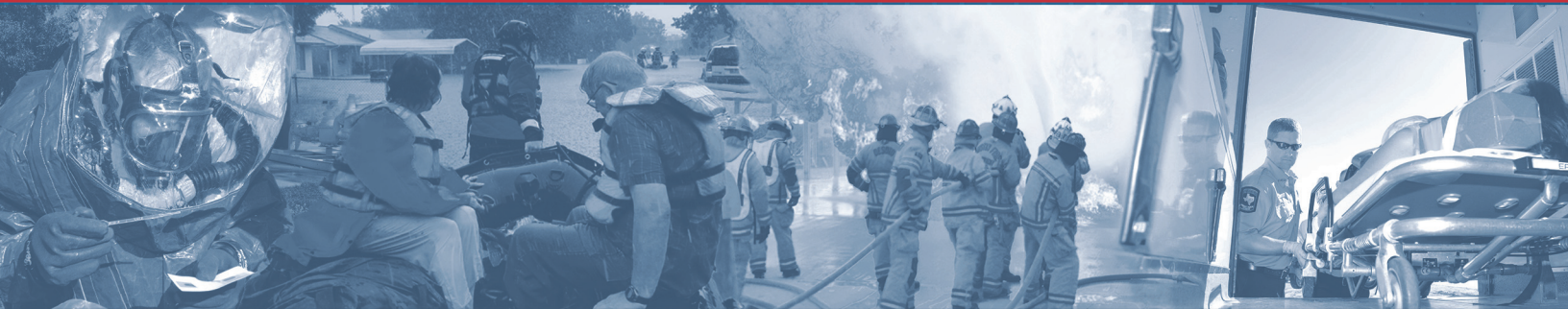




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Emergency Medical Services (EMS)

Emergency Medical Technician (EMT) Student Handbook

October 2020

<https://teex.org/ems>

979-458-2998





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- Driving Simulator Program
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A variety of courses we offer can lead to certification by the National Board on Fire Service Professional Qualifications (Pro Board) and/or college credit. Several of our courses have also been reviewed by the American Council on Education (ACE); students completing these courses may be eligible to earn college credit at participating colleges and universities.

TEEX

Emergency Services Training Institute

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Emergency Medical Services (EMS) Program

Program Goal

The goal of the EMS Program is to prepare competent entry-level Emergency Medical Technicians (EMT) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Career Opportunities

The EMS professions include four levels: Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and paramedic.

The **Emergency Medical Responder (EMR)** initiates immediate life-saving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide life-saving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. EMRs function as part of a comprehensive EMS response under medical oversight. EMRs perform basic interventions with minimal equipment.

The **Emergency Medical Technician (EMT)** provides basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient basic care and transportation. EMTs function as part of a comprehensive EMS response under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance. The EMT is a link from the scene to the emergency health care system.

The **Advanced Emergency Medical Technician (AEMT)** provides basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. AEMTs function as part of a comprehensive EMS response under medical oversight. AEMTs perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the emergency health care system.

The **paramedic** provides the most extensive prehospital care. Through performance of assessments and providing medical care, a paramedic's goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. In addition to carrying out the procedures already described, paramedics may administer medications, interpret electrocardiograms (ECG), perform endotracheal intubations, and use monitors and other complex equipment.

Paramedics strive to maintain high-quality, reasonable-cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service



continues to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible for and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. They seek to take part in career-long professional development and peer evaluation and assume an active role in professional and community organizations.

The Texas A&M Engineering Extension Service (TEEX) EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350

<https://www.caahep.org/>

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445
Fax: 214-703-8992

<https://coaemsp.org/>

Students completing all certificate course requirements are eligible to apply for certification, by examination, from the National Registry of Emergency Medical Technicians (the National Registry), which is necessary to apply for certification or licensure from the Texas Department of State Health Services (TxDSHS).

Functional Job Analysis

EMTs respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT drives the ambulance to the address or location given, using the most expeditious route depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

The EMT:

- functions in uncommon situations;
- has a basic understanding of stress response and methods to ensure personal well-being;
- has an understanding of body substance isolation;



- understands basic medical-legal principles;
- functions within the scope of care as defined by state, regional, and local regulatory agencies;
- complies with regulations on the handling of the deceased; and
- notifies authorities and arranges for protection of property and evidence at the scene.

