with HCC skills instructor doing skills – coursework will NOT be assigned.**

MISSED TIME DUE TO:

Medical illness

- If a student misses more than (1) consecutive days of class, the department will require an HCC Medical Release form filled out by a physician to return to class.
- Depending on the medical reason for missing time, students may need the HCC Medical Release form filled out by a physician to return to class after missing (1) day.
    - Examples: COVID-19 / Influenza / Strep throat or any contagious disease that can be readily spread by transmission of a pathogen through contact (direct or indirect) with an infected person
- **Return to school expectation**: after student has been fever free for 24-hours or is cleared by physician.

MISSED TIME DUE TO:

Injury

- Students **must** have the HCC Medical Release form filled out by a physician to clear students to return to class **without restrictions**.

Military duty

- Time missed will not count against the student, but the class time will need to be made up, see Missed Class Time requirement and skills time will need to be made up, see Skills Lab Time Missed
- As this work will be used to prepare the student for a course Major or Final exam student will need to complete the "make-up" work prior the exam date.

INCLEMENT WEATHER – Classroom and Clinical

Per TDSHS Administrative Code HCC applies for certain contact hours per program. The Course Coordinator, Vicki May, is required to attest (sign off) that each student completes all the contact hours. HCC requirements for completing hours, to abide by the administrative code, are in the course syllabus as follows:

- *Texas Department of State Health Services requires all students to meet/attend and complete all class/clinical hours to be considered complete in the program*.
- Missed time policy, in the syllabus, is in place so students can complete contact hour requirements.

The college closing for inclement weather or other reasons is out of control of the program and Course Coordinator. Days missed must be made up so contact hours are completed.

The Course Coordinator will **not** put the EMS program in jeopardy with the TDSHS, so if a student does not complete the required contact hours, Ms. May will **not** attest (sign off) on course completion. Without this signature, the student will not be able to obtain TDSHS certification.

ZOOM MEETINGS – ASSOCIATED WITH INCLEMENT WEATHER AND MISSED LECTURE DAYS

Zoom Meetings may be held if lecture days are cancelled due to the college shutting down for any reason and we are not able to meet face-to-face. This includes, but it is not limited to inclement weather, power outage, pandemic, etc. This will allow the program to reduce the amount of make-up (lecture) days that would be required. If online meetings are held, the student will be required to attend. If the student cannot attend due to complications associated with the inclement weather, student **must** communicate with the instructor ASAP to arrange alternate accommodations. Failure to communicate with the instructor will result in Affect grade reduction and possible dismissal from the program.

TO UTILIZE ZOOM:

- Before each meeting, the instructor will send you a link or Meeting ID/password.
- Follow the link or download the Zoom App and select "join a meeting."
- Enter the Meeting ID and Password.
- Make sure your video is ON, and your microphone is OFF when you join.
- Refer to Code of Conduct on program expectations.

REQUIREMENTS TO MEET STUDENT MINIMUM CONTACTS FOR GRADUATION FROM PARAMEDIC PROGRAM – Classroom and Clinical

- **When EMSP 2143 (Paramedic capstone course) begins** - If accreditation student minimum contact requirements are not met due to lack of:
    - **Classroom participation or Platinum planner tracking during the AEMT or Paramedic coursework**:
        - The student will meet and work with an HCC adjunct instructor to complete the requirement(s).
        - The day/time/location will be set by the adjunct instructor, and the student will pay the instructor at a rate of $30.00 per hour.
        - The student will be given a timeline for completing this task by the course lead instructor. If not met the student will not be eligible for completion of the program.
    - **Call volume in the clinical setting:**
        - The student will contact the Clinical Coordinator to be reassigned to extra clinical EMS rotations so the requirement can be met.
        - The student will be given a timeline for completing this task by the course instructor. If not met the student will not be eligible for completion of the program

COURSE DOCUMENTS - Classroom and Clinical

Note: HCCS policies and procedures conform to all local, state, and federal guidelines.

