



Purpose | Integrity | Honor | Courage | Duty | Character | Respect



## Emergency Medical Services (EMS)

# Emergency Medical Technician (EMT) Participant Handbook

October 2023

<https://teex.org/ems>

979-217-6579





# Emergency Services Training Institute

Nowhere else can you find more comprehensive firefighter training and emergency services instruction than with the Texas A&M Engineering Extension Service (TEEX). Whether at the renowned Brayton Fire Training Field in College Station, Texas, or at customer-specified locations worldwide, TEEX offers high-quality emergency response training and instruction in more than 130 specialty areas.

TEEX has been providing unsurpassed fire training for emergency responders since 1929, when the State Firemen's and Fire Marshals' Association of Texas selected Texas A&M University as the site for a permanent firefighter training school. Today, TEEX trains more than 81,000 emergency responders from all 50 states and 45 countries each year.

## Major Programs

- Fire Fighting—Municipal, Volunteer, Marine, and Industrial
- All Hazard Planning and Exercises
- ARFF Training
- Department of Defense
- DHS-FEMA Homeland Security Training
- Driving Simulator Program
- Emergency Medical Services
- Fire Instructor
- Fire Investigator
- Firefighter Recruit Academy
- HazMat Emergency Response Training
- ICS Training and Exercises
- International Emergency Response Training
- Leadership Development
- LNG Emergency Response
- NFA/Extension/Area Schools
- Oil Spill Response Training
- Rescue Training
- Simulation Driven Jurisdictional Crisis Management Training
- Texas Annual Fire Training Schools
- Texas Fire Officer

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Brayton Fire Training Field is one of the largest live-fueled training facilities in the world. The 280-acre site is home to 132 specific training stations, including 22 fueled, live-fire props.

## Certification Courses

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## TEEX

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# Emergency Medical Services (EMS) Program

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## Program Goal

The goal of the EMS Program is to prepare competent entry-level Emergency Medical Technicians (EMT) for certification, through examination, with the National Registry of EMTs.

## Career Opportunities

The EMS professions include four levels: Emergency Medical Responder (EMR), Emergency Medical Technician-B (EMT-B), 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-Basic (EMT-B)** 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. EMT-Bs function as part of a comprehensive EMS response under medical oversight. EMT-Bs perform interventions with the basic equipment typically found on an ambulance. The EMT-B 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).

#### **CAAHEP**

25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
<https://www.caahep.org/>

#### **CoAEMSP**

8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
Fax: 214-703-8992  
<https://coaemsp.org/>

Participants 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***

EMT-Bs 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-B drives the ambulance to the address or location given, using the most expeditious route depending on traffic and weather conditions. The EMT-B must observe traffic ordinances and regulations concerning emergency vehicle operation.

The EMT-B:

- 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-B parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT-B 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-B will also request additional help, if necessary. In the absence of law enforcement, the EMT-B 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-B determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT-B 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 distress, cardiac emergencies, diabetic emergencies, allergic reactions, seizures, poisoning, behavioral emergencies, environmental emergencies, and psychological crises
- Providing 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-B 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-B 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-B provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT-B 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-B uses the knowledge of the condition of the patient, 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-B 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-B 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-B:

- 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-B:

- 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-B:

- 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.

**Source:** New York Department of Health. (n.d.). *Job Description—Emergency Medical Technician—Basic*. Retrieved October 11, 2021, from <https://www.health.ny.gov/professionals/ems/pdf/srgemt.pdf>

## 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-B 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 pages 5–9.
2. Pass the National Registry’s written exam and obtain National Registry certification. Refer to detailed National Registry certification requirements on page 10.
3. Obtain TxDSHS certification or licensure. Refer to detailed TxDSHS requirements on page 11.

## 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 participant must successfully complete the classroom/lab course and the clinical/field course in a continuous series.
- Participants must have a satisfactory Affective Evaluation based on the following eleven standards: participant integrity, empathy, self motivation, appearance and personal hygiene, professional maturity/self confidence, communications/critical thinking, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

## Classroom/Lab Course Completion Requirements

**In order to successfully complete the classroom/lab portion, the participant must:**

1. Complete all homework/quizzes/assignments, module exams, and the comprehensive final with an overall weighted grade of 70 percent:
  - Homework, medication quizzes, and in-class quizzes/assignments will be *averaged to be 20 percent of the overall grade*.



