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Walters State Community College has made its mark in the community for quality education since 1970. The college has offered a variety of Emergency Medical Services (EMS) oriented classes through its Division of Public Safety for over six years. Hundreds of students have graduated as State of Tennessee licensed First Responders and Emergency Medical Technicians, (EMT’s). These licensed providers have benefited their respected communities with dedicated and qualified EMS providers. In 1993-1994, its first Emergency Medical Technician – Paramedic program, augmented the WSCC Emergency Service Programs. This nationally and state accredited program will add the components of advanced life support modalities to the Center’s basic life support programs. The WSCC primary mission is to train personnel as EMT and Paramedics to serve the ten county service areas as well as the State of Tennessee and the United States. The entry level Emergency Medical Technician is to demonstrate competency to conform to the Department of Transportation EMT National Standard Curriculum as well as the State of Tennessee and National Registry standards.

The Emergency Service Programs Director, as well as the Paramedic Program Lead Instructor, Emergency Medical Technology Program Lead Instructor, Clinical Coordinator and office support staff are located at the main campus of Walters State Community College in Morristown, Tennessee. The majority of didactic EMT training will take place at the campus of WSCC. Emergency room clinicals will be conducted at area hospitals. EMT students accrue field experience by accompanying licensed Emergency Medical Technicians and Paramedics at area EMS agencies. The WSCC EMT preceptors and instructors respond to over 25,000 advanced life support calls annually. This process produces experienced preceptors and improves learning experiences for the EMT students.

The EMT Program is organized to provide the student with the holistic instruction of the pre-hospital case presentations of the neonate, infant, and child, adolescent, adult, geriatric, and special needs patient. The student will have the opportunity to acquire classroom instruction, clinical experience, and practical skills related to all the above-mentioned patient case presentations. Specialty classes offered in the WSCC EMT curriculum include International Trauma Life Support (Basic), Pediatric Emergency Pre-hospital Provider, and extended skills.
Thomas T. Strange, Jr., Assistant Professor, Emergency Services Program Director, BS
Organizational Management, MA Education, Ed.S Education, Paramedic, EMS Programs Director

Tim became involved in Rescue/EMS in 1985 as a volunteer for Morristown Emergency Rescue Squad-EMS. He first became involved in EMS education as a BLS and First Aid instructor for the American Red Cross in 1985. Tim became a BLS instructor for the American Heart Association in 1986. He received his EMT certification in 1987 and IV Therapy in 1989. Tim attended Roane State Community College in 1990 and received his Paramedic degree. He worked for Morristown-Hamblen EMS from 1988 to 1994 and as the QA supervisor, set up a quality assurance program for the service. Tim worked for Lakeway Regional Hospital as an Emergency Room Paramedic from 1992 to 1994. Just before joining the Faculty at Walters State Community College, Tim worked for the Tennessee Division of EMS as the Northeast Tennessee Regional Consultant from 1994 to 1995. Tim has been an adjunct faculty member teaching EMT and IV therapy from 1992 to 1994. Tim attended National Certified Investigator/Inspector training in Austin, Texas in 1994. He is currently qualified as an Advanced Pre-hospital Trauma Life Support Instructor, International Trauma Life Support Affiliate Faculty, Pediatric International Life Support Affiliate Faculty, Basic Life Support Instructor, and Advanced Cardiac Life Support Instructor. Tim is active with EMS related education and teaching in the surrounding communities.
Charlie initiated his involvement in emergency service as a volunteer for the Morristown Emergency Rescue Squad in 1981. His EMS education involvement began as a BLS instructor for American Heart Association in 1983. He received his Emergency Medical Technician certification in 1982 and one of the first participants in the EMT-IV pilot program. Charlie attended State Technical Institute at Knoxville; now known as Pellissippi State Technical Community College, in 1985 to receive his paramedic education. He attended Walters State Community College Basic Police Recruit School in 1990 and completed the Associate of Applied Science Degree in Public Safety with the emphasis in both Law Enforcement and Paramedic. Also, he completed an Associate of Science degree in Criminal Justice in 2002. Charlie served as a patrol officer and the criminal investigator for Grainger County Sheriff Department until 1994. He then joined the Jefferson County Emergency Management Agency serving as a paramedic and later selected as the Deputy Director and maintained that post until joining Walters State Community College in September of 1998. Charlie also has teaching experience in the field of hazardous materials. He was an instructor for the Tennessee Emergency Management Agency Hazardous Materials Institute. He has obtained his instructor in International Trauma Life Support, and he is an Affiliate Faculty for ITLS. Also, he is a BLS instructor/trainer, BLS instructor, PALS instructor, ACLS instructor, and BLS Regional Faculty for the AHA. He has been active in fire fighting training as a volunteer with the White Pine Volunteer Fire Department. Charlie remains active with EMS related education and teaching in the surrounding communities.
Vision Statement
Walters State Community College shall be the regional college of choice dedicated to excellence in teaching and service, guided by shared values and principles and inspired to exceed student and community expectations.