Upon arrival at the scene of a crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also size up the scene to determine that the scene is safe, the mechanism of injury or nature of the illness, and the total number of patients. The EMT will also request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, including placing road flares, removing debris, and redirecting traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and/or trauma care to adults, children, and infants based on assessment findings. Duties include but are not limited to:

- Opening and maintaining an airway
- Ventilating patients
- Administering Cardiopulmonary Resuscitation (CPR), including use of Automated External Defibrillators (AED)
- Providing prehospital emergency medical care of simple and multiple system trauma such as:
 - Controlling hemorrhage
 - Treating shock (hypoperfusion)
 - Bandaging wounds
 - Immobilizing painful, swollen, or deformed extremities
 - Immobilizing painful, swollen, or deformed neck or spine
- Providing emergency medical care to:
 - Assist in emergency childbirth
 - Manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises
 - Provide additional care based on assessing the patient and obtaining historical information
- Searching for medical identification emblems as a guide to appropriate emergency medical care
- Assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine autoinjectors, and hand-held aerosol inhalers
- Administering oxygen, oral glucose, and activated charcoal
- Reassuring patients and bystanders by working in a confident, efficient manner
- Avoiding mishandling and undue haste while working expeditiously to accomplish the task



Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios the dispatcher for additional help or special rescue and/or utility services. He/She provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, the EMT provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT is responsible for:

- lifting the stretcher (i.e., must be able to lift and carry 125 pounds [57 kilograms]);
- placing it in the ambulance and seeing that the patient and stretcher are secured; and
- continuing emergency medical care while en route to the medical facility.

The EMT uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise instructed by medical direction. The EMT reports the nature and extent of injuries, the number being transported, and the destination directly to the emergency department or communications center to ensure prompt medical care on arrival. The EMT identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT:

- constantly assesses the patient en route to the emergency facility;
- administers additional care as indicated or directed by medical control;
- assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility;
- reports verbally and in writing his/her observation and emergency medical care of the patient at the emergency scene and in transit to the receiving medical facility staff for purposes of records and diagnostics; and
- upon request, provides assistance to the receiving medical facility staff.

After each call, the EMT:

- restocks and replaces used linens, blankets, and other supplies;
- cleans all equipment following appropriate disinfecting procedures;
- makes careful check of all equipment so that the ambulance is ready for the next run;
- maintains the ambulance in an efficient operating condition;
- ensures that the ambulance is clean and washed and kept in a neat orderly condition; and
- in accordance with local, state, or federal regulations, decontaminates the interior of the vehicle after transporting a patient with contagious infection or hazardous materials exposure.



Additionally, the EMT:

- determines that the vehicle is in proper mechanical condition by checking items required by service management;
- maintains familiarity with specialized equipment used by the service; and
- attends continuing education and refresher training programs as required by employers, medical control, and licensing or certifying agencies.

Procedure for Certification/Licensure of Emergency Medical Services (EMS) Personnel

All EMS personnel practicing in Texas must be certified or licensed by TxDSHS. The steps for EMT certification are as follows:

1. Successfully complete a TxDSHS-approved training program. The TEEX/Emergency Services Training Institute (ESTI) EMS Program is a TxDSHS-approved training program. Refer to program completion requirements on page 5–page 11.
2. Pass the National Registry's written exam and obtain National Registry certification. Refer to detailed National Registry certification requirements on page 11–page 12.
3. Obtain TxDSHS certification or licensure. Refer to detailed TxDSHS requirements on page 12–page 13.

Texas A&M Engineering Extension Service/Emergency Services Training Institute (TEEX/ESTI) Emergency Medical Technician (EMT) Program Completion Requirements

To successfully complete the TEEX/ESTI EMT Program and be eligible to apply for National Registry/TxDSHS certification, the student must successfully complete the classroom/lab course (EMS110, EMS115, or EMS117) and the clinical/field course (EMS116) in a continuous series.



Classroom/Lab Course (EMS110, EMS115, or EMS117) Completion Requirements

In order to successfully complete EMS110, EMS115, or EMS117, the student must:

1. Complete all homework/quizzes/assignments, module exams, and the comprehensive final with an overall weighted grade of 70 percent:
 - Chapter/Unit quizzes and in-class quizzes/assignments will be averaged to be 10 percent of the overall grade:
 - Chapter and/or unit quizzes are taken online and must be completed within the dates/times allotted. Each quiz may be taken up to three times. All attempts of a single quiz will be averaged to record the grade for that quiz.
 - Each medication quiz may be taken a maximum of three times to score a minimum of 80 percent. Retests must be scheduled with the instructor and taken outside of regular class time. All attempts of a single quiz will be averaged to record the final grade for that quiz. All attempts must be completed within 10 calendar days of the initial date.
 - Students that are absent with prior notice will be allowed to make up an in-class quiz or assignment. Students absent without prior notice will receive a grade of zero for any missed in-class quiz or assignment.
 - The preparatory exam will be *10 percent of the overall grade*:
 - Students absent with prior notice for the exam will be required to take the exam on or before their next day of attendance. Students absent without prior notice will receive a grade of zero. Makeup/Retest exams must be scheduled with the instructor and taken outside of regular class time.
 - Students earning less than 70 percent on the preparatory exam may retest once, on a different version of the exam. Retests must be scheduled with the instructor and taken outside of regular class time. The initial and retest grades are averaged to record the final grade for that exam. Retests must be completed within 10 calendar days of the initial date.
 - Fisdap airway/respiratory, cardiology, medical, trauma, obstetrics/pediatrics, and EMS operations exams will be *averaged to be 50 percent of the overall grade*:
 - Students absent with prior notice for an exam will be required to take the exam on or before their next day of attendance. Students absent without prior notice will receive a grade of zero. Makeup exams must be scheduled with the instructor and taken outside of regular class time.
 - Students earning less than 70 percent on any exam may retest once. Retests must be scheduled with the instructor and taken outside of regular class time. The initial and retest grades are averaged to record the final grade for that exam. Retests must be completed within 10 calendar days of the initial date.



