



TEEX EMS

Paramedic Program

Student Handbook



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I. Program History

The EMS program was started in 1994 as part of the Law Enforcement Division of the Texas Engineering Extension Service (TEEX). The original mission of the program was to offer basic training through a grant funded program. In 2000, the EMS program was moved to Brayton Fire Training Field which is part of the division of the Emergency Services Training Institute under TEEX. At this time of transition, the program expanded course offerings to include EMT Intermediate training. The program operated as a combination of grant funded and enterprise classes which were held at the fire field. In 2003, the program again expanded course offerings to include Paramedic training.

Currently, the EMS program is comprised of a combination of grant funded classes, on field classes, and off field contracted classes at all levels. At this time, the EMS program delivers multiple sections of these classes each year with an average of 20 students per section. In addition to initial and recertification courses, the program also delivers an Ambulance Strike Team Leader course designed for EMS personnel who respond to disasters.

II. Brayton Fire Training Field Facilities and Rules

1. Student Safety Manual

All student participating in training at TEEX Brayton Fire Training Field are required to follow all guidelines found in the Student Safety Manual. This manual should be downloaded from the website at teex.org/ems prior to attending class.

2. Driving

Students attending classes on Brayton Fire Training Field will be required to adhere to all posted traffic signs. In addition, the maximum speed limit for field driving is 10 mph, which is strictly enforced.

3. Computer Lab

The computer lab is made available to students attending the Paramedic class. Below are the rules for the computer lab.

1. The computer lab is open Monday through Friday, 8 a.m.–5 p.m. for student use. All missed exams and retests will be scheduled during this time.
2. There is to be no food, drinks, or tobacco product used in the computer lab at any time.
3. Each student is assigned a specific computer to use during the course. All exams and course work is to be done on their designated computer.

4. All electronic devices (cell phones, pagers, calculators, personal computers, or radios) are to be left in the classroom or personal vehicle before entering the computer lab.
5. No books, workbooks, notebooks, or notes are to be taken into the computer lab during exams or without prior authorization.
6. No unauthorized (non-TEEX approved) websites are to be visited while using the computers (Twitter, YouTube, Facebook, etc.).
7. No checking of personal e-mail accounts while on the computers.
8. Computer monitors and CPUs are to be left alone (e.g., no moving of the monitors or CPUs, and no adjusting the screen settings).
9. Chairs are to be placed back under the tables when you are finished using the computers.
10. Computer lab doors are to remain closed at all times of occupancy and will remain locked when not in use.
11. No talking.

4. EMS Simulations Lab

The EMS simulations lab is used during the program for skills practicing and testing. Below are the rules for the EMS Simulations Lab.

- 1) There is to be no food, drink, or tobacco products in the EMS Simulations Lab at any time.
- 2) Students are not allowed to utilize the lab without an instructor or EMS staff present.
- 3) Proper safety precautions are to be utilized while in the lab.
- 4) IV practice and drug administration practice are only allowed in the emergency room or back of the ambulance simulator. The office, bedroom, bathroom, and living room are for scenarios only.
- 5) All sharps are to be properly disposed of into a marked sharps container. Gloves and trash are to be placed into the waste receptacles only and not the biohazard or sharps receptacles.
- 6) All equipment in the lab can be utilized, but only for which it was designed.
- 7) Any spills or messes are to be reported to the instructor and cleaned up immediately.
- 8) If a piece of equipment is not functioning or is broken while in use, it is to be reported to the instructor immediately. Damages above and beyond normal wear and tear will be the student's responsibility.
- 9) Do not rearrange the cabinets, crash carts, or ambulance. All equipment is to be placed in its assigned location.
- 10) At the end of the day, the lab is to be cleaned, floors swept, and any IV bags that are spiked are to be drained and the bags and IV tubing cut.

III. Financial Information

1. Fees

The current tuition/fees can be found on our website at www.teex.org/ems. Student fees must be paid in full before the first day of class. Contact ESTI Customer Service at (979) 458-2998 to make payment by credit card. Cash or check payments may be made in building 101 on the Brayton Fire Field. A receipt of payment must be shown at the start class in order to be eligible to attend.

2. Transfer, Cancellation, and Refund Policies

If you cannot attend a class, you must contact TEEX in advance to either transfer or cancel your registration. Please refer to the transfer, cancellation, and refund policies listed below.

Transfers

Transfers to another scheduled class (or from one student to another) are accepted at any time before the start of the class at no charge.

- If a transfer is necessary, students are encouraged to transfer to a future scheduled class of the same course.
- If the student cannot transfer to a scheduled class of the same course, then he/she may transfer to another class of a different course and receive either a refund or pay the difference between the two class fees (if applicable).
- If the student cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.