Our Mission
Walters State Community College is a public two-year higher education institution that is a component of the State University and Community College System of Tennessee and is governed by the Tennessee Board of Regents. The mission of Walters State is consistent with the college's shared vision for guiding the college into the twenty-first century and the values expressed within the Campus Compact. Walters State is a comprehensive community college established to provide affordable, quality higher education opportunities to the residents of upper East Tennessee. The college offers programs of study, which lead to the Associate of Science, Associate of Arts, and Associate of Applied Science degrees. A certificate of credit may be provided for programs of study of one year or less; a certificate of recognition may be awarded for non-credit programs and services. All degree programs are built upon a foundation of general education courses.

Walters State provides university parallel programs that prepare students to transfer two years of college work; business, technical education, health, and public safety programs that prepare students for immediate employment; continuing education and community service programs for individuals desiring professional growth or personal enrichment; public service programs in support of economic and community development; advanced and developmental education programs for students with special academic needs; student development and leadership programs and activities; and research and development activities applied to institutional advancement. Throughout all programs, the college remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

As a comprehensive community college, Walters State provides leadership to a geographically large and rural service area. The college utilizes technologically supported delivery systems for the primary service area including the counties of Cocke, Claiborne, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier, and Union and also offers Nursing in Knox County as well as Public Safety throughout a larger area of East Tennessee. The college's management system is designed to ensure the delivery of programs and services that meet the needs of individuals, business and industry, and the community. Planning and assessment for enhancing overall institutional effectiveness are incorporated in all instructional and administrative systems.

For its students, Walters State maintains collaboration with public schools and technology centers and articulation with colleges and universities to facilitate student transfer; provides general education and computer literacy skills throughout the curriculum; offers technical education and liberal arts programs equipping graduates with knowledge and skills to function in an international marketplace; and provides competent faculty and staff committed to quality teaching and service.
List of Instructors

Dr. Stephen Wilson  Co-Medical Directors
Dr. Mark Harrell

Tim Strange  Dean of Public Safety

Charlie Williams  EMT Instructor/Coordinator, EMT Program Director

Dr. Eric Powell  Paramedic Program Director

Rick Slaven  Paramedic Coordinator

John Phelps  Clinical Coordinator

ADJUNCT FACULTY

Cindy Turnmire  EMT Instructor/Coordinator

Jason Fox  First Responder Instructor

Larry Gibson  EMT Instructor/Coordinator

James Purkey  EMT Instructor/Coordinator

Erik Preske  EMT Instructor/Coordinator

Chris Knutsen  EMT Instructor/Coordinator
Phone Numbers:

**Dean of Public Safety**
Tim Strange, Jr.
Work # 423-585-2668

**EMT Program Director**
Charlie Williams
Work # 423-585-2670

**EMT Program Administrative Assistant**
Sondra Humphreys
Work #423-585-2672
COURSE DESCRIPTION

The EMT program is a course designed to prepare individuals for taking the National Registry Emergency Medical Technician certification examination administered by the Tennessee Department of Health, Division of Emergency Medical Services. Topics covered include an overview of the role and responsibility of the emergency medical technician in providing medical care services such as patient assessment, environmental emergencies, and splinting, burns, bandaging and emergency childbirth. Also the student is instructed in how to perform safe hazardous materials response and ambulance operations. Additional studies include basic trauma life support, pediatric emergency care, and intravenous therapy. A mastery-learning paradigm is used for student evaluation. The student is held responsible for clinical laboratory competencies for the courses.

The Emergency Medical Technician Program is a competency-based program. Therefore, the subjects listed on the syllabus are consistent with the competencies and skills contained in the Skills Manual prepared by the Tennessee Emergency Medical Services in keeping with the National Highway Transportation and Safety Administration (NHTSA) standard curriculum. Consequently, this course is designed to prepare individuals for taking the Emergency Medical Technician license examination administered by the Tennessee Department of Health, Division of Emergency Medical Services.

The off-site clinical education is spent in the emergency department and field EMS systems.

PREREQUISITES

First responder is required prior to attending any EMTB 1010 or 1050 class. EACH STUDENT MUST HAVE CURRENT AHA HEALTHCARE PROVIDER CPR CARD or ARC PROFESSIONAL RESCUE CPR CARD OR EQUIVALENT THAT WILL REMAIN CURRENT DURING THE ENTIRE COURSE OF INSTRUCTION.

COURSE COMPETENCIES

The current National Highway Traffic Safety Standard Curriculum for the EMT is used as the outline for all WSCC EMT Program Courses. The curriculum guideline contains state and institutional specific course competencies and objectives. These can be found in the EMT Program courses.

CLASS LOCATION

Classes will be held at the building/room specified in the timetable of classes. Room 140 of the College Park - Public Safety Center of Walters State Community College in Morristown has been designated as the primary emergency medical technology classroom. Some classes could be held off-campus, in which case the student will be advised of the location well in advance.

CLASS HOURS

Regularly scheduled class will begin promptly at the time specified in the timetable. Any time for breaks will be at the discretion of the instructor. Lunch break, if the class is due such, will be for one hour. Some classes could run well over the allotted time period, the students will be notified as to when these over-runs are expected.

STATE OF TENNESSEE LICENSURE REQUIREMENTS

A licensed physician, physician assistant, or nurse practitioner must perform a physical examination and complete the state physical exam form. The form must verify the physical fitness of the student. The form may only be signed by the physician, physician assistant, or nurse practitioner and must be submitted to the instructor prior to sitting for Exam 1. Failure to comply may result in the student being denied the exam. Exam must be taken in seven (7) days or the student will not be permitted to take the exam and receive a zero (0).