- The Fisdap comprehensive final exam will be *30 percent of the overall grade*:
 - To be eligible to take the comprehensive final exam, each student must have:
 - taken all TEEX and Fisdap unit exams and, if needed, retests; and
 - passed all required skill verifications. The Fisdap lab practice report must show everything is 100 percent complete.
 - Students earning less than 70 percent on the exam must retest once. Retests must be scheduled with the instructor and taken outside of regular class time. The initial and retest grades are averaged to record the final grade for that exam. The first retest must be completed within 10 calendar days of the initial date.
 - If a student does not score at least 70 percent on the second attempt of the comprehensive final exam but has an overall weighted grade of at least 70 percent, he/she must successfully complete an EMT Refresher course. Refresher course completion will grant a student two more attempts to pass the comprehensive final exam. The EMT Refresher course and additional attempts of the comprehensive final exam must be completed within 90 days of the initial attempt.
 - **Failure of four attempts at the comprehensive final exam will constitute non-completion of the TEEX EMT Program and the student would have to register for and successfully complete an entire new program.**
2. Attend a minimum of 90 percent of the classroom/lab instructional hours:
- The EMT Program is considered a workforce training experience; therefore, students are expected to attend class the same way they would be expected to report to work. Consistent and punctual attendance is expected. In the event a student will be late, leave early, or be unable to attend a scheduled class session, that student is expected to provide prior written notice via email to the instructor and program manager. No shows (i.e., absent without prior notice) are not tolerated in the workplace and will not be tolerated here.
 - There are 160 hours of lecture and skill lab scheduled; consequently, **the maximum absent time allowed is 16 hours per student**. There is no differentiation between excused/unexcused absence and it is the student's responsibility to manage his/her time and school, work, family, and personal commitments accordingly. Legally required absence (e.g., jury duty, service deployment, etc.) are exempt. When a student reaches 12 hours absent, he/she will be counseled by the instructor or program manager and placed on attendance warning. **A student absent for more than the allowed hours will not be eligible for program completion.** A student, with good cause, may request reinstatement by submitting a written statement to the EMS program manager. The decision of the program manager is final:
 - Students will sign in and out for each class session on the form provided by the instructor. Attendance will be monitored on an hourly basis and credit will be earned only for hours of complete attendance. Tardiness is defined as not being present when class begins. Early departure is defined as leaving prior to the instructor releasing the class. Any part of an hour with time missed due to tardiness or early departure will be recorded as an absence. The sign in/out sheet will remain in the classroom until the end of the day. **If the student is**



tardy or must leave early, it is the responsibility of the student to record the actual time he/she arrived and departed. The failure of a student to sign the sheet indicating he/she was late or left class early will be considered an attempt at deception. This deception, or any other falsification of the time sheet, indicates a lack of integrity/honesty and is grounds for disciplinary action, including failure of the course and dismissal from the EMT Program. **Students are not allowed to not sign in/out for another student.** *If a student fails to sign the attendance sheet, the program manager will assume the student was not in class and the student will be marked absent.*

- Any time a student is absent, it is his/her responsibility to contact the instructor to see what was missed and if any handouts or assignments were disbursed.
3. Pass all in-lab skill verifications required for clinical authorization. TEEX or National Registry skill sheets and grading criteria will be used to determine pass/fail.

All students will have two attempts to pass each instructor-led skill/scenario evaluation. If a student fails the retest, he/she must undergo instructor-led retraining. After retraining, the student will have one more attempt. All retests must be conducted by different instructors with different scenarios.

Students failing all three attempts will not be eligible for course completion.