HCC course materials/student records will be maintained for five years. HCCS will not allow the release of any student records to anyone EXCEPT, the registered student. **HCCS EMS Program will not duplicate records, clinical forms, or personal notes.**

OTHER GENERAL COURSE INFORMATION

(Pertains to classroom and clinical courses)

ALCOHOL / ILLICIT SUBSTANCE USE

At no time shall the student use alcohol and/or illicit substances while in the HCCS uniform. If a student is suspected of, or found to be intoxicated, the student will be removed from the program. The student will have to make an appointment with the Department Chair to be eligible for re-entry into the program. The student will also be removed from the program if seen ingesting substances that resemble alcoholic beverages (virgin drinks, near beer, etc.) and/or illicit substances while in an HCCS uniform. Refer to HCCS Student Handbook.

CHANGE IN HEALTH STATUS

This notification requirement includes a new medical or physical problem not listed on the required Physical Exam form, which causes the student to:

- Set an appointment with a PCP or visit a local clinical site (other than routine care).
- Set an appointment or obtain a referral with a specialist, such as a Cardiologist, Endocrinologist, Orthopedist, etc.; or
- Not be able to perform the Job Essentials of the profession as published by the Department of State Health Services, found on the HCC EMS website, hccs.edu/ems.

Student needs to inform their Lead Instructor or Program Director immediately upon the change and comply with program requirements for continuance in the program.

STUDENT RIDE-A-LONG WITH SERVICES WHILE IN CLASS

- This is not encouraged by the program – if student does partake in this activity:
    - This will NOT be done as an HCC student – you will not wear the HCC uniform or ID badge or anything that would associate you with HCC.
    - As the service is NOT an affiliate and this is not the clinical course, malpractice insurance will NOT cover you.
    - As you will not be riding as an HCC student, you are NOT covered by the medical director to perform ANY type of patient care.

EQUIPMENT ABUSE

The HCC Student Discipline Code contains regulations for dealing with student violations of College System standards of conduct in a manner consistent with the requirements of procedural due process. “Violation” means an activity which may result in disciplinary action, suspension, or expulsion from the College and includes:

- Destroying state property.
- Activities which disrupt the normal educational process.

EMS equipment is state property. Further, when it is abused and/or destroyed, this disrupts the educational process of other students. Students that engage in this behavior will be dismissed from the program.

INTERNATIONAL STUDENTS WITHOUT A SOCIAL SECURITY NUMBER

If a student has F-1 visa status they need to email support@nremt.org explaining they do not have a social security number. They also need to include a copy of a government issue ID such as their passport in the email. This government issued ID does not need to be issued by the U.S. but can be from their country of citizenship/nationality. NREMT then will email the student a faux / pseudo social security number to use when they set up their new account. The number is only provided for the students to take the exam.

CLINICAL COURSE INFORMATION

LIST OF CLINICAL AFFILIATE SITES

- Can be found on the program website – hccs.edu/ems

MALPRACTICE INSURANCE:

All students enrolled in the program are required to purchase medical liability insurance at the time of registration. The amount will be charged as a special fee coded under clinical practicum courses at registration. The insurance is necessary for each student's protection in case a patient or employee of the hospital is injured when under the student's care. The insurance fee is paid each semester when the student is enrolled in clinical practicum courses.

CODE OF CONDUCT VIOLATIONS:

If the Code of Conduct is violated the student will be dismissed from clinical rotation. The student must immediately contact the clinical coordinator or be considered AWOL. Any HCC instructor or Clinical Affiliate is / are eligible to enforce the components of the Code, and the student will abide by the discipline. Missed class time policy will be enforced.

SCHOLASTIC DISHONESTY

If a student is caught cheating, in any capacity (on exams, not completing assignments, dishonesty with instructors, sitting for exams not deemed eligible to partake in, not tracking appropriately to meet SMC numbers, etc.) student will be dismissed from the program – receive a failing grade – and not be welcomed back to the HCC EMS program.