A student must meet the educational level as required by Tennessee Emergency Medical Services statutes and rules, chapter 1200-12-1-.04 (1)(c) being that a student must be a regular high school graduate or possess a general equivalency diploma (G.E.D.) and be able to read, write, and speak the English language.
A copy of a G.E.D. certificate or the regular high school diploma must be submitted to the instructor prior to sitting for Exam 1. Failure to comply will result in the student being denied the exam. The student has seven (7) days after the first Exam to submit a G.E.D. certificate or a high school diploma. If the student does not comply with the requirement, a zero (0) will be recorded for that exam.

The Student must successfully pass the State of Tennessee/National Registry licensure examination, practical exam, and be approved by the Tennessee Department of Health-Emergency Medical Service Division to receive state licensure.

SERVICES FOR INDIVIDUALS WITH DISABILITIES

The office of Services for Individuals with Disabilities provides support services, materials, information and assistance to ensure that the disabled students have access to all educational opportunities provided at Walters State Community College. These services are provided to individuals with disabilities to minimize the differences, and maximize the chance for success in the programs of their choice, (see catalog for further information). For specific information, contact the office of Services for Individuals with Disabilities at (423) 585-6892.

The Emergency Service Programs Department and the college strive to provide as much as possible a reasonably safe environment for its EMT students and their patients. During the course of the program a student may be required to demonstrate physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include, but not limited to, freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

The following core performance standards are adopted and these standards should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from area or environment to another and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective prehospital care.
6. Auditory abilities sufficient to monitor and assess health needs.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodation or modification, the Emergency Service Programs will determine whether or not accommodations or modification can be reasonably made. A student should contact the director of the Emergency Service Programs for further assistance.

GRADUATION REQUIREMENTS

GRADUATION APPLICATION AND PLACEMENT PACKETS MUST BE COMPLETED; GRADUATION FEE MUST BE PAID PRIOR TO COLLEGE DEADLINE. Each student completing the Emergency Medical Technician Program must pay a graduation fee of $25.00. Each student is encouraged to participate in graduation ceremonies in May, (see WSCC catalog). Tuition, incidental fees and other similar college costs are determined by the Tennessee Board of Regents and are subject to change without notice.

OTHER FEES

Medical Malpractice Liability Insurance is required before the clinical experience is scheduled. The premium rate is determined by the company providing the coverage and must be paid during the first of the semester of class. The cost is subject to change based on premium rate of the providing insurance company.

For those students who qualify for the state license examination, as listed on the application/licensure fee form and a personal check maybe made payable to TDH-EMS is required and a National Registry examination fee as listed in the National Registry of Emergency Medical Technicians (NREMT) registration package. The fee payment can be made online or by means determined by NREMT. The fee must be paid prior to being allowed to test at the NREMT approved testing center. The cost is determined by the Tennessee Department of Health, Division of EMS and/or NREMT and subject to change without notice.

A $15.00 Pre-Hospital Trauma Life Support fee payable by money order to the granting agency is required and after successful completion the student will receive a certificate in PHTLS. The cost is determined by the certifying agency and subject to change without notice. This fee is non-refundable.
EVOC (Emergency Vehicle Operations Course) Tennessee Association of Rescue Squad (TARS) $12.00. The cost is determined by the certifying agency and subject to change without notice. This fee is non-refundable.

The Hepatitis B Vaccine cost is based on the healthcare provider (i.e. Doctor Office, health department) which the student selects to provide him or her with the inoculation(s).

OFFICE LOCATION AND HOURS

The primary office location with office support staff is Room 149. The ESP Director is located in Room 102. The Clinical Coordinator’s office is located in Room 102. The EMT Program Director’s office is located in Room 118. The Paramedic Director’s office is located in Room 200 (Sevierville Campus) and the Paramedic Instructor’s office is Room 119.

Instructor office hours shall be posted in their syllabus for student convenience.

INSTRUCTIONAL AND EVALUATION METHODOLOGY

INSTRUCTIONAL

Instruction shall be facilitated by the use of class lectures, audio-visual aids, demonstrations, self-instruction, assigned textbook readings, handouts, lecture notes, problem-based/scenario and collaborative learning methods.

The WSCC EMT Program goal in the area of instructional methodology is to foster a process of adult learning. This process is intended to enhance the educational experience of the non-traditional adult student commonly found in the public safety student demographical data.

EVALUATION

The evaluation method correlates with the stated policies in this WSCC EMT Program Course Student Manual. The contents of which are noted below. Written and practical exams, quizzes, clinical rotation evaluation and attendance/participation comprise the class grade.

Walters State Community College EMT Program requires that each student must pass a midterm written, a summative written and practical exam to be eligible to remain in the EMT Program to sit for the State of Tennessee/National Registry licensure examination. The minimum GPA required for achieving an associate degree or certificate is a “C” or 2.0, (see WSCC catalog and/or Retention/Progression Policies on page 22). Any student with poor academic performance may be placed on institutional probation.