Skill verifications will be documented in Fisdap and students have a maximum of 72 hours after a lab session to document skill performance. **Skills not documented appropriately are considered invalid and do not count toward the requirement:**

- Skill verifications required before emergency department and respiratory care experiences include:
 - Airway/Ventilation/Oxygenation:
 - Upper airway adjuncts and suctioning
 - Mouth-to-mask with oxygen
 - Bag Valve Mask (BVM) ventilation of apneic adult
 - Oxygen administration
 - Vital signs and sample history
 - Medication administration:
 - Administration of bronchodilator via metered-dose-inhaler
 - Administration of bronchodilators via nebulizer
 - Administration of aspirin
 - Administration of sublingual nitroglycerin
 - Administration of epinephrine via autoinjector
 - CPR/AED



- Skill verifications required before EMS experiences include:
 - Trauma skills:
 - Bleeding control and shock management
 - Spinal immobilization: supine
 - Spinal immobilization: seated
 - Long bone immobilization
 - Joint immobilization
 - Traction splinting
 - Patient assessment:
 - Patient assessment: trauma
 - Patient assessment: medical
- 4. Pass an affective evaluation conducted by instructors and peers:
 - Instructors and fellow students will evaluate each student on integrity, empathy, self-motivation, professional appearance, self-confidence, interpersonal communications, time management, teamwork/diplomacy, and respect.
 - ***Repetitive inappropriate behavior may be grounds for non-completion of the program.***
- 5. Be cleared in CastleBranch on or before the clinical start date stated on the course schedule and complete a minimum of 8 hours of clinical experience by the end of lecture/lab sessions.

Clinical/Field Course (EMS116) Completion Requirements

In order to be cleared to begin clinical/field experiences and successfully complete EMS116, students must:

1. Be cleared for clinical participation. Clinical clearance is obtained through CastleBranch by completing the following steps:
 - Go to <https://teex.castlebranch.com/TW61/package-selection> and create an account.
 - Consent to a background check, which will be initiated by CastleBranch upon account creation and payment.
 - Print orders and schedule the mandatory drug screening.
 - Upload the following documents into your CastleBranch portal:
 - Measles (Rubeola), Mumps, and Rubella (MMR): proof of two vaccinations or positive titer
 - Varicella (chickenpox): proof of two vaccinations or positive titer
 - Hepatitis B: proof of three vaccinations or positive titer (**Note:** proof that the series is in progress with two vaccinations complete will be accepted)



- Tuberculosis (TB): proof of one of the following within the last six months:
 - One-step TB skin test
 - QuantiFERON-TB Gold blood test
 - T-Spot blood test
 - Interferon-Gamma Release Assays (IGRA) blood test
 - Negative chest x-ray with physician documentation stating student is TB free
- Tetanus, Diphtheria, and Pertussis (Tdap): administered within 10 years
- Influenza (flu): documentation of a flu vaccine during the current flu season
- Meningitis (*if under the age of 30*): proof of vaccination within the past 5 years
- CPR certification: documentation of current Basic Life Support (BLS) Provider certification provided by American Heart Association or American Red Cross only
- Health insurance card with student name or letter of eligibility from insurance carrier
- Professional license (if enrolling in Paramedic course)
- High school diploma, GED certificate, or college transcript
- Driver's license valid throughout class and clinical

Note: *CastleBranch clearance times can vary depending on the time of year. Students are advised to initiate their account and upload all documents as soon as possible to ensure their clinical clearance. Clinical extensions are not given due to student failure to complete clinical clearance prior to their clinical start date. TEEX will not be held responsible for a student not completing clinicals due to non-compliance with clinical clearance requirements.*

2. Pass all in-lab skills verifications described in #3 on page 8.
3. Schedule and complete the following hours by the clinical/field deadline:
 - Emergency department: 40 hours
 - Respiratory care: 8 hours
 - EMS field experiences: 72 hours
4. In addition to the hours and departments listed, each student must meet the following patient age and condition requirements:
 - Pediatric: at least 1:
 - Infant (1 month to 1 year): 1 infant patient
 - Toddler (13 months to 3 years): 1 toddler patient
 - Preschool (4–5 years): 1 preschool-aged patient
 - School-age (6–13 years): 1 school-aged patient
 - Adolescents (14–17 years): 1 adolescent patient



- Adult (18–64 years): 10 adult patients
 - Geriatric (65 and older): 10 geriatric patients
5. During clinical/field experiences, each student must encounter, at a minimum, patients with the following clinical impressions:
- Cardiac: 5 patients
 - Psychiatric: 5 patients
 - Respiratory: 5 patients
 - Other medical: 15 patients
 - Trauma: 10 patients
6. **During the EMS field experiences, the student must have at least five transports. All calls to which the assigned unit is dispatched to must be properly documented in Fisdap including cancellations and refusals.**

All patient contacts and skills must be properly documented in the Fisdap tracking system within 72 hours after each shift. Refer to the clinical/field syllabus for details. Shifts not properly documented will be considered invalid and not count toward completion requirements.

Requirements for National Registry of Emergency Medical Technicians (the National Registry) Certification

Note: The cost for National Registry certification is **not** included in tuition.