Cancellations/Refund

- TEEX will provide a full refund if you cancel fifteen or more calendar days before the start of the class.
- Cancellations received fourteen calendar days or less before the start of the class will be charged a fee equal to 10 percent of the class tuition.
- If TEEX cancels a class, students will be offered:
 - a transfer to a scheduled class of the same course, or
 - a transfer to another class of a different course (the student will receive either a refund or pay the difference between the two class fees, if applicable), or
 - a full refund.

3. No Shows

Registered students who do not contact TEEX in advance to cancel their registration and do not attend their scheduled class will be charged the entire class tuition.

4. Withdrawal

Students who withdraw from the program will fall under the same policy guidelines as stated above in the cancellation/refund policy. Students who wish to transfer to another section will be permitted to do so within the first 14 days of the program without financial penalty.

5. Veterans Affairs (VA) benefits

Websites for your use:

www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm

www.va.gov/vaforms

For new applicants who are themselves veterans, they must complete form 22-1990 (application for VA education benefits), either online or print the .pdf file and mail to the VA.

For applicants who are themselves veterans and who have used their VA educational benefits before, they must complete form 22-1995 (request for change of program or place of training), either online or print the .pdf file and mail to the VA.

For new applicants who are survivors or dependents of veterans, they must complete form 22-5490 (application for survivors' and dependents' educational assistance), either online or print the .pdf file and mail to the VA.

For applicants who are survivors or dependents of veterans and who have used their VA educational benefits before, they must complete form 22-5495 (request for change of program or place of training, survivors' and dependents' education assistance), either online or print the .pdf and mail to the VA.

The EMS office will complete form 22-1999 (enrollment certification for training other than apprenticeship or other on-the-job, flight, or correspondence training) and form 22-1999b, if applicable, for each student applying for VA benefits. These forms are only available to EMS office staff.

Students will complete and submit all but form 22-1999 themselves. Students must also submit to the EMS office, all transcripts from prior post-secondary education (college, trade school, etc.).

Students receiving veterans educational benefits will be reported to the DVA and their benefits terminated if his/her attendance is unsatisfactory (e.g., greater than 10 percent of the total classroom hours of the program in which the student is enrolled).

If you have additional questions about VA benefits, contact the TEEX VA program at 979-458-7796 or veteranservices@teex.tamu.edu.

IV. Admissions

1. Admission policy statement

EMS Paramedic courses are open enrollment. Tuition, fees, and materials are listed within the syllabus and/or course description on the website. Additionally, entrance requirements are listed on the course description found on the website.

2. Minors

Due to the nature of course material, minors will not be allowed in class without prior permission of the course coordinator. Parents or guardians bringing minors are directly accountable for the actions of the child and will be held financially responsible for damaged or destroyed property.

3. Advanced Placement

Purpose: Advanced placement is any process where a program formally recognizes prior learning and work experience of a candidate and applies that recognition toward meeting the program requirements. This would allow a candidate to progress through the paramedic program more rapidly than a candidate that does not have similar training or work experience.

General: Candidates will be required to present documentation pertaining to current licensure/certifications, education, and work experience. Candidates will also be required to present documentation of current clinical/internship eligibility requirements. These requirements are listed in the clinical / internship syllabus.

A study plan will be created by the Program Director and Medical Director based off experience and training. The candidate will be required to attend the specified days.

Paramedic candidates must show current certification as an EMT Basic. Those not currently EMT Basic certified must attend and pass an EMT Basic class and obtain, at a minimum, a National Registry EMT certification prior to beginning the paramedic program.

Didactic: Candidates will be required to take all class examinations and show proficiency by attaining a minimum passing score of 70%. The retest policy can be found in this handbook and remains the same for the advanced placement candidate. It is recommended that the candidate attend the lecture dates covering topics they feel they need help in if it is not specified in the study plan.

Candidates will be required to take the class final examination and show overall proficiency by attaining a minimum passing score of 75%. Overall passing average is 80%. Should a candidate not attain the overall 80% they will not be eligible for clinical rotations and will not receive a course completion.

Laboratory: Candidates will be examined on each skill set to show proficiency. Should a candidate not be proficient with any skill, remediation of that skill will be required. They will then be examined again to ensure proficiency.

Clinical / Internship: The Medical Director and Program Director will review any education and work experience documentation the candidate presents.

Clinical (hospital) rotation requirements will be based on the candidates experience in the clinical setting. All candidates will be required to attend two operating room rotations to ensure proficiency with advanced airway skills.

Internship (ambulance) rotation requirements will be ten (10) 24-hour rotations at an approved EMS location. Candidates will then enter the Capstone phase, consisting of five (5) 24-hour EMS rotations with the same EMS crew/shift, and must obtain ten (10) transports as the team lead.