Exam Evaluation

There will be a number of examinations each semester dependent upon class needs. Major examinations, which will include a comprehensive written examination as well as a practical examination, and may be identified on the course syllabus, but the examination dates are subject to change at the instructor’s discretion. The EMT Program Faculty prepares written examinations. Students will be notified of major examination date changes at least one week in advance. The WSCC EMT Program faculty will determine what constitutes any type of waiver for extenuating circumstances for taking a test examination after seven (7) days of its posted date.
Quiz Evaluations

Classroom quizzes do not have the same grading parameters as the major examinations; there are no minimum scores to tabulate. The quizzes will cover the previous lecture/laboratory material and reading assignments. These quizzes are utilized to assess a student’s mastery of the material. The instructor is at liberty at any time to give a quiz. The student will be able to drop his/her lowest quiz grade at the end of each semester.

Skill Evaluation

Skills are rated as pass or fail. Skill sheet points may be used to determine a grade for any practical skill exam. After failing the initial skill practicum the student will remediate and be reevaluated within seven (7) days. The student will be given TWO (2) attempts to demonstrate skill competency. Students failing to demonstrate skill competency after TWO (2) attempts will be rated as “unsuccessful.” Therefore, the student will receive a grade of “F” and will not be eligible to sit for state board exam. The student must score a passing grade equivalent of “C” on the skill evaluation sheet and have no critical criteria check box(es) marked to successfully pass the skill.

The student will be expected to competently perform all skills taught in class. A skills check-off sheet will be supplied to each student, and each student will be responsible for maintaining the skills check-off sheet. SKILL EXAMINATION MAKE-UP WILL BE AT THE DISCRETION OF THE INSTRUCTOR.

During the EMT Training Program, students will be evaluated at various times for their ability to competently perform practical skills. Students will be expected to meet the requirements of the National Highway Transportation Safety Administration (NHTSA) Curriculum and State of Tennessee standards regarding practical skills, in a timely fashion, as would any other prudent licensed EMT given the same situation.

Students will be given two opportunities to pass a specific skill examination station. If the student fails the station the first time, he/she will be given the opportunity to retake the skill station a second time within seven (7) days. It is the student’s responsibility to schedule the retest. A passing grade must be achieved at that time. The EMT Program faculty will determine what constitutes extenuating circumstances for a retest after seven (7) days time. The student may receive remediation before he/she is allowed to retake the station. Both the EMT Program Instructor/Coordinator and the Clinical Coordinator or designee will test the student for the final retest. If the student does not competently perform the skill on the retest the student will be given an “F” for the class and will not be eligible to sit for state board exam.

The final written examination and the state practical examination will be administered at the discretion of the Tennessee Division of Emergency Medical Service Regional Director. The student will be notified of this date prior to the end of the semester.

Grievance Procedures

Grievance procedures may result from a disciplinary action. Resolution of a student's grievance shall begin with the official whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the following appropriate chain:

1) EMT Instructor
2) EMT Program Director Instructor
3) Dean of Public Safety

*Regional EMS Director will act as liaison between Walters State Community College and State Emergency Medical Services with issues pertaining to state rules and regulations.

At each level of appeal above the initial level, the student shall provide to the appropriate official a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired; any other pertinent materials shall also be presented. The student shall receive a written response from such official within two weeks of the letter's receipt of the grievance statement. The response shall be one of the following:

(a) A decision in favor of the student;
(b) A decision supporting the previous action;
(c) A statement of compromise agreed to in a discussion with the parties involved and signed by them.
(d) A recommendation to the challenged official’s immediate supervisor, with a copy to the student; or

(e) An explanation for delaying the decision for an additional two weeks followed by a response as in (a) through (d) above by the end of that period.

If, at any level, a student does not receive a response in the manner stated above, he or she may immediately submit his or her grievance to the official at the next level. The procedure there will be the same as described above. The failure of an official to respond will, therefore, not preclude a student from carrying the grievance to the next level. If, for any reason, a student decides that he or she does not wish a written response, the student shall so indicate in the statement of grievance submitted to the official at that level. If the student feels that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no further action will need to be taken by any party.

Phone Numbers:

**Dean of Public Safety**
Tim Strange, Jr.
Work # 423-585-2668

**Regional EMS Director**
Mr. Steve Hamby
Work # 865-588-2469

**EMT Program Director**
Charlie Williams
Work # 423-585-2670

**CLASSROOM ATTENDANCE**

**STUDENTS MUST ATTEND THE FIRST DAY OF CLASS, OR CONTACT THE INSTRUCTOR PRIOR TO THE FIRST CLASS IF THEY INTEND TO STAY IN THE CLASS.**

Regularly scheduled class will begin promptly at the time specified in the timetable. As the class progresses it may become necessary to change class times and/or locations. The student is responsible for keeping up with these changes. If there are any questions regarding the syllabus/schedule, it is the student’s responsibility to ask the instructor. In the event of inclement weather the EMT Program will follow the policy stated in theWSCC catalog.

Attendance at all class meetings is required and students are responsible for all the work, including examinations and written assignments of all class meetings. In the event that the student becomes ill or is unable to attend class, it is their responsibility to notify the instructor and arrange to obtain assignments for work missed. Students will be allowed to make up class work missed if the absence was caused by documented illness, family death or by participation in college sponsored activities. All work allowed to be made up must be completed within seven (7) days of the student’s return to class. Five points will be deducted for each day that work is late.

**Excused Absences**

With an excused absence, a student may miss up to 15% of the EMT course per semester.