Individuals applying for EMT national certification must meet the following requirements:

1. Successfully complete a state-approved EMT course that meets or exceeds the National Emergency Medical Services Education Standards for the EMT.
Candidates must have completed the course within the past 2 years and the course program manager must verify successful course completion on the National Registry website.
2. Have a current CPR Basic Life Support (BLS) Provider certification or equivalent credential.
3. Successfully complete the National Registry cognitive (knowledge) exam and a state-approved psychomotor (skills) exam.

Passed portions of the cognitive and psychomotor exams remain valid for twenty-four months.

The National Registry of EMTs cognitive exam is a Computer Adaptive Test (CAT)

(<https://www.nremt.org/rwd/public/document/cognitive-exam>). The number of items a candidate can expect on the EMT exam will range from 70 to 120. Each exam will have between 60 and 110 live items that count toward the final score. The exam will also have 10 pilot questions

(<https://www.nremt.org/rwd/public/document/cognitive-exam>) that do not affect the final score. The maximum amount of time allowed to complete the exam is 2 hours.



Emergency Medical Technician (EMT) Cognitive Exam Test Plan

Based on the most recent practice analysis, the National Registry Board approves a cognitive exam test plan. A test plan is a blueprint that tells the computer testing software how to build a candidate's exam. Table 1 indicates what percent of the test will focus on each topic area.

Table 1: EMT Cognitive Exam Test Plan

Content Area	Percent of Exam	Adult/Pediatric Mix
Airway, respiration, and ventilation	18–22 percent	85 percent adult; 15 percent pediatric
Cardiology and resuscitation	20–24 percent	85 percent adult; 15 percent pediatric
Trauma	14–18 percent	85 percent adult; 15 percent pediatric
Medical: obstetrics and gynecology	27–31 percent	85 percent adult; 15 percent pediatric
EMS operations	10–14 percent	N/A

Requirements for Texas Department of State Health Services (TxDSHS) Emergency Medical Technician (EMT) Certification

A candidate for EMS certification/license must complete the following requirements within 2 years of successful course completion:

- Be at least 18 years old
- Have a high school diploma or GED certificate
- Successfully complete a TxDSHS-approved EMS training course
- Submit a completed EMS personnel certification application and fee
- Pass the National Registry exam
- Submit fingerprints for Texas/Federal Bureau of Investigation (FBI) criminal history check

Application

Application processing takes up to 4 weeks. If a student's application is incomplete, his/her processing will be delayed. Students can apply online at:

<https://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm>

Fingerprinting

All applicants will be required to undergo an FBI fingerprint criminal history check. Applicants can submit their fingerprints through the Texas Fingerprint Service Code Form (<https://dshs.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=8590006503>). The form includes instructions for scheduling an appointment with IdentoGo for fingerprinting. Any fees associated with this process will be the applicant's responsibility.



If applicants are unable to go to an IdentoGo site, they should contact EMS Central Unit at 512-834-6700 to receive a hard-copy fingerprint card. It is important to note that this will delay TxDSHS receiving the results up to several weeks and requires a law enforcement agency to process the prints.

Criminal History Evaluation

The TxDSHS reviews an applicant's and/or certified/licensed EMS personnel's criminal background to determine eligibility for EMS certification.

Further information can be found at <https://dshs.texas.gov/emstraumasystems/qicriminal.shtm>.

Classroom Policies

Uniform and Personal Appearance Policy

Students are expected to comply with all aspects of this uniform and personal appearance policy while in classroom sessions, clinical experiences, and EMS rideouts. Students not in substantial compliance will not be allowed to participate and will be considered absent:

1. When attending class, an assigned clinical experience, or an EMS rideout, the following uniform will be worn, unless the clinical affiliate requires changing into scrubs or other special clothing. Even in those cases, the following uniform must be worn to the clinical site. The uniform should be clean, neat, and display a professional appearance:
 - Shirt:
 - Classroom, clinical, and field internship: light blue class B button-down uniform shirt:
 - A long-sleeved solid dark navy blue or black T-shirt or sweatshirt may be worn under the uniform shirt. Shirts are to be tucked into the pants.
 - Each student will be issued two TEEX EMS Program patches to be affixed to the right sleeve of the class B shirt.
 - Skills lab: Students may have the gray TEEX EMS Program T-shirt under their class B shirt and may remove the class B shirt when authorized by the instructor. Shirts are to be tucked into the pants.
 - Pants: full-length, dark navy blue or black uniform style pants with a black belt (must be worn)
 - Footwear: solid black shoes or boots made of non-porous material with a sturdy sole; must be closed-toed and include a closed heel:
 - Polishable footwear should be polished.
 - Socks, if visible, must be solid black or navy blue in color.
 - Photo identification: TEEX/ESTI-issued photo identification should be clipped to the right shoulder of the shirt and clearly visible.