Summative Evaluation: Candidates must take the course summative evaluation (paramedics only) and show proficiency by attaining a passing score of 75%. Should a candidate score less than 75% on the exam, remediation will be required. They will then be required to take the examination again and show proficiency by attaining a minimum passing score of 75%. Only two (2) attempt are allowed on the summative evaluation. Should the candidate not achieve a 75% on the second attempt, they will not be eligible for a course completion.

4. Textbook and Materials

The textbook will not be supplied for students. Due to the national standardization of curriculum objectives, you may elect to use any appropriate level text to prepare you for certification. All required textbooks will be the responsibility of the student to acquire. See current syllabus for list of textbook and materials.

5. Waivers

Prior to the end of the first day in class, students will have been provided with the following waivers for signature:

- Americans with Disabilities Act (ADA) Waiver: allows special accommodations to be requested
- Guideline Receipt Waiver: indicates that you have received and reviewed course guidelines
- Confidentiality Waiver: indicates you understand that patient information gained during the course of scheduled clinical and internship periods is confidential
- Invasive Campus Laboratory Activities Informed Consent: to acknowledge that invasive procedures will be attempted and initiated on each other as a requirement for completion of the course

V. Student Expectations

1. Confidentiality Statement

Failure to abide by the terms of the *Confidentiality Statement* is grounds for dismissal from class, without opportunity to receive a course completion certificate.

2. Classroom Conduct

Students are expected to participate in class exercises as well as class discussions. The students are expected to assist the instructor at the end of the class in putting the classroom in order for the next training session. This includes putting chairs in order, cleaning coffee pot, turning off coffee warmers, picking up trash, turning out lights, and locking doors. Students will be assigned classroom duties and will be held accountable for proper completion of the assignment.

During class, pagers and cell phones will be set to the silent mode, and may be used only during breaks. No text messaging is allowed during class time. If laptop computers or tablets are brought to class, they are for note-taking purposes only. No games, movies, or internet connections will be allowed on computers or cell phones during class time.

In matters of conduct, not addressed within the scope of these rules and regulations, students shall be governed by common and ordinary rules of good behavior observed by law abiding citizens, and shall not act in any manner that casts an unfavorable reflection upon TEEX, ESTI, the EMS program, or the student.

An EMS instructor may discipline a student verbally, in writing, and/or by removal from the class for failure to abide by this guideline.

Students who violate any TEEX/ESTI/EMS program rule, policy, procedure, or condition of probation, while on disciplinary probation, may be dismissed or expelled from the EMS program.

3. Attendance

Students must complete the minimum course hours as outlined by DSHS for successful completion of this course. Failure to meet that requirement will be cause for counseling with results including, but not limited to, requirements to attend additional hours, probationary status, or inability to complete the program. Students not eligible for course completions due to absences will still be able to audit the class (sit in during lectures for purely informational purposes).

It is the student's responsibility to ensure he/she is counted as present for each class day. There is a daily sign-in sheet. The student is responsible for making sure he/she signs it at the beginning of class and after lunch/dinner breaks.

It is the student's responsibility to contact the instructor regarding pending absences, and to seek out missed exams. Students are encouraged to gather class notes from other students.

A student arriving 15 minutes or more late to class with an acceptable excuse will be allowed to sign in on the attendance roster and will only receive credit for the actual time in class on that date. Students arriving 15 minutes or more late to class without an acceptable excuse **will not** be allowed to sign in for that class session and will receive no credit for attendance. Class time will be documented by the instructor on a counseling statement which will be reviewed and signed by the student.

A leave of absence is allowed at the discretion of the course coordinator and will depend upon the circumstances. If a student is approved for a leave of absence, they are required to make up the content hours in another class, if available. If the student fails to make up the required hours, or if the make up hours are not in the correct content area, the student will not be eligible for clinical/internship rotations or a course completion.

A student is placed on attendance probation when he/she has exceeded the 10 percent absence level. At that point, the student may be allowed to make up equivalent hours in another class, if available. The availability to make up hours is at the discretion of the course coordinator and will be dependent on the reason(s) for the absences. If there is not another class available for additional hours, the student will be allowed to audit the class and will not be eligible for clinical/internship rotations or a course completion. Students receiving veterans educational benefits will be reported to the Department of Veterans Affairs (DVA) and their benefits terminated if his/her attendance is unsatisfactory.

4. Alcohol / Substance Abuse

Use of alcohol or other illegal substances during class and/or clinical/internship rotations is forbidden and is grounds for immediate suspension from class. Students will not be afforded an opportunity to re-enter the class until they have successfully completed a counseling session with individuals to include the course coordinator, course medical director, and program manager. The decision of these individuals is final and may not be appealed.

Students suspected to be under the influence of alcohol or other illegal substances during the classroom portion will be required to submit to a drug screening under the supervision of ESTI staff and/or University Police Department personnel. Use of alcohol and/or illegal substances on State of Texas property will be reported to the University Police Department.