**Excused Absence** - Without Loss of Attendance and Participation points

1. Death in Immediate Family
2. Documented Illness
3. College Sponsored Activities with prior approval from the Instructor/Coordinator

**Tardiness and leaving early**

Tardiness will not be tolerated. A tardy is defined as reporting to class beyond the scheduled start time. **Being tardy three (3) times will equal one unexcused absence.** Leaving early without a valid excuse or advising a member of the WSCC EMT Program faculty will result in an unexcused class absence. All class material missed due to absence(s) or tardiness will be the responsibility of the student to obtain.
**Unexcused Absences**

Any student having two unexcused absences or excessive tardiness in a semester will have his/her overall grade average reduced by 10% at the end of the semester. If a student has a third unexcused absence, he/she will be receiving an “F” for the class. Any student missing more than 15% of the class sessions in a semester, whether excused or unexcused, will be given an “F” for the class. TheWSCC EMT Program faculty will be responsible for deciding whether an absence is excused or unexcused.

Absences exceeding 15%, including tardiness and leaving early or failure to complete course work disqualifies that student from progressing to a subsequent semester or sitting for the state license exam and the student will be given a grade of “F” for the semester.

Class attendance and participation will be a factor in the determination of the final grade for the course. Points will be deducted for class absences and tardiness.

**CLASSROOM RULES & REGULATIONS**

It will be the student’s responsibility to review and become familiar with all enclosed information contained in this WSCC EMT Program Student Manual.

**CLASS POLICY ON STUDENT PERFORMANCE**

**CLASSROOM CONDUCT**

Professional conduct shall be expected at all times. This includes all classroom, clinical, and all activity related to Walters State Community College. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be affected only through appropriate procedures of the institution.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is subject to disciplinary action. As a result of academic misconduct, the instructor has the authority to assign a grade of zero for the particular assignment, exercise, and/or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and the final grade has been lowered as a result, the student may appeal by following WSCC procedures.

**CLASSROOM RULES**

The students and the instructors will show respect to each other in the educational process at all times. No talking or discussions should take place while the instructor is lecturing, unless it is a relevant classroom discussion. No tobacco products are allowed in the classroom as per college policy. If the student smokes outside during breaks or lunch, refrain from throwing cigarette butts on the ground. Please put out the cigarettes and place them into the appropriate receptacle. If a student uses chewable tobacco products, refrain from spitting on the sidewalk or other hard surface. No eating will be allowed in the classroom during class sessions. Students will not bring soft drinks and coffee into the classroom but they are permitted to bring them into the lab as long as all trash, emptied containers are removed and disposed of properly. Failure to dispose of garbage will result in the elimination of this privilege. No portable radios or cellular phones will be allowed on in the classroom during class testing sessions. Pagers should be set on silent/vibrate mode.

The use of profanity will not be permitted in classroom sessions. This constitutes disruptive behavior and will be handled accordingly. If the student has to be reprimanded twice in class, he/she will be suspended for one class session and be counted as an unexcused absence.

Each student must have his/her copy of the program-approved textbooks and workbook. A skill manual is also required for each student. Students are expected to bring their student notebook and note taking materials.

Please try to refrain from personal business or restroom breaks during class time. If it is imperative that a student leaves, please do not disturb the class. The entering of the offices by students will be by permission only.

Only prescription glasses are to be worn in the classroom and clinical areas. No heavily tinted or mirrored glasses will be permitted unless medically necessary.
The student will neatly maintain the skill sign-off sheet. The student must complete the skills showing competency and the Tennessee Department of Health, Division of EMS approved instructor/coordinator must verify that on skill sheet. The student will not take the State Licensure Exam if the skill sheet is not successfully completed prior to the final exam. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN A NEAT SKILL SHEET.** Also, any other necessary forms must be completed and in the student file folder. Failure to provide these necessary forms will exclude the student from the licensure exam.

**CLASSROOM ATTIRE**

The instructors will define classroom attire. No caps or hats are to be worn in the class or clinical settings. Jewelry is limited to watches and wedding bands. Appropriate personal hygiene shall be expected and is to be maintained. Students should be free of body odor, (i.e. clean hair, proper oral hygiene, clean clothes, no heavy colognes or perfumes). No excessive make-up or colored nail polish is to be used. Hair must be cut above or bound above the collar in a neat, safe and sanitary manner.

Students enrolled in the EMT Department classes, must adhere to the following health and hygiene code:

- Hair must be cut above the collar or bound above the collar in a neat, safe, and sanitary manner. Beards are discouraged; however, if a student has a beard, it must be maintained in a neat, clean, and trim manner. If the student cannot make a seal with the HEPA mask, they will not be permitted to observe on clinical.

- Jewelry is prohibited with the exceptions of watches and wedding rings. Wedding rings are discouraged due to possible digit amputations. No earrings or body piercing allowed.

- No excessive make-up or colored nail polish. Nails should not extend past finger and be free from any debris.

Students are expected to meet reasonable standards for personal hygiene so as to be free of body odor, have clean neat hair, maintain good oral hygiene, and in general, be a good role model for personal health, hygiene, and the EMT program.

**GRADING POLICY**

The grades will be determined as per the WSCC EMT Course Guideline. An explanation is provided below.