- Each medication quiz may be taken a maximum of three times to score a minimum of 70 percent. Retests must be scheduled with the instructor and taken outside of regular class time.
- Participants earning less than 70 percent on any exam may retest the exam once. Retests must be scheduled with the instructor and taken outside of regular class time.
- Participants must have a minimum of 70 percent on any retest. Participants failing to maintain a minimum retest score of 70 percent will be dismissed from the TEEX EMT Basic course.
- Participant retests will receive no greater than 70 percent, regardless of the participants' retest exam score. Retests must be completed within 5 calendar days of the initial date. Participants may not retake an exam on the same day of the initial test. Makeup/retests must be scheduled with the instructor and taken outside of regular class time.
- Participants that are absent with prior notice will be allowed to make up an in-class quiz or assignment. Participants absent without prior notice will receive a grade of zero for any missed in-class quiz or assignment. Participants receiving a zero for any in-class quiz or assignment may be dismissed from the TEEX EMT Basic course.
- Airway/respiratory, cardiology, medical, trauma, obstetrics/pediatrics, and EMS operations exams will be *averaged to be 30 percent of the overall grade*:
  - Participants absent with prior notice for an exam will be required to take the exam on or before their next day of attendance. Participants 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.
  - Participants earning less than 70 percent on any exam may retest the exam once. Retests must be scheduled with the instructor and taken outside of regular class time.
  - Participants must maintain a minimum of 70 percent on any retest. Participants failing to maintain a minimum retest score of 70 percent will be dismissed from the TEEX EMT Basic course.
  - Participant retests will receive no greater than 70 percent, regardless of the participants' retest exam score. Retests must be completed within 5 calendar days of the initial date.
- The comprehensive final exam will be *50 percent of the overall grade*:
  - To be eligible to take the comprehensive final exam, each participant must:
    - have successfully completed all homework, medication quizzes, and unit exams and
    - have passed all required EMT-B psychomotor skill verifications. The Sterling Credentials lab practice report must show everything is 100 percent complete.
  - Participants earning less than 70 percent on the exam may retest the exam once. Retests must be scheduled with the instructor and taken outside of regular class time. Retests must be completed within 5 calendar days of the initial date.
  - Participant retests will receive no greater than 70 percent, regardless of the participants' retest exam score.



- If a participant does not score at least 70 percent on the second attempt of the comprehensive final exam, the participant will be removed from the TEEX EMT Program.
- **Failure of the comprehensive final exam will constitute non-completion of the TEEX EMT Program and the participant will 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 vocational training experience; therefore, participants 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 participant will be late, leave early, or unable to attend a scheduled class session, that participant is expected to provide prior written notice via email to the instructor and program manager.
- There is no differentiation between excused/unexcused absence and it is the participant's responsibility to manage his/her time and school, work, family, and personal commitments accordingly. Legally required absence (e.g., jury duty, service deployment, positive Covid test, etc.) are exempt. The participant must contact the lead EMT-B instructor to complete all missed assignments.
- There are 200 hours of lecture and skill lab scheduled.
- Participants that reach absences totaling 15 hours of classroom or lab instruction will be placed on TEEX EMS Program attendance probation and on a Performance Improvement Plan (PIP).
- Participants that reach absences totaling 20 hours or more of classroom or lab instruction will be dismissed from the TEEX EMS Program.
- Participants 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 participant is tardy or must leave early, it is the responsibility of the participant to record the actual time he/she arrived and departed.
- The failure of a participant to sign the sheet indicating he/she was late or left class early will be considered an attempt at deception. This will be considered a failing Affective Behavior Evaluation and may be dismissed from the TEEX EMT-B course.
- Participants may not sign in/out for another participant. Participants signing in or out for another participant will receive a failing Affective Behavior Evaluation and will fail the TEEX EMT-B course.
- Participants failing to sign their name on the attendance sheet will be marked absent.
- Participants must notify the lead EMS instructor when they are unable to attend a scheduled class, lab, clinical, or field internship rotation. Failure to notify TEEX EMS staff will result in disciplinary action to include removal from the TEEX EMS program.



### 3. Verification of EMT Basic psychomotor skill completion:

- The National Registry of EMT's skill sheets and grading criteria will be used to determine pass/fail.
- Participant psychomotor peer evaluations shall be documented in Sterling Credentials. Participants have a maximum of 24 hours after a scheduled lab session to complete the skills lab documentation.
- Participants have two attempts to pass each instructor-led skill/scenario evaluation. If a participant fails the retest, he/she must undergo instructor-led retraining. After retraining, the participant will have a retest opportunity.
- All retests must be conducted by different instructors. Participants unable to successfully complete their psychomotor skills after two attempts will not be eligible for TEEX EMS Program course completion.