A student reporting to a clinical/internship site appearing to be under the influence of alcohol and/or drugs will be refused admittance to the clinical/internship site. If an

incident occurs at a clinical/internship site and the site staff is required to submit to a drug screening, the student will be required to do so as well.

Refusal to submit to a drug screening will result in immediate dismissal from the program and will bar the student from receiving a course completion.

Students should report to the course coordinator use of prescription drugs that might have adverse side effects and impair ability to complete assigned class work and/or clinical or internship rotations.

5. Tobacco Products

The use of any tobacco products in the classroom is prohibited. Students may only smoke in designated areas during breaks. Students will be responsible for policing the area prior to the end of class to ensure that all discarded cigarettes and their remains are properly discarded.

6. Sexual Harassment

Sexual harassment will not be tolerated, and is grounds for immediate dismissal from the program. This will also impair the ability to register for any ESTI programs offered in the future of any type. Sexual harassment includes, but is not limited to, any unwanted/unsolicited:

- physical contact
- suggestive conversations
- phone calls or those calls occurring during inappropriate hours
- offensive language, and/or
- inappropriate jokes

Please note that sexual harassment is an issue of perception, not intention. The way you intend something is not as important as how it is received. Acts of sexual harassment should be reported to staff immediately. Students who feel they are experiencing acts of sexual harassment should ask the offending student/staff to stop the behavior immediately. In addition, a written documentation of the event to include times, dates, witnesses, etc., should be submitted to the course coordinator and program coordinator.

7. Expulsion

Students in the ESTI EMS Program may be expelled for reasons to include, but not limited to, the following

- Theft from school, hospital, or internship sites
- Sexual harassment
- Conviction of a felony or failure to disclose previous convictions
- Willful damage of school, internship, or clinical property
- Repeated tardiness or absences
- Constant disruption of class

- Failure of a skill for the third time
- Performing a skill in a clinical site for which you have not been trained and successfully passed during skills examination
- Failure to provide clinical eligibility documentation during the allowed time frame
- Contacting a clinical/internship site regarding shift scheduling or pending shifts

Students expelled for any reason are also subject to being barred from attending any other courses offered by TEEX and/or ESTI. In some instances, students expelled from this program may, depending on reason for expulsion, be reported to the University Police Department, as well as the Texas Department of Health.

8. Academic Dishonesty

For the purposes of the EMS program at TEEX/ESTI, the term “academic dishonesty” includes any activity, but not limited to, the following:

- Academic dishonesty on exams or quizzes
- Collusion
- Cheating
- Plagiarism
- Falsification of clinical/internship documentation

Students suspected of academic dishonesty will be investigated by the EMS program manager. Should academic dishonesty be confirmed, the student will be expelled from the program and may also be subject to being barred from attending any other courses offered by TEEX and/or ESTI. In some instances, students expelled from this program may, depending on reason for expulsion, be reported to the University Police Department, as well as the Texas Department of Health.

9. Uniform Standards and Conduct

A. The proper student class uniform consists of:

- 1) Class uniform shirt:
 - i. Classroom—light blue class B uniform shirt
 - ii. Skills—if department issued, must be gray or dark blue; otherwise, must be TEEX approved gray EMS program T-shirt
- 2) Dark blue or dark black twill trousers (blue jeans are **not** acceptable)
- 3) Dark colored, rubber soled shoes that can be polished
- 4) Shirt must be tucked into the pants and the pants must be worn with a belt

B. The student may wear the EMS uniform while traveling to and from the class and during breaks. However, the EMS uniform may not be worn by a student while performing off site activities unless directly associated with planned class activities approved by the instructor.

- C. EMS uniforms will be kept neat, clean, and well maintained. Students are responsible for replacing damaged uniforms.
- D. Students will not be allowed to participate in classroom activities unless they are wearing the proper uniform.
- E. Student uniforms will be inspected at the beginning of each class session.
- F. The uniform will only be worn outside the classroom when it is a vital part of a training session that will be conducted beyond the boundaries of the campus.

VI. Student Rights and Tips

1. Non Discrimination Statement

No individual will, on the basis of race, color, sex, religion, national origin, age, or disability, be excluded from participation in, or be denied the benefit of, or be subjected to discrimination under any TAMU System program or activity. If you, as a student, do feel that you have been discriminated against, please contact TEEX Human Resource Office at 979-458-6801 or at HR@teex.tamu.edu.

2. ADA Policy

General Information

The Americans with Disabilities Act of 1990 addresses organizations such as TEEX Emergency Services Training Institute EMS Education Program (TEEX EMS Education Program) which offers courses and or examinations which may lead to certification and/or licensure.