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100</td>
<td>A</td>
</tr>
<tr>
<td>81-90</td>
<td>B</td>
</tr>
<tr>
<td>70-80</td>
<td>C</td>
</tr>
<tr>
<td>63-69</td>
<td>D</td>
</tr>
<tr>
<td>BELOW 63</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: The EMT intern must pass a midterm written, a summative written and practical exam to be eligible to participate in the state board licensure examination. Any student failing the summative written exam, practical exam, or both will constitute failure of the EMT course. Also, not achieving a passing grade equivalent of “C” on a skill sheet or committing a critical criteria violation will result in the failure of that skill.

**AN INCOMPLETE “I” WILL BE GIVEN TO ANY STUDENT WHO IS PASSING BUT FAILS TO MEET ALL THE COURSE REQUIREMENTS.**

The mark “I” means that the student was passing at the end of the semester but had not completed all the course work. The student receiving “I” should contact the instructor immediately in an effort to complete course requirements. The “incomplete” must be removed during the succeeding semester. If it is not removed, it will be counted as an “F” and computed in the quality point average.
GRADE CALCULATION POLICY

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

To calculate a student grade:

- Quizzes (average) \( \text{____ X } .15 = \text{____} \)
- Attendance/Participation (average) \( \text{____ X } .10 = \text{____} \)
- Exams (average) \( \text{____ X } .50 = \text{____} \)
- Final Exam (score) \( \text{____ X } .25 = \text{____} \)
- Final Grade \text{____}

Retention/Progression Policies

To remain in good standing, once admitted, a student must maintain the following standards or be dismissed from the program:

1. Adhere to all Walters State Community College, Emergency Service Programs Department and Clinical Affiliate policy.
2. Earn and maintain a grade of “C” or better in the EMT program. Students’ grades will be evaluated during each semester by the department faculty.
3. Satisfactorily maintain and complete a minimum cumulative GPA of 2.0.
4. Satisfactorily complete the theory, clinical and/or skills requirements. A grade of "D" or "F" in theory/skills will result in a grade of "F" for the entire course. A final “not yet competent” in clinical will result in a grade of "F" for the entire course.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical and legal conduct.
7. Maintain professional liability insurance.
8. Maintain CPR certification.
9. Submit to a drug test if requested by the dean of Public Safety, director of Emergency Service Program or Emergency Medical Technician Program Lead Instructor at any time during the program. A positive drug test is grounds for immediate dismissal as stated in the WSCC policy.
WALTERS STATE SUMMATIVE EMT PRACTICAL EXAMINATION POLICIES:

Testing will be conducted in accordance with the State of Tennessee, Division of EMS and National Registry policies and guidelines. Evaluation sheets used to determine student practical performance will be submitted to the State of Tennessee, Division of EMS and become a part of the state licensure record.

Eligibility

1. A student must have received a passing grade equivalent of ‘C’ or better and been ranked as competent during clinical rotations.
2. A student must have a complete file with all state required documents.
3. The student must have paid all fees relative to testing.
4. Every eligible student must attend the examination orientation prior to the examination.

Examination Scheduling

1. A student must attend the examination on the scheduled date and time.
2. A student arriving late on test day will not be allowed to test. The test site coordinator may make allowances for extenuating circumstances.
3. All examinations shall be conducted at the Public Safety Center at Morristown Campus unless otherwise specified.

Examination Process

1. Each student will sign a reservation list upon arrival.
2. Once the examination is started, no student is permitted to leave the room without proper permission from the test site coordinator.
3. If any student is found engaging in any kind of inappropriate behavior during the examination that student will be dismissed from the examination.
4. No student shall have any electronic device at the testing site.
5. A random draw will be conducted to determine the type of patient assessment and skill the student will demonstrate for his or her evaluation.
6. WSCC will use the NREMT or State of Tennessee, Division of EMS practical evaluation sheet to determine competent student performance.
7. Each student will be advised by the testing site coordinator if they passed or failed the practical examination.
8. Each student failing their initial practical examination may be allowed to retest (on the same skill) the same day, if time permits.
9. Any student failing the retest must have remediation relative to the failed skill sufficient to prove competency. (test and retest will be 1st attempt)
10. Any student failing the retest will be given a second and final opportunity to test (subsequent test repeat random draw). (test and retest will be 2nd attempt)
11. Each student failing their second practical examination may be allowed to retest (on the same skill) the same day, if time permits.
12. Any student failing the second attempt (2 tests and 2 retests) will constitute failure of the EMT course.
Grievance Process

1. Any student believing he or she has been a victim of discrimination or experiencing equipment failure may file a grievance.
2. Each student must file the grievance in writing and present it to the examination coordinator.
3. The disposition relative to the grievance will be decided by the Grievance Committee.

STUDENT INTERVIEWS

Student interviews may be conducted throughout the course of training. During the first several weeks, the interviews are usually directed at improving study habits and/or instructional effectiveness. Later interviews are directed at improving EMT student standards of care and patient care delivery. These interviews may deal with student/instructor attitudes and/or low-test scores. The interviews provide the opportunity to rectify any problems before they result in failure to complete the WSCC EMT Program. During the interview the student and instructor will have the opportunity to evaluate feedback from one another about their progress. Subsequent interviews are held at the discretion of the WSCC EMT Program Instructor/Coordinator and Clinical Coordinator. EMT students having difficulty with any portion of the EMT Program should seek out their instructor for assistance at any time.