- This does not deny the student the chance to obtain certification as there are other EMS programs offered in or around the City of Houston

MISSED CLINICAL TIME POLICY:

The following is the HCC policy for any student that misses a clinical rotation:

- First time the student's clinical grade will be dropped one letter.
- Second time the student fails the course (student will need to drop any other classes that are running concurrently in which they have not received a final grade).

Time missed by the student can place our clinical affiliation agreements in jeopardy. The EMS program cannot operate without clinical affiliates.

Students will be required to supply the Clinical Coordinator with his / her available dates to complete the clinical course.

After an assessment of the clinical site and preceptor availability the Clinical Coordinator will let you know your options. Understand that:

1. **Students will be given a date on which the course needs to be completed. The date will be adhered to**.
2. If the Clinical Coordinator does not have an available site or preceptor with the dates the student is available, the student will have to give her additional dates.

MISSED CLINICAL TIME POLICY CONT:

3. You may not finish your clinical course on time.
4. You may not be eligible to continue to the next EMSP course in the program until the current clinical course is completed.
5. The missed time policy will continue to be enforced.

If Clinical Coordinator cannot place the student in an ongoing clinical slot with other students to make up the missed rotation the CC will line up a clinical preceptor and the student will pay the preceptor at a rate of $30.00 per hour in cash.

- Students will provide the skills instructor with proof of payment prior to starting the clinical rotation so the instructor is assured he/she will be paid when the required time has been completed.

Students that fail the clinical course due to time missed will have to re-register for a subsequent clinical(s) needed to complete their certificate.

MEDICAL OR INJURY MISSED CLINICAL TIME:

- **Medical illness** - the department will require a signed physician clearance to reenter clinical rotations.
- **Injury** - student will need to get document from program – for physician to clear students to come back to class without restrictions to reenter clinical rotations.
- If out sick or injured student cannot continue in clinical until student delivers an HCC physician release to the Clinical Coordinator which clears student to return.
- If student does any rotations without being medically cleared student's clinical rotations will be suspended until student meets with the Program Director and faculty to evaluate continuance in the program as this could place the clinical affiliation agreement in jeopardy.

If a student is given the chance to continue in the program, any rotations done without medical clearance will be considered invalid and will need to be rescheduled. A deadline will be established for rotations to be completed. If the deadline for completion is not met the student will fail the clinical course

MEMORIAL HERMANN CLINICAL ROTATIONS.

- If a student is assigned to rotate through the Memorial Hermann system, the student will need to pay a fee to the vendor who manages rotation assignments and clinical records. Once assignments are set by the HCC Clinical Coordinator an invoice will be sent to the student, via the Memorial Hermann vendor, that will need to be paid by the student. Proof of payment will need to be sent to your Lead Instructor and Clinical Coordinator and placed in the student's file.
- As HCC does not want to put financial strain on a student clinical rotation(s) through this site will only be used if necessary for student(s) to complete clinical requirements for graduation

CLINICAL ASSIGNMENTS

- HCC Students will not
    - be used as staff while performing clinical rotations. To ensure this does not occur students working for a service will not ride with said service as part of his or her clinical rotations.
    - Rotate with a service if ANY family member works for said service.
- During clinical orientation, the student MUST let HCC Clinical Coordinator know if assigned with a service in which student is employed or has a family member employed is / are on the student's clinical schedule so he / she can be rescheduled with a different service.
- This will allow for objective evaluation and avoid the possibility of the student being used as "staff."
- If student does not self-report student will be removed from the clinical setting and must meet with Program Director and Clinical Coordinator about continuance in the clinical course

SLEEPING DURING AMBULANCE OR HOSPITAL ROTATIONS WILL NOT BE TOLERATED.

- Student may or may not be sent home by the preceptor (or another designee) with the service / unit.
- Whether sent home or not this rotation will not count and will need to be repeated.
- Students will receive a letter grade drop.
- Best for students to self-report to the Clinical Coordinator or Lead Instructor if this occurs.
- Depending upon the situation, the student may have to pay an HCC Preceptor $30.00 / hour to make up the time required.