The TEEX Emergency Services Training Institute EMS Program will offer students, with a documented disability, reasonable and appropriate accommodations for written components of the program. Students wishing to apply for accommodation under this law must complete and return the attached form with the appropriate documentation.

If approval is granted by TEEX EMS Program, this does not guarantee that students will have the same accommodation approved by the Texas Department of Health at time of certification examination. Students who wish to request accommodation from TDH must complete a separate application and process. Information related to this process is available from your Course Coordinator or may be found on the TDH Website.

Application Process

Students wishing to request disability accommodations should complete the attached form and return it to the Course Coordinator within the first two days. Additional documentation must be provided to the Course Coordinator within four days.

In addition, students must provide documentation of disability. This consists of a statement on letterhead, from a professional, indicating that a disability exists and that reasonable accommodations should be provided to assist the student. A professional is defined as individuals familiar with and who have counseled/treated the student's disability. This includes physicians, rehabilitation counselors, psychologists or

a disability service provider if the student was recently enrolled in an academic setting.

Each request will be reviewed by the Instructor, Course Coordinator, and Medical Director. If questions remain following review of documentation, TEEEX Emergency Services Training Institute EMS program staff reserves the right to consult with other experts to determine the appropriateness of the request.

Reasonable Accommodations

An example of a reasonable request would be granting of time and a half for written examinations due to a documented reading comprehension or reading coding deficiency. Allowing time and a half would give the student one and a half hours to complete a one hour exam.

Items NOT eligible for accommodation include but are not limited to those items which impair patient safety, or are contrary to the functional job description which students have been given such as:

- Additional time for skills exams with specific time frames
- Unlimited time for written exams
- Oral readers for written exams
- Reading level on exams less than 8th grade level

3. Contacting the EMS program staff

The student should contact a member of the EMS program staff at the earliest opportunity for problems including, but not limited to:

- Course administration issues
- Unexpected tardiness
- Unexpected absence
- Transportation problems
- Difficulty in class
- Desire for additional practice
- Any other issue that will impede your ability to complete class
- Perceived sexual harassment issues
- Any contagious illness during class
- Scheduling for internships
- Problems in clinical sites
- Exposures during clinical rotations

Students should contact the EMS program coordinator immediately in the event any of the following occur:

- Perceived sexual harassment issues with the lead instructor
- Perceived sexual harassment issues at clinical/internship sites

- Problems in clinical sites including, but not limited to:
 - Possible exposures to contagious diseases through either body substance exposure or a needle stick
 - Possible exposure to hazardous materials
 - Assistance with or need of critical incident stress management
 - Confrontations with clinical/internship site personnel
 - Being requested by a clinical/internship site to complete a drug screening

It is the **student's** responsibility to report any perceived difficulties to instructional staff and/or course coordinator as soon as they occur. This will allow staff to adequately and efficiently address issues without complications.

4. Counseling Records

Contact between students and instructional staff from TEEX will be documented and maintained with each student's class file. A copy of the form has been included in your information packet for reference.

5. Grievance Process

If a student feels that their concerns have not been adequately addressed, or the action taken is inappropriate, then the following system should be used. All complaints/appeals must be in writing and be submitted within five (5) working days of the time they are alleged to have occurred. For additional space, attach additional pages as necessary.

The attached form must be completed, and returned to the individual one level up from where the complaint originated using the Chain of Command identified below:

- 1) Course instructor
- 2) Course coordinator
- 3) ESTI EMS program director
- 4) Course medical director
- 5) TxDSHS (for violations of educational rules only)

The Grievance Form will be processed through the remaining chain of command and the student will receive a written response to include a plan for rectifying the situation within five (5) working days. In matters concerning medical treatment or patient interactions, the decision of the medical director will be final and without appeal.

Failure to follow the above listed chain of command will result in disciplinary action. Disciplinary actions will include, but are not limited to:

- written reprimand,
- probation, and/or
- expulsion from the program.

6. Appeals

In the event a student wishes to appeal a decision, except medical treatment issues, a Board consisting of the two (2) student representatives, the medical director, a member of the ESTI EMS program instructional staff, and the ESTI EMS program director will meet to discuss the situation. Five (5) student representatives will be chosen on the first day of class.

The appealing student will have 20 minutes in which to present their case, including the desired outcome. After this presentation, the Board will have 40 minutes to ask questions related to the situation. The appealing student will be excused from the hearing and a determination will be made regarding the outcome of the appeal. The decision will be final and be based on a majority vote. In the event a majority vote cannot be achieved, the medical director will make the final decision on all medical components and the ESTI EMS program director will make the final decision on all administrative issues related to the course.