REQUIRED TEXTBOOKS

As listed on the current syllabus.
DRUG CARDS

Each student will be required to complete and produce a set of relevant emergency medical drug cards. The development of these cards will help each student gain a better understanding of each drug, how it is supplied and used in the field. These cards must contain the following information:

- 3 X 5 cards or larger
- Divided into relevant categories (class of drug)
- Color coded topics (Optional)
- Bound together
- Cover the following topics:
  - Drug Name = Generic name and Trade name
  - Class of drug = (i.e. Anti-Arrhythmic, cardiac, sympathomimetic, respiratory)
  - Indications
  - Contraindications
  - Precautions
  - Dosage = Bolus and drip, if available
  - Route(s)
  - How supplied or mixed

EXAMPLE OF DRUG CARD:

Name/Class: Sodium Bicarbonate/Alkalotic Agent

Indications: Severe Acidosis, Cardiac Arrest, after ventilation and other problems have been corrected. Tricyclic Antidepressant Overdose

Actions: Sodium Bicarbonate provides Bicarbonate ion to buffer strong Acids

Contra-Indications: There are no contraindications when used in the treatment of diagnosed severe acidosis

Precautions: May cause alkalosis if given too aggressively. It may also deactivate vasopressors/catecholamines and may precipitate with calcium chloride

Dosage/Route: Adults: 1.0 mEq/kg given initially as an IV bolus half the initial dose may be repeated every 10 minutes.

Pediatrics: The initial dosage is the same as adults. Afterwards, it should be administered on the basis of ABG analysis.
NOTE: The instructor reserves the right to add or delete drugs at any time.

- Acetaminophen
- Activated Charcoal with Sorbitol
- Albuterol (Proventil, Ventolin)
- Aspirin
- Cimetidine
- Diphenhydramine
- Epinephrine 1:1000 (Adrenaline)
- Epinephrine 1:10,000
- Famotidine
- Ibuprofen
- Nitroglycerin (NTG, Nitro)
- 50% dextrose in water ($D_{50}W$)
- 25% dextrose in water ($D_{25}W$)
- Oxygen
- Oral Glucose
- Glucagon
- Xopenex, Levalbuterol
- Racemic Epinephrine
- 0.9% Saline (Normal Saline)
- Nitrous Oxide
Disclaimer

Due to the complexity of the Emergency Medical Program and its curriculum, any information contained in the course manual is subject to change or removal by WSCC, Dean of Public Safety, Director for the Emergency Services Program, Paramedic Program Lead Instructor, EMT Program Director, EMT Program Lead Instructor, The Program Clinical Coordinator, EMT Instructors or a combination of all of the above listed.

Sexual Offender Notice

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

Non-discrimination Policy

Walters State Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits.
AFFECTIVE DOMAIN EVALUATIONS

PROFESSIONAL BEHAVIOR EVALUATION

There are two primary purposes of an affective evaluation system: 1) to verify competence in the affective domain, and 2) to serve as a method to change behavior. Although affective evaluation can be used to ultimately dismiss a student for unacceptable patterns of behavior, it is not the primary purpose of these forms. It is also recognized that there is some behavior that is so serious that it would result in immediate dismissal from WSCC EMT Program.

In attempting to change behavior it is necessary to identify, evaluate, and document acceptable behavior. The eleven affective characteristics that form the basis of this evaluation system refer to content in the Roles and Responsibilities of the National Standard Curriculum. This information is presented early in the course and serves to inform the student of expected behavior. The nature of the affective domain makes it practically impossible to enumerate all of the possible behaviors that represent professional behavior in each of the eleven areas.

The affective evaluation instruments are two forms: A Professional Behavior Evaluation and a Professional Behavior Counseling Record. Faculty and preceptors will complete The Professional Behavior Evaluation regularly (i.e. every other week, once a month, etc.) about each student. This form will become a part of the student record.

The only two options for rating the student on this form are “competent” and “not yet competent”. For each attribute, a short list of behavioral markers is listed that indicates what is generally considered a demonstration of competence for entry-level EMTs. This is not an all-inclusive list, but serves to help the evaluator in making judgments. Clearly there are behaviors, which warrant a “not yet competent” evaluation that are not listed. Any ratings of “not yet competent” require explanation in the space provided.

For all affective evaluations, the WSCC EMT Program will focus on patterns of behavior, not isolated instances that fall outside the student’s normal performance. For example, a student who is consistently on time and prepared for class may have demonstrated competence in time management and should not be penalized for an isolated emergency that makes him late for one class. On the other hand, if the student is constantly late for class, they should be counseled and if the behavior continues, rated as “not yet competent” in time management. Continued behavior may result in disciplinary action up to and including dismissal.

The second form, the Professional Behavior Counseling form is used to clearly communicate to the student that their affective performance is unacceptable. This form will be used during counseling sessions in response to specific incidents (i.e. cheating, lying, falsification of documentation, disrespect/insubordination, etc.) or patterns of unacceptable behavior. There is some behavior that is so egregious as to result in immediate disciplinary action or dismissal. For less serious incidents, the Professional Behavior Counseling form can serve as an important tracking mechanism to verify competence or patterns of uncorrected behavior.

On the Professional Behavior Counseling form, the evaluator checks all of the areas that the infraction affects in the left hand column (most incidents affect more than one area) and documents the nature of the incident(s) in the right hand column. This should include specific expectations, clearly defined positive behavior, actions that will be taken if the behavior continues, and dates of future counseling sessions.