## Clinical/Field Course Experience Requirements

**In order to be eligible to participate in a clinical/field experience, the following skill verifications are required:**

### 1. Emergency department and respiratory care experiences:

- 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 (Symptoms, Allergies, Medications, Past medical history, Last oral intake, Events preceding) 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

### 2. EMS experiences:

- Trauma skills:
  - Bleeding control and shock management
  - Spinal immobilization: supine



- Spinal immobilization: seated
  - Long bone immobilization
  - Joint immobilization
  - Traction splinting
3. Pass all affective behavior evaluations:
- Participants are evaluated on their integrity, empathy, self-motivation, professional appearance, self-confidence, interpersonal communications, time management, teamwork/diplomacy, and respect.
  - Participants with repetitive inappropriate behavior will be dismissed from the TEEX EMS Program, resulting in non-completion of the program.

## Clinical/Field Course Internship Requirements

In order to be cleared to begin clinical/field experiences and successfully complete the course, participants must:

1. Schedule and complete the following hours by the clinical/field deadline:
  - Emergency department: 40 hours
  - Respiratory care: 8 hours
  - EMS field experiences: 72 hours
2. In addition to the hours and departments listed, each participant must meet the following patient age and condition requirements:
  - Pediatric: 5 pediatric patients
  - Adult (18–64 years): 10 adult patients
  - Geriatric (65 and older): 5 geriatric patients
  - Medical: 20 medical patients
  - Trauma: 10 trauma patients
3. During the EMS field experiences, the participant must have at least ten patient transports. All EMS dispatched calls must be properly documented in the Sterling Credentials tracking system (including patient refusals). Transports will only be counted as an EMT-B patient contact if the participant assisted with the patient assessment, vital signs, medication administration, or provided other type of patient care.  
  
All patient contacts and skills must be properly documented in the Sterling Credentials tracking system within 24 hours after each shift. Refer to the clinical/field syllabus for details. *EMT-B participants will not receive patient contact credit for incorrect patient documentation.*
4. Participants must complete all clinical and field internship requirements prior to the last EMT Basic scheduled class date.



## 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-B national certification must meet the following requirements:

1. Successfully complete a state-approved EMT-B course that meets or exceeds the National Emergency Medical Services Education Standards for the EMT-B.  
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 Basic Life Support (BLS) CPR for Healthcare 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). 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 that do not affect the final score. The maximum amount of time allowed to complete the exam is 2 hours. The National Registry of EMTs lists [general information about cognitive exams](#) online.

**Source:** National Registry of Emergency Medical Technicians (NREMT). (n.d.). *Emergency Medical Technician (EMT)*. Retrieved October 11, 2021, from <https://www.nremt.org/EMT/Certification>

## 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

**Source:** National Registry of Emergency Medical Technicians (NREMT). (n.d.). *Emergency Medical Technician (EMT)*. Retrieved October 11, 2021, from <https://www.nremt.org/EMT/Certification>



## 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 participant's application is incomplete, his/her processing will be delayed. Participants can fill out [TxDSHS applications](#) online.

### Fingerprinting

All applicants will be required to undergo an FBI fingerprint criminal history check. You can submit fingerprints through the Texas Fingerprint Service Code Form. The form includes instructions for scheduling your appointment with [IdentoGO](#) for fingerprinting. Any fees associated with this process will be your responsibility.

You may schedule your fingerprint-based background check through IdentoGO using DSHS' code. The code will be provided on the online application and within the application summary or you may email [emscert@dshs.texas.gov](mailto:emscert@dshs.texas.gov) to request the code.

If you are unable to go to an IdentoGO site please contact the EMS Central Unit at (512)834-6734 to receive a hard copy fingerprint card. Please note this will delay our agency receiving your results up to several weeks.