7. Tips for Academic Success

- 1) Attend every class.
- 2) Sit in the center of the first three rows of the classroom so you can see, hear, and are less distracted.
- 3) Introduce yourself to each instructor as time permits (on break, before/after class) within the first two weeks of the class start.
- 4) Then, meet with each instructor at least twice more during the class.
- 5) Read all assignments before class.
- 6) During class, stay awake and take good notes. Ask questions in class.
- 7) Find a study partner in each class and meet once a week to exchange information and review notes.
- 8) Review your textbooks and notes after each class and fill in any missing information.
- 9) Seek tutoring and additional departmental help when it is needed.
- 10) Attend all review sessions and supplemental instruction sessions for each class.
- 11) Find a quiet place to study for at least two hours for slow-paced classes and at least four hours for fast-paced classes between class sessions. Study in an environment as similar to the test taking facility as possible (e.g., in a chair, at a desk, quiet, no food, no drinks, etc.).
- 12) Treat school like a full-time job. Schedule other activities around scheduled class time as well as supplemental study time. Use a day planner for effective time management.

8. Tips for Successful Test Taking

- 1) Read the entire question, carefully reading every word.
- 2) Formulate an answer in your head.

- 3) Read all available answers, remembering the answer you formulated, and try to find the answer that best matches your answer.
- 4) If your answer does not match any of the available answers, re-read the question looking for words like “except,” “but,” and “not.”
- 5) If you are not sure of an answer, “bookmark” the question so you can review it later.
- 6) If you are not able to formulate an answer to the question, try to eliminate as many answer possibilities before guessing an answer.
- 7) **Do not** change an answer to a question unless you are absolutely positive you know the answer (e.g., you selected “A” when you meant to select “B”). Your first instinct is usually correct.

VII. Program Grading Explanation

1. Grading Procedures

Students are expected to maintain an overall grade average of 80% throughout the class.

A. Initial Exams

Students are required to take major exams on or before the day they are scheduled. The maximum time allowed for any major exam will be 90 minutes. The minimum passing score for any major exam at any level is 70%. Failure to take an exam on the date(s) assigned will result in a score of zero, and a retest must be used to take the exam on a date prescribed by the lead instructor.

B. Exam Retests

Should a student not achieve a 70% on a major exam, they must retest the exam in the time frame provided by the lead instructor. The maximum achievable grade on a retest is 80%. Students are allowed retests on any exam/final, but not to exceed: ECA (3), EMT-B (5), EMT-I (3), and EMT-P (7). Failure to comply with retests as prescribed by the lead instructor will result in a zero grade and will require using a retest to retake the exam. Should a student fail enough exams so that they exceed the number of retests allowed, the student will be allowed to audit the class for informational purposes only, but will not be eligible for clinical rotations or course completion.

C. Final Exams

The ECA and EMT-B final will be 2½ hours, and the EMT-I and EMT-P final will be 3 hours. The minimum passing score for a final exam at any level is 75%. Should a student not achieve a 75% on a final exam, they must retest the exam within one

week of the scheduled exam date. Failure to retest within that time will result in the student being unable to advance to clinical rotations and the student will not receive a course completion. The maximum achievable grade on the retest will be 80%. In order to sit for the final exam at any level, all initial exams and retests (if needed) must be taken and passed, all initial quizzes and retests (if needed) must be taken and passed, and all skills must be completed and passed. Failure to comply with retests as prescribed by the lead instructor will result in a zero grade and will require using a retest to retake the exam.

All exams must have been taken and/or retested (if necessary) before the student will be allowed to begin clinical rotation sign up. Contact the lead instructor to schedule exam retests.

D. Quizzes

Class quizzes consist of medication quizzes, scheduled quizzes, and pop quizzes. Quizzes may not be made up, with the exception of medication quizzes. If a student is absent or unable to take a quiz, a zero grade will be given. Students are required to make a minimum of 80% on any medication quiz. Student must retest any medication quiz where the initial grade is below 80%. A quiz retest does not count towards class retests allowed. The maximum retest grade allowed on a medication quiz is 80%. The student must contact the lead instructor for any make up or retest on medication quizzes.

E. Homework

Homework is at the discretion of the class instructor and will be counted as quiz grades.

F. Test item review policy

An item analysis will be conducted on all exam questions that more than 50% of the class answered incorrectly. Answers/Questions may be changed based on staff discretion as to the manner the question was written as well as student ability to document the correct answer in the text.

G. Summative Evaluation

Students will be required to take a summative evaluation at the end of their field/clinical rotations before a course completion is issued. The exam will be computer based and will consist of 150 multiple choice questions. The student will be required to achieve a passing score of 75% on the exam in order to complete the program. One retest will be allowed. Failure of the exam for a second time may result in the student's inability to receive a course completion. This exam will be scheduled with the EMS Academy office upon the completion of the Capstone.