CLINICAL ASSIGNMENTS WILL BE LIMITED TO 24 – 30 HOURS PER WEEK – 2 – 3 DAYS PER WEEK

- This will be done to ensure students have time to document and turn in clinical coursework as required, so students can meet required deadlines and continue in the program.

TIME OFF DURING CLINICAL COURSES

- Vacation and time off will not be scheduled during clinical coursework. This will allow the student to meet the requirement of course hour rotations per week.
- Clinical coursework is part of the program; it is not considered "down time."

PARKING:

- Students are responsible for any parking fees required when attending clinical education classes.

COMMUNITY SERVICE – PARAMEDIC CLINICAL COURSES

- (16) hours must be completed prior to the end of EMSP 2160 and 2261 (2 paramedic clinical courses)
- The service location needs to be cleared by the Lead Instructor.
- Opportunities can be found at – www.volunteerhouston.org

ELECTRONIC DEVICES (PAGERS, CELL PHONES, MP3, LAPTOP, SMART WATCHES, ETC…):

- **IN ALL HOSPITAL SETTINGS ELECTRONIC DEVICES ARE NOT PERMITTED WHILE ON THE CLINICAL UNIT.**
- **STUDENT CAN USE DEVICE - ONLY – AT EMS ROTATIONS TO WORK ON PLATINUM PLANNER PCRS**

- When in the hospital setting inputting PCR information into Platinum Planner – while on the clinical unit – is prohibited. If a student is found doing this, he / she will be dismissed from the clinical site. Students will need to meet with PD and course instructor. Post-meeting a decision will be made on whether the student should continue in the course. If it is deemed that continuance does not occur, students will receive a failing grade for the course and not continue in the program.

- **Smart watch – if worn the watch:**
  - Needs to be able to read seconds without requiring student to touch or "wake-up" the watch.
  - Cannot interfere with items below, due to student paying constant attention to the device:
    - with Preceptor / Hospital site duties students are expected to be performing
    - with EMS Affiliate student expectations when not on a call
    - when on a call and performing patient care due to student paying constant attention to the device
  - If student is asked to remove the watch by a clinical preceptor and student does not have a replacement watch student will have to leave the rotation

- HCC will not be held responsible if the watch is damaged when performing patient care.

PATIENT CONFIDENTIALITY:

Students are expected to protect patient confidentiality in all aspects of the clinical/field internship. Students are not allowed to discuss patient information outside of the clinical facility and are not allowed to copy patient records to complete patient documentation for the program. Students will be under the direct supervision of hospital, field, or HCCS preceptors and will follow their directives.

PHI (PERSONAL HEALTH INFORMATION)

- **THERE IS NO CURCUMSTANCE THAT ANY OF THIS INFORMATION SHOULD BE CAPTURED ON AN ELECTRONIC DEVICE OR TAKEN FROM THE HOSPITAL / EMS SERVICE IN ANY FORM WHILE DOING CLINICAL OR EMS ROTATIONS.**
- **IF FOUND TO HAVE HAPPENED STUDENT WILL BE DISMISSED FROM THE PROGRAM AND RECEIVED A FAILING GRADE FOR THE COURSE.**

Regarding current concerns of Social Networking sites, including but not limited to Facebook, X, YouTube, the Student must NOT POST ANY PHOTOS, VIDEO'S, PATIENT INFORMATION OR ANY OTHER DATA REGARDING YOUR PATIENTS, OR AFFLIATIONS. The student must keep in mind everything taught to them in school regarding moral and ethical behavior plus, federal laws regarding confidentiality.

HIPAA protected information and college policies regarding protection of privacy of the student's patients. Students who breach these policies will be exited from the Program.