- Watch: The watch must be capable of measuring seconds and should allow for adequate hand washing. A waterproof watch is highly recommended.
 - Coat/Sweater/Jacket: If worn, it must be a solid dark navy blue or black. The TEEX EMS Program patch may be affixed to the right sleeve.
 - Cap: A dark navy blue or black TEEX cap purchased from Gift Shop may be worn during EMS rideouts. No caps are allowed in the classroom, lab, or hospital rotations.
 - Personal equipment/supplies: A stethoscope, penlight, and heavy-duty scissors or shears capable of cutting clothing and leather are required during clinical/field experiences.
2. When attending class, an assigned clinical experience, or EMS rideout, the student must abide by the following policy concerning personal appearance:
- Students must maintain good personal hygiene. Cleanliness and grooming are necessary to prevent disease transmission and are an indication of professionalism.
 - Hair should be neat, clean, and short enough, or pulled back from the face, so that it does not interfere with the student while performing procedures or potentially contaminate sterile fields. Students must avoid extremes in hair style and color. Hair style or color will be such that it does not invite negative feedback from patients or affiliate staff. Except for religious or ethnic requirements, no ribbons, bows, jewelry, or scarves may be worn in the hair. Barrettes or other elastic bands used to keep the hair back must be black or navy blue in color and not have excessive ornamentation.
 - Facial hair on men should not impede Personal Protective Equipment (PPE). Any facial hair must be fully grown at the beginning of the course (or grown during extended breaks) and be kept well-groomed and closely trimmed; otherwise, the face will be clean shaven.
 - Jewelry will be limited to a watch, wedding or engagement ring, and earrings as described in this policy. Male and female students are allowed to wear only one stud earring in each ear. Rings with sharp/pointed edges are discouraged because they tend to tear gloves that must be worn during patient care.
 - Other than earrings meeting the previously mentioned policy, no other visible body piercing, including the tongue, is acceptable.
 - Fingernails should be clean, relatively short, and well-manicured. Clear, non-chipped nail polish may be worn. Artificial nails (including overlays) are not permitted.
 - Body graphics or tattoos must be covered at all times during clinical and EMS experiences.
 - Perfume, cologne, or after shave will not be worn during clinical or EMS experiences.

Classroom/Campus Conduct

All students participating in any TEEX/ESTI-sponsored activity must abide by the *ESTI Student Safety Manual*. The current version of the *ESTI Student Safety Manual* can be found at <https://teex.org/documentsresources/ESTISafetyManual.pdf>.



In addition to the policies and expectations stated in the *TEEX Participant Handbook*, the following apply to students in any course offered by the EMS Program:

1. When attending class, lab, clinical/field experiences, or any other activity as a student, the student must abide by the uniform and personal appearance policy as stated in this handbook. Any time a student is in uniform he/she is expected to act professionally and be respectful of others. This includes off-campus, non-school related activities. Students are representing TEEX, ESTI, the EMS profession, and most importantly, themselves.
Professionalism will be evaluated by the course instructors and is part of the grading scheme.
2. Punctual attendance is important in the workplace and is important here. Students are expected to be in their seats, ready to learn, at the designed time. If a student is running late or will be absent, he/she should text or email the instructor prior to the beginning of class.
3. The TEEX/ESTI EMS Program is committed to maintaining a classroom environment that is professional and conducive to learning:
 - Students must pay strict attention to the instructor at all times. Sidebar conversations are distracting and disruptive. If students need clarity on an issue, ask the instructor.
 - Students arriving late or leaving during an active class or lab session should minimize disruption by entering/leaving via the door at the back of the classroom.
 - Pagers, cell phones, and radios must be in a silent mode or turned off. Unless an emergency is anticipated, a student must not answer or respond to calls or pages during an active classroom session.
 - Profanity will not be tolerated.
4. When in the computer lab:
 - The computer lab is open Monday through Friday, 8:00 a.m.–5:00 p.m., for student use.
 - No food or drinks are allowed in the computer lab.
 - No electronic devices (e.g., cell phones, laptops, tablets, smartwatches, calculators, etc.) are allowed into the computer lab when taking a quiz or exam.
 - No textbooks, workbooks, notebooks, or notes are allowed in the computer lab during quizzes or exams unless authorized by the test proctor.
 - Computer monitors and Central Processing Units (CPU) are to be left alone. No moving monitors/CPUs or adjusting screen settings.
 - Access to non-TEEX approved websites is not allowed.
 - Log off and push the chair back under the table when finished using the computer.
5. When in the EMS simulations lab:
 - Students are not allowed to utilize the skill lab without an instructor or EMS staff member present.
 - No food or drink is allowed in the skill lab.