2. Grade Breakdown

Course staff will provide periodic grade updates to students. Grades will be calculated based on all available information. Refer to the course syllabus for additional information. Course grades will be calculated in the following manner:

Grade Breakdown

Quizzes	20%
Exam Grades	60%
Final Exam	20%

It is suggested that students maintain a record of grades for comparison with the course grade book if a discrepancy exists.

Students failing to maintain the required grade point average will be placed on probation and be counseled by ESTI program staff. Students of a slow-paced class will be notified of a probationary status approximately half way through the class and will then have three weeks from the notification to complete available retests or remediations (quizzes and/or exams) in order to bring their average to a passing level. Students of a fast-paced class will be notified of a probationary status on the last day of class and will then have two weeks from the notification to complete available retests or remediations (quizzes and/or exams) in order to bring their average to a passing level. Students failing to achieve an average of 80% by the end of their probationary period will not be allowed to participate in clinical rotations and will not be eligible for a course completion certificate.

3. Grade Report Explanation

There are several sections to the report you will receive. Each section is indicated with a bracket and letter designation, which corresponds to the outline below:

- A. Report header: This portion of the report lists the student, class, class dates, and date of report.
- B. Absences:
 - 1) This portion of the report lists any student absences. Absences are based solely on the sign in roster.
 - 2) It is the student's responsibility to make sure he/she signs the roster every class period (twice per day—once in the morning, and once in the afternoon—for eight hour class periods). Should you arrive late, discuss with the lead instructor at break.
- C. Skills:
 - 1) This portion lists all of the required skills for that specific class.
 - 2) For advanced level classes, there will be two sections. One for basic skills and one for advanced skills.

- 3) Skills names are abbreviated. The abbreviations are on the last page of this document.

D. Grades:

This portion shows the student’s current grades broken down by grade type. There are a maximum of five grade types—Quiz, Exam, Final Exam, Participation Points, and Extra Credit. The weight/percentage of each grade type is listed below and in the course syllabus. **For this example**, the weight of each section is as follows:

Quizzes	20%
Exams	60%
Final Exam	20%
<hr/>	
Total	100%

Note: The Extra Credit section shows a weight of 0.00 percent. This will be explained later in this document. Now, each section will be described in further detail below.

Each section has a header that lists the grade type and what percentage of the overall grade that grade type constitutes. Each section lists the individual grades for that section. The end of the section shows the total number of points the student has earned (Total), the total number of grades administered (# of), and the average for this section (Average).

1) Section “D1”—Quizzes:

To figure how much of your grade is from your “Quizzes,” take the Average and multiply it by the percentage of the overall grade. In our example

Average	100
× % of overall grade	20% or 0.20
<hr/>	
# of points towards overall average	20

2) Section “D2”—Exams:

This section is calculated differently than the other sections. To figure how much of your grade is from your “Exams,” take the total number of points awarded from the exams, add the extra credit and divide by the number

of exams. You will then multiply that by the percentage of the overall grade number. In our example

	Total # Exam Points	191
+	Extra Credit Points	5
	New Total # Exam Points	196
	New Total # Exam Points	196
÷	Number of Exams	2
	Exam Average	98.0
	Exam Average	98.0
×	% of overall grade	60% or 0.60
	# points towards overall average	58.8

3) Section “D3”—Final Exam:

To figure how much of your grade is from your “Final Exam,” take the Average and multiply it by the percentage of the overall grade. In our example:

	Average	80
×	% of overall grade	20% or 0.20
	# points towards overall average	16

Note: This section assumes you will make an 80%. Please note, your actual grade will be entered at the end of the course.

4) Section “D6”—Overall Average:

To figure your overall average, add all of the “# points towards overall average” that were figured above. In our example:

	# points—Quizzes	20.0
+	# points—Exams	58.8
+	# points—Final Exam	16.0
Overall Average		94.8

VIII. Credentialing information

1. Accreditation through CAAHEP

The Texas A&M Engineering Extension Service 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). For the latest annual report, visit our website at teex.org/ems

Commission on Accreditation of Allied Health Education Programs
 25400 US Highway 19 North, Suite 158
 Clearwater, FL 33763
 (727) 210-2350
www.caahep.org

CoAEMSP
 8301 Lakeview Pkwy, Suite 111-312
 Rowlett, TX 75088
 (214) 703-8445
www.coaemsp.org

2. Articulation agreement – Northwestern State University of Louisiana

TEEX has an articulation agreement with Northwestern State University in Louisiana which will allow students that successfully complete the paramedic program the ability to apply their course work to a Bachelor of Science in Unified Public Safety Administration with a concentration in Fire and Emergency Medical Services Administration for a maximum of 25 credit hours. For more information about this agreement, contact Mike Schuler, EMS Program Director, at (979) 458-2150.