CAPSTONE CLINICAL COURSE / ROTATIONS – TEAM LEADER

This field internship is a capstone experience and as such the student must successfully demonstrate the ability to assess, manage, and direct care for sick and injured patients during out-of-hospital patient contacts with minimal or no help from the preceptor. At the end of the clinical course students will be required to have a minimum of 22 Team Leads. This is an evaluation of the student's ability to perform as a competent entry-level Paramedic and the last opportunity to identify areas that need potential remediation prior to the student becoming a candidate for Paramedic certification. Therefore, it is imperative that fair and objective evaluation is provided of each student recognizing that he or she is expected to perform as an entry-level Paramedic.

HCC EMS POST EXPOSURE PLAN

Students enrolled in the hospital or ambulance clinical rotations of HCC, who become exposed to any infectious organism(s) during the clinical rotation, shall adhere to the following guidelines.

1. Notify the clinical preceptor immediately
2. If in the In-hospital settings (ER, ICU, L&D, OR etc.), contact the Infectious Disease Officer on duty, and follow their instructions.
3. Pre-hospital (ambulance) rotations will notify the preceptor immediately, and then follow steps 4 & 5 respectively.
4. Notify personal Physician and follow their instructions.
5. Notify the **Clinical Coordinator** to fill out a Clinical Incident Report.

PRIOR LEARNING ASSESSMENT – ADVANCED PLACEMENT – CREDITS – MORE OPTIONS

https://www.hccs.edu/resources-for/current-students/prior-learning-assessment/

Advanced Placement Credit:

- Students that join the AEMT program with a current DSHS EMT Card and obtained their certification education via a facility not associated with a college or in a college setting as Continuing Education will have to take and pass an HCC program Final Exam.
- Students will have to pass the test with a score of 75% or better so semester hour credit for your previous coursework can be awarded via credit-by-exam. Students will be afforded a second attempt if needed.
- This will cost $25.00 for each course that needs to be advanced placed. Students will have to pay a fee prior to attempting the exam.

Experiential Learning – Available for:

Students who want to join the paramedic program and are currently working as an AEMT provider with an EMS service.

This Allows prospective student to:

- Gain academic credit for AEMT courses via credit by exam.
- Meet the Student Minimum Competencies required for all HCC AEMT students joining the Paramedic program via their EMS job. Minimum Competencies must comply with the Program Student Learning Outcomes.

Prospective students must:

- Hold a current AEMT certification – copy of certificate is required.
- Provide a copy of unofficial transcript from an Accredited Community College showing AEMT coursework.
- Be a practicing AEMT provider, with a 911 EMS service, for at least 2 years and currently engaged in an EMS Healthcare role.
- Gain academic credit for AEMT education via Credit by Exam (Advanced Placement Credit) if coursework was not obtained from an Accredited College setting or courses were taken in a college setting for CE credit. This will cost $25.00 for each course that needs to be advanced placed. Students will have to pay a fee prior to attempting the exam.
- Complete a document provided to show skills obtained via prehospital care with EMS service. This will be confirmed via signature from EMS clinical coordinator / supervisor / medical director. Skills not obtained via the job will need to be completed with an HCC Adjunct instructor. This will cost the student $49.00 / hour.
    - If less than 2 years EMS experience skills competence will be obtained with an HCC Adjunct Instructor.

Experiential Learning – Available for:

Students who want to obtain an AAS degree but did their Paramedic Education at another institution.

Prospective students must:

1. Hold a current paramedic certification – copy of certificate is required.
2. Be a practicing paramedic, with an EMS service, for at least 2 years and currently engaged in an EMS Healthcare role.
3. Demonstrate student has met (or exceeded) the required skills competencies / numbers required by HCC showing compliance with Program SLO's.

If the above is met with the student:

1. Will need to be a current student at HCC.
2. Will need to meet with an academic advisor so he / she can attach you to the EMS AAS degree.
3. May have to take the TSI test – HCC advisor will guide you on this aspect.
4. Needs to start registering for the academic courses which are part of the degree.
5. Will need to obtain skills numbers / signatures on form provided by EMS Service
6. No longer holds a current DSHS paramedic certification, the student will need to re-establish paramedic certification, via Equivalency. For this to occur, HCC and DSHS requirements will need to be followed to complete this process to proceed via HCC in obtaining the EMS AAS degree.