- Proper safety precautions are to be utilized while in the lab:
 - All sharps are to be properly disposed of in a marked sharps container.
 - Any supplies contaminated with blood or other potentially infectious material will be placed in a biohazard receptacle. Items not contaminated should be placed in a standard trash receptacle.
 - Manikins and lab equipment/supplies are to be used only for the purpose intended.
 - Any spills or other mess are to be reported to the instructor and cleaned up immediately.
 - Do not rearrange equipment/supplies in the cabinets, crash carts, and ambulance. All equipment is to be placed in its assigned location.
 - At the end of a lab session, students are to assist the instructor(s) in putting away equipment, replacing supplies, and cleaning the lab. Students should not leave until dismissed by the lead instructor.
6. Tips for academic success include:
- Attend every class.
 - Sit in the center of the first three rows of the classroom to be able to see and hear more clearly and be less distracted.
 - Introduce yourself to each instructor as time permits (on break, before/after class) within the first 2 weeks of the class start.
 - Then, meet with each instructor at least twice more during the class.
 - Read all assignments before class.
 - During class, stay awake and take good notes. Ask questions in class.
 - Find a study partner in each class and meet once a week to exchange information and review notes.
 - Review textbooks and notes after each class and fill in any missing information.
 - Seek tutoring and additional departmental help when it is needed.
 - Attend all review sessions and supplemental instruction sessions for each class.
 - Find a quiet place to study for at least 2 hours for slow-paced classes and at least 4 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.).
 - 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.
7. Tips for successful test taking include:
- Read the entire question, carefully reading every word.
 - Formulate an answer in your head.
 - Read all available answers, remembering the answer you formulated, and try to find the answer that best matches your answer.



- If your answer does not match any of the available answers, re-read the question looking for words like *except*, *but*, and *not*.
- If you are not sure of an answer, bookmark the question so you can review it later.
- If you are not able to formulate an answer to the question, try to eliminate as many answer possibilities before guessing an answer.
- 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.

Note: The current version of the TEEX Participant Handbook can be found at <https://teex.org/documentsresources/participant-handbook.pdf>.

Program Dismissal

Students of the TEEX/ESTI EMS Program may be dismissed from the program for reasons including but not limited to:

- Conviction of a federal, state, or local law or failure to disclose previous convictions
- Harassment or sexual harassment of a student, TEEX employee, patient, or employee of a clinical/field affiliate
- Failure to submit clinical/field eligibility requirements and be cleared by the announced deadline (**Note:** Students initially cleared must maintain clearance until all clinical/field requirements are met.)
- Academic failure of the lecture/lab portion of the program (i.e., EMS110, EMS115, or EMS117)
- Performing a skill or procedure in the clinical/field setting that is not within the student's authorized scope of practice
- Academic dishonesty:
 - Cheating or assisting someone else to cheat on a quiz, exam, or skill verification
 - Falsifying clinical/field documentation
- Inappropriate, unprofessional behavior during class, lab, clinical, or field experiences

If a student is suspected of any of these listed behaviors, an investigation will be conducted by the EMS training manager. If the investigation reveals evidence supporting dismissal, the training manager will forward a recommendation for dismissal and supporting documentation to his/her immediate supervisor. The recommendation will be reviewed and, if supported, may be forwarded up the appropriate chain of command to the division director. The ESTI division director will make the final decision.



Other Policies

Disability Accommodations

TEEX will strive to provide reasonable accommodations to participants that qualify under the Americans with Disabilities Act (ADA). Participants may submit documentation and the TEEX Accommodation Request Form to the TEEX accessibility coordinator at any time (studentservices@teex.tamu.edu); however, it is recommended to initiate a request at least 2 weeks prior to the start of the class to allow a reasonable time for review and coordination of the accommodations. TEEX will make efforts to facilitate the accommodation request; however, should TEEX not be able to make timely accommodations, the students will be given the option to transfer to a future class.

If approval is granted by the TEEX EMS Program, this does not guarantee that students will have the same accommodation approved by the National Registry at the time of certification examination. Students who wish to request accommodation from the National Registry must complete a separate application and process. Information related to this process is available on the National Registry website at <https://www.nremt.org/>.

U.S. Department of Veterans Affairs (VA) Benefits

Students may be able to apply for VA benefits to pay for all or part of the cost of the EMT Program. For more information or to apply, contact the TEEX VA Office at 979-458-7796 or veteranservices@teex.tamu.edu.

Injuries

TEEX does not carry medical insurance on students, and the agency and/or instructors will not be responsible for any injuries or biohazard exposure sustained by students. Any/All instructional-related injury or exposure should be immediately reported to the instructor or EMS training manager.

Official Notices and Bulletins

Official communication with students will be via classroom announcements, postal mail, email, and phone. It is the student's responsibility to determine if announcements were made during any absence. Mail, email, and phone communication will be based on information in the EMS Program student database. It is the student's responsibility to ensure all information is up-to-date. Email will frequently be used for general and individual communication. Students are expected to check their email at least once within 24 hours prior to each scheduled classroom session.



Harassment/Sexual Harassment

TEEX, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Students who believe they have experienced harassment or discrimination are encouraged to contact the TEEX Title IX coordinator at 979-458-6821 or StudentServices@teex.tamu.edu.