Having numerous, evaluations by faculty members documenting unacceptable behavior, and continuation of that behavior after remediation, is grounds for dismissal. Any student failing the affective domain will receive a grade of F for the entire course.
AFFECTIVE DOMAIN EVALUATIONS
PROFESSIONAL BEHAVIOR EVALUATION

Establishing a cut score to use in conjunction with the Professional Behavior Evaluation instrument is important. The cut score judgment is made on acceptability or deviation of competent behavior for each characteristic. Any student not meeting the cut score for the affective domain will not be allowed to continue in the EMT Program. Each student in the program would receive an average score of all forms completed.

Minimum Score or Cut Score

First Clinical Rotation  7 of 11 characteristics or 64% (Less than 64% is not competent)
Third Clinical Rotation  9 of 11 characteristics or 82% (Less than 82% is not competent)
Fourth and Subsequent Rotations  11 of 11 characteristics or 100% (Less than 100% is not competent)
# Professional Behavior Evaluation

**Student’s Name:** ____________________________________________  
**Date of evaluation:** __________________

## 1. Integrity

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities.

## 2. Empathy

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.

## 3. Self - Motivation

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities.

## 4. Appearance and Personal Hygiene

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Clothing and uniform is appropriate, neat, clean and well maintained; good personal hygiene and grooming.

## 5. Self - Confidence

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.

## 6. Communications

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

## 7. Time Management

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks and assignments on time.

## 8. Teamwork and Diplomacy

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Placing the success of the team above self interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.

## 9. Respect

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.

## 10. Patient Advocacy

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self interest; protecting and respecting patient confidentiality and dignity.

## 11. Careful Delivery of Service

<table>
<thead>
<tr>
<th>Competent [ ]</th>
<th>Not yet competent [ ]</th>
</tr>
</thead>
</table>

Examples of professional behavior include, but are not limited to: Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

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*Faculty/Preceptor Signature*

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Use the space on back to explain any “not yet competent” ratings. When possible, use specific behaviors, and corrective actions.
PROFESSIONAL BEHAVIOR COUNSELING RECORD

Student’s Name: ________________________________________________
Date of counseling: ________________ Date of incident: ________________

<table>
<thead>
<tr>
<th>Reason for Counseling</th>
<th>Explanation (use back of form if more space is needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td></td>
</tr>
<tr>
<td>Empathy</td>
<td></td>
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<tr>
<td>Self - Motivation</td>
<td></td>
</tr>
<tr>
<td>Appearance/Personal Hygiene</td>
<td></td>
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<td>Self - Confidence</td>
<td></td>
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<td>Communications</td>
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<td>Time Management</td>
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<tr>
<td>Teamwork and Diplomacy</td>
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<tr>
<td>Respect</td>
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<tr>
<td>Patient Advocacy</td>
<td></td>
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<tr>
<td>Careful delivery of service</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up (include specific expectations, clearly defined positive behavior, actions that will be taken if behavior continues, dates of future counseling sessions, etc.):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

-Faculty signature

I have read this notice and I understand it.

-Student signature

-Administrative or Medical Director Review
STUDENT ACKNOWLEDGMENT FORM

I have read and I understand the Emergency Medical Technology Program course syllabus and the student manual. I understand that the Walters State Community College EMT Program has the right to make changes in the guidelines as it deems appropriate and these changes can be made with or without notice. By signing this acknowledgment form, I am agreeing that I have read and that I understand the terms and conditions enclosed. I also agree that I shall abide by the rules and regulations of this student manual, the Tennessee EMS statutes and rules, and WSCC rules and regulations.

_________________________________  _________________ __________
Student Name (Print) Date

_________________________________
Student Signature

_________________________________  _________________
Instructor Date
WALTERS STATE COMMUNITY COLLEGE
INFORMATION DISCLOSURE

As an accredited training program, Walters State Community College is subject to oversight by the Division of Emergency Medical Services and the Emergency Medical Services Board and must conform to standards published by the U.S. Department of Transportation.

I, ________________________________, hereby authorize Walters State Community College, including all employees and other persons professionally affiliated with the college having information related to my being a student at Walters State Community College, including grades, eligibility, academic performance, physical condition or ethical fitness, to disclose the same to the Division of Emergency Medical Services, the Emergency Medical Services Board, National Registry for Emergency Medical Technicians, and clinical affiliates and their/its employees and representatives. I understand that this includes academic information about my participation in Walters State Community College’s training program that would otherwise be confidential.

PHOTO AND VIDEO RELEASE AND CONSENT

I ________________________________, hereby grant to Walters State Community College, including all employees and other persons professionally affiliated with the college the irrevocable, perpetual, right to use, reproduce, edit, market, store, distribute, have distributed, publicly and privately display, communicate, publicly and privately perform, transmit, have transmitted, create derivative works based upon, and promote photographs and/or videos (as such may be edited and modified by WSCC in its discretion). I hereby hold WSCC harmless from and against any third party claim arising from use of the photographs and/or videos. I waive any right to privacy. I waive any right to inspect or approve uses of the photographs and/or videos or to be compensated in any manner for any such uses.

_________________________________   ________________
Signature                Date

_________________________________
Print Name

_________________________________   ________________
Witness                  Date