Prior Learning Assessment (PLA) requirements - To be eligible to earn PLA credit:

1. Students must meet all Houston city college admissions requirements. This includes having an activated semester credit account.
2. PLA credit is awarded only when it applies to an HCC program of study.
3. The student should not have previously taken or attempted the course (by title) that is the same as the PLA credit for which they are applying.
4. PLA credit cannot be applied to any Cooperative Education/Internship Program or Capstone course.
5. Complete application and pay $25.00 for - each - course that needs to be advanced placed.
6. If Credit by Exam is required for Equivalency, students will pay the above fee before the exam is attempted. The student will also be required to pay for the HESI exam and score 75% or above on the exam. If required, the student will have a chance for (1) retest. This will require the student to pay for the HESI retest exam.

NOTE: *A minimum of 25% of the credits for the HCC certificate or degree must be completed at HCC (in fulfillment of the residency requirement). Please note that credit earned by Advanced Placement (AP) exams does not count toward the residency requirement.*

* Requirements may change as needed to meet SACS or Coordinating Board rules situation

DSHS Equivalency:

Candidates meeting the following criteria may apply for certification only through the equivalency process as described in this subsection:

- an individual who completed EMS training outside the United States or its possessions.
- an individual who is certified or licensed in another healthcare discipline.
- an individual whose department issued EMS certification, or license has been expired for more than one year. Or,
- an individual who has held department issued inactive certification for more than four years.

HCC EMT REQUIREMENTS:

- Candidate must provide evidence to HCC of completion of EMT coursework to gain certification / licensure.
- The candidate will show proof on a transcript from a school, which has been accredited by an agency recognized by the US Dept of Education as an approved accrediting authority that the coursework was completed and passed.
- If not completed via an accredited institution, the candidate will need to submit a copy of the curriculum and work history completed by the candidate.
- Candidates will be required to demonstrate content knowledge by taking the current HESI examination.
    - Candidates will be required to score 75% or better on the HESI exam and have a chance for (1) HESI retest. Suggestions listed below on how to prepare for this exam.
    - Candidates will be required to pay for the exam(s) and take the exam(s) at the NE campus.
    - This be completed before money is paid to have skills assessed.
- Candidates will be required to have program skills, provided in a separate document, tested by an HCC Instructor (paid for by candidate).
    - Candidates will be tested, by an HCC instructor, over all required skills, listed on separate documents.
    - Candidates will have the chance for (1) retest per skill. If not successful, students will not continue in the process. The instructor will be paid, at a rate of $49.00 / hour, for the time spent with the candidate.
- Complete Jurisprudence evaluation with a score of 75% or better.

HCC PARAMEDIC REQUIREMENTS:

- The candidate must have an associate degree in EMS or any higher-level degree from a school which has been accredited by an agency recognized by the US Dept of Education as an approved accrediting authority.
- Candidate must provide evidence of completion and have independent verification of training and license for the profession in which the candidate practices.
    - Copy of license needs to be provided to HCC Program Director, Vicki May.
- An individual who is certified or licensed in another clinical healthcare discipline (bachelor's degree or higher) with an EMS certification that is not equal to certification being requested, would require 2-years' current experience in other discipline to gain certification requested via equivalency.
    - If you are not currently working within discipline, employment within 1 year or less may be considered.

HCC PARAMEDIC REQUIREMENTS:

- Candidates will be required to have program skills, provided in a separate document, evaluated by an HCC Instructor (paid for by candidate, $49.00 / hour).
    - Candidates will be evaluated by an HCC instructor, over all required skills and have the chance for (1) retest per skill. If not successful, students will not continue in the process. The instructor will be paid for the time spent with the candidate.
- Complete Jurisprudence evaluation with a score of 75% or better.
- Candidates will be required to demonstrate content knowledge by current HESI examination.
    - Candidates will be required to score 75% or better on the HESI exam and have a chance for (1) retest. HCC will order the HESI exam(s). Candidate will pay for the HESI exam(s)

ENHANCED SKILLS CERTIFICATE: RN TO PARAMEDIC COURSEWORK

Eligibility:

- BSN with 24 months experience in a US credentialed hospital-based ED* or ICU / Critical Care Unit – currently working in either an ED* or ICU unit in a US credentialed hospital.
    - *If not currently working in required unit separation cannot be for more than 6 months*
    - **Stand Alone ED's are not accepted*.