Participant Appeals/Complaint Process

Appeals will be governed by the Participant Complaint and Appeal Process (13.99.99.NO.04) of the TEEX Standard Administrative Procedures:

1. Participants that wish to appeal a decision made by TEEX staff may do so by completing the report form at <https://www.teex.org/complaint>. Participants must submit their appeal within 30 calendar days of being notified of a decision. Participants can submit a complaint using the same form at any time.
2. Participants may file appeals under the following conditions:
 - A procedural error or omission occurred that significantly impacted the outcome
 - New evidence, that could have significantly impacted the outcome is now available
 - The sanctions issued were not appropriate
3. The review process for appeals is conducted by the TEEX Ethics and Compliance Office and will be completed within 20 business days of receipt of appeal. Additional time for the review may be warranted. Participants will be notified.
4. The TEEX chief operating officer will make the final decision of the appeal in collaboration with the TEEX Ethics and Compliance Office, unless a certification, licensing, or statutory authority requires a committee or another individual to make the decision.
5. Participants will be notified of the decision in writing by the TEEX Ethics and Compliance Office. This decision is final.

The current process can be found at

<https://teex.org/wp-content/uploads/13.99.99.n0.04-participant-complaint-and-appeal.pdf>.

Code of Ethics

As adopted by the National Association of Emergency Medical Technicians (NAEMT)

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

- A fundamental responsibility of the EMT is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.



- The EMT provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
- The EMT does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- The EMT respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The EMT, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the EMT has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The EMT must maintain professional competence and demonstrate concern for the competence of other members of the EMS health care team.
- An EMT assumes responsibility in defining and upholding standards of professional practice and education.
- The EMT assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws that affect the practice of the EMT.
- An EMT has the responsibility to be aware of and participate in matters of legislation affecting the EMS system.
- The EMT, or groups of EMTs, who advertise professional service do so in conformity with the dignity of the profession.
- The EMT has an obligation to protect the public by not delegating to a person less qualified any service that requires the professional competence of an EMT.
- The EMT will work harmoniously with and sustain confidence in EMT associates, the nurses, the physicians, and other members of the EMS health care team.
- The EMT refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Written by: Charles Gillespie M.D.

Adopted by: NAEMT, 1978

Source: <https://www.naemt.org/about-ems/emt-oath>



Emergency Medical Services (EMS) Program Personnel Contact List

Emergency Medical Services (EMS) Program Faculty and Staff

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J. D. Cochran, MD, EMS Program Medical Director
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Jolene Long, Clinical/Field Coordinator
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Nick Sutton, Lab Coordinator and Skills Instructor
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Office phone: 979-485-2115
email: nick.sutton@teex.tamu.edu

Janet Colburn, Customer Service Associate
Office: Brayton Fire Training Field, Building 101
Office phone: 979-458-2998
email: janet.colburn@teex.tamu.edu

Texas A&M Engineering Extension Service/Emergency Services Training Institute (TEEX/ESTI) Administration

Paul Siebert, Public Sector Program Director
Office: Brayton Fire Training Field, Building #59
Office phone: 979-845-5562
email: paul.siebert@teex.tamu.edu



Acknowledgment of Receipt of the Student Handbook

I have received a copy of the TEEX/ESTI *Emergency Medical Technician (EMT) Student Handbook*.

I have read, understand, and agree to abide by the requirements and policies stated within.

Printed Student Name

Student Signature

Date



Contacts

- **Infrastructure & Safety**

800.723.3811

ITSI@teex.tamu.edu

- Environmental/Irrigation
- Water/Wastewater
- Safety and Health
- Transportation
- Electric Power
- Heavy Equipment
- Telecommunications
- Confined Space Operations

- **Law Enforcement & Security**

800.423.8433

Law@teex.tamu.edu

- Law Enforcement Extension
- Forensic Science Academy
- Basic Police Academy
- Emergency Driving
- Private Security
- Explosives
- Corrections Academy
- Infrastructure Protection
- Accident Reconstruction

- **Fire & Rescue**

866.878.8900

ESTI@teex.tamu.edu

- Industrial/Municipal Fire Fighting
- Incident Management
- Hazardous Materials
- Rescue Training
- Leadership
- Technical Assistance
- Fire Recruit Academy
- Emergency Medical Services

- **Economic & Workforce Development**

800.541.7149

KE@teex.tamu.edu

- Product Development and Testing
- Therapeutics Manufacturing
- Economic Development
- Cybersecurity
- Market Intelligence
- Manufacturing Assistance
- Training Software Products

- **Mailing Address**

Texas A&M Engineering Extension Service

P.O. Box 40006

College Station, TX 77842-4006

- **Headquarters**

Texas A&M Engineering Extension Service

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