3. American Council on Education (ACE)

The TEEX EMT-Paramedic programs have been approved for Semester Credit Hours through the American Council on Education (ACE). ACE recommends, in the lower division baccalaureate/associate degree category, 23 semester hours in Health Science, Allied Health, Emergency Medical Care or Paramedical Science.

IX. Appendices

1. Grievance Form

TEEX Emergency Services: Training Institute EMS Program

Grievance Form

Student Name:		
Date Submitted:	Incident Date:	Incident Location:
Witnesses (list all):	Names:	Phone:
Phone:	Pager:	Email:
Description of Incident (attach additional pages if needed)		

Student Name (Printed):	Student Signature:	Date:
Staff Name (Printed):	Staff Signature:	Date:

Staff Notes:

2. EMS Program – Student Counseling Form

EMS Program – Student Counseling Form

Name: _____

Date: _____

Reason for Session:

	Suspension Notice		Attendance
	Probation Notice		Internship Issues
	Incomplete Student Records		Clinical Issues
	Routine Grade Report		Other (list below)
	Failing Grade Report		
	Behavioral Problem		

Notes: (use back if additional space is required)

Comments: _____

Action Taken (use back if additional space is required)

Student Name (Printed): _____ Signature: _____ Date: _____

Staff Name (Printed): _____ Signature: _____ Date: _____

3. Waiver of EMS Skills retraining

RETRAINING AND RETESTING POLICY

TEEX EMS Program

WAIVER OF EMS SKILLS RETRAINING

DATE: _____ TIME: _____

I, _____, waive my right to retraining in the skill(s) area in which I was tested and failed- listed below. I wish to be retested immediately, on the date and at the time noted on this document. I realize that a course completion cannot be issued until all class requirements have been met and all skills have been passed.

Skill	Skill

Signature

Witness

EMS SKILLS RETRAINING CERTIFICATION

Candidate: _____ SSN: _____

Date of Original Test: _____ School/City: _____

Skill:	Date	Retrained by:	Training Hrs

Instructor/Coordinator

Date

**Attach additional pages as necessary

4. Professional Behavior Evaluation form

TEEX EMS ACADEMY PROFESSIONAL BEHAVIOR EVALUATION

Student's Name:

Date of Evaluation:

Course Deadline Date:

1. INTEGRITY	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Examples of professional behavior include, but are not limited to: demonstrating the ability to trust personal judgement; demonstrating an awareness of strengths and limitations; exercises good personal judgement		
6. COMMUNICATIONS	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Examples of professional behavior include, but are not limited to: consistent punctuality; completing tasks and assignments on time		
8. TEAMWORK AND DIPLOMACY	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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	Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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		

Use the space below to explain any "not yet competent" ratings. When possible, use specific behavior, and corrective actions.

Faculty Signature:

5. Affective Domain Counseling Form

**TEEX EMS ACADEMY
AFFECTIVE DOMAIN COUNSELING FORM**

Student's Name: _____

Date of Counseling: _____

Date of Incident: _____ Course Deadline Date: _____

	Reason for Counseling	Explanation (use back of form if more space is needed):
	Integrity	
	Empathy	
	Self Motivation	
	Appearance / Personal	
	Self Confidence	
	Communications	
	Time Management	
	Teamwork and Diplomacy	
	Respect	

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

Program Director Review

Medical Director Review

6. Skill Practice Checkoff Worksheet

Skill Practice Checkoff Worksheet

Student: _____ Class: _____

ITEM	SKILL VERIFICATION #1	SKILL VERIFICATION #2	SKILL VERIFICATION #3	STATUS
ECA / First Responder				
Cardiac Arrest - AED				
AED with CPR				
Airway Adjuncts				
Bag Valve Mask				
Bleeding / Shock				
ImmSkills-Joint				
ImmSkills-LongBone				
ImmSkills-Traction				
Mouth to Mask				
Oxygen Admin				
Pt Assess – Basic Med				
Pt Assess – Basic Trau				
Pt Assess – Vital Signs				
Spinal Imm – Seated				
Spinal Imm – Supine				
BASIC				
Activated Charcoal				
Blood Glucose Testing				
Broncho – MDI				
Broncho - SVN				
Epi Auto Injector				
Nitroglycerin Admin				
Oral Glucose Admin				
PASG				
INTERMEDIATE				
IV Therapy/Bolus				
Pt Assess – Adv Trau				
Pt Assess – Adv Med				
Pedi Resp Compromise				
Pedi – IO				
Vent Mgmt - Pedi				
Vent Mgmt – Adult				
Vent Mgmt – DL				
Vent Mgmt - EOA				
PARAMEDIC				
Cardio - Dynamic				
Cardio – Static				
Drug Admin – ET				
Drug Admin – IM				

Drug Admin – Piggy				
Drug Admin – SubQ				
Oral Station A				
Oral Station B				