RN License via U.S. Board of Nursing

*RN to EMT – EMSP 1470

- Prerequisite for RN to Paramedic program
- 7 weeks long
- Consists of (4) 8-hour face-to-face meetings and (6) 12-hour EMS rotations

*Course offering:

- October - November

*RN to Paramedic – EMSP 2553

- 13 weeks long
- Consists of (8) 8-hour face-to-face days and (10) 12-hour EMS rotations + (1) OR & (1) Pediatric ED rotation

*Course offering:

- February – May (coursework)

COLLEGE FOR HEROS – MILITARY OPTIONS

Qualifications

- Current EMT certification from the National Registry of EMT's or the Texas Department of State Health Services. *
    - practicing within the field (EMT-B) within the last 2 years.

Courses

We recognize that you have received education and have experience in the management of critically ill patients. These experiences have provided you with some of the knowledge and skills that are needed to be a successful paramedic. We also have an obligation to protect the public and only allow those who are competent to practice the ability to take the certification exam. To balance these goals, we have broken down the paramedic program into three components. This process will allow the veteran or active-duty member to demonstrate they are able to meet the competencies and cognitive objectives while not having to complete the entire program. Based upon your transcript and certification status you can obtain Advanced Placement Credit for Basic coursework, EMSP 1501 and 1160, via Credit-by-Exam (CBE). Not being required to re-take EMSP 1501 and 1160 will save you time, money, and military educational benefit. Once you have successfully passed the CBE, completed all requirements to register in CastleBranch, and the AEMT program is started you will have the option to prepare for EMSP 1356 and 1355 in a hybrid format using the course textbook(s) and any educational requirements provided by faculty. All other coursework will be done via face-to-face education.

Advanced Placement Credit

Will be awarded for the Basic Certification coursework via Credit by Exam.

- Students must meet qualifications for this to be an option.

Credit by exam – must score 75% or higher on exam. Cost $25.00 / course

- EMSP 1501 – EMT-Basic
- EMSP 1160 – Clinical

AEMT (Paramedic 1) - Hybrid courses – 50% online / 50% face-to-face

- EMSP 1356 – Patient Assessment and Airway Management
- EMSP 1355 – Trauma Management
    - Timeline concurrent with other AEMT students doing same courses face-to-face.
- **Online component**:
    - To review book knowledge for quizzes and final exams in each section without being in class
        - Program requirements for preparation will be followed.
- **Face-to-face component:**
    - Skills practice and testing
    - Final exam for each course
- EMSP 2205 –
    - Online course with other AEMT students.

Face-to-face courses

These are the courses that you will need to complete. All courses required to obtain the AEMT (Paramedic 1), and Paramedic Completion education contain material or experiences that need to be mastered via a 911 education program. Completion of all is needed to prepare for graduation.

AEMT (Paramedic 1)

- EMSP 1338 Introduction to Advanced Practice
  - The course starts each semester. Once started, students will stay with said cohort to complete the AEMT coursework.
- EMSP 1263 – Clinical
  - AEMT cohort student started at the start of the semester.

Paramedic Completer

- EMSP 2306 – Emergency Pharmacology
- EMSP 2444 Cardiology
- EMSP 2160 Clinical
- EMSP 2434 Medical Emergencies
- EMSP 2261 Clinical
- EMSP 2330 Special Populations
- EMSP 2262 Clinical
- EMSP 2243 Assessment Based Management

Subject to change if / as needed.

More policies will be found on each course syllabus