### 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 online at [TxDSHS Criminal History](#).

**Source:** Texas Department of State Health Services (TxDSHS). (n.d.). *Initial Certification-Licensure*. Retrieved October 11, 2021, from <https://dshs.texas.gov/emstraumasystems/certinfo.shtm>



# Classroom Policies

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## ***Uniform and Personal Appearance Policy***

Participants are expected to comply with all aspects of this uniform and personal appearance policy while in classroom sessions, clinical experiences, and EMS rideouts. Participants 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: Students must wear the TEEX EMS student polo. The short or long sleeved skills T-shirts may be worn under the polo. All shirts must be tucked into the uniform pants.
    - Simulations lab: Participants may have the gray TEEX EMS Program T-shirt under their polo and may remove the polo when authorized by the instructor. Polos are to be tucked into the pants.
  - Pants: Full-length, black uniform style pants with a black belt must be worn.
  - Footwear:
    - Closed-toe black shoes or boots that can be polished
    - Solid black or navy blue socks, if they are visible
  - 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.
  - Cap: A dark navy blue or black TEEX cap purchased from the gift shop may be worn during EMS rideouts. No caps are allowed in the classroom, lab, or hospital rotations.
  - Personal equipment/supplies: A stethoscope is required during clinical/field experiences.
2. When attending class, an assigned clinical experience, or EMS rideout, the participant must abide by the following policy concerning personal appearance:
  - Participants 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 participant while performing procedures or potentially contaminate sterile





fields. Participants 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 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 participants 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 aftershave will not be worn during clinical or EMS experiences.

## Classroom/Campus Conduct

All participants participating in any TEEX/ESTI-sponsored activity must abide by the [ESTI Student Safety Manual](#). Participants are expected to adhere to the policies outlined in this document, as well as those stated in the [TEEX Participant Handbook](#). In addition, the following policies and expectations apply to participants in any course offered by the EMS Program:

1. When attending class, lab, clinical/field experiences, or any other activity as a participant, the participant must abide by the uniform and personal appearance policy as stated in this handbook. Any time a participant is in uniform he/she is expected to act professionally and be respectful of others. This includes off-campus, non-school related activities. Participants 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. Participants are expected to be in their seats, ready to learn, at the designated time. If a participant 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:
  - Participants must pay strict attention to the instructor at all times. Sidebar conversations are distracting and disruptive. If participants need clarity on an issue, ask the instructor.



- Participants 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 participant 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 participant 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/CPU's 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:
- Participants 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, participants are to assist the instructor(s) in putting away equipment, replacing supplies, and cleaning the lab. Participants 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.



## Program Dismissal

Participants 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 participant, 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:** Participants initially cleared must maintain clearance until all clinical/field requirements are met.)
- Academic failure of the lecture/lab portion of the program
- Performing a skill or procedure in the clinical/field setting that is not within the participant'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 participant 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

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### Disability Accommodations

TEEX will strive to provide reasonable accommodations to participants that qualify under the Americans with Disabilities Act (ADA). Participants may submit the [TEEX Accommodation Request Form](#) and documentation to the TEEX accessibility coordinator ([studentservices@teex.tamu.edu](mailto:studentservices@teex.tamu.edu)) at any time; 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 participants 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 participants will have the same accommodation approved by the National Registry at the time of certification examination.



Participants 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](#).

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

Participants 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](mailto:veteranservices@teex.tamu.edu).

## ***Injuries***

TEEX does not carry medical insurance on participants, and the agency and/or instructors will not be responsible for any injuries or biohazard exposure sustained by participants. 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 participants will be via classroom announcements, postal mail, email, and phone. It is the participant'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 participant database. It is the participant's responsibility to ensure all information is up-to-date. Email will frequently be used for general and individual communication. Participants 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. Participants 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](mailto: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 who wish to appeal a decision made by TEEX staff may do so by completing the appropriate form on the [Training Participant Grievance Process page](#).



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 TEEEX 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 TEEEX chief operating officer will make the final decision of the appeal in collaboration with the TEEEX 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 TEEEX Ethics and Compliance Office. This decision is final.

You can access the complete TEEEX policy for the [Participant Complaint and Appeal Process](#) online.

## Code of Ethics

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

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

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.



- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws that affect the practice of EMS.
- To be aware of and participate in matters of legislation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Written by: Charles B. Gillespie, M.D.

Adopted by NAEMT, 1978. Revised and adopted by NAEMT, June 14, 2013.

**Source:** NAEMT. (n.d.). *Code of Ethics*. Retrieved October 11, 2021, from

<https://www.naemt.org/about-ems/code-of-ethics>



# Emergency Medical Services (EMS) Program Personnel Contact List

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## *Emergency Medical Services (EMS) Program Faculty and Staff*

Paul Vogt, EMS Program Training Manager  
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Office phone: (979) 321-6232  
Cell phone: (361) 550-5879  
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Nathan Kennedy, EMTP, Clinical Coordinator  
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Office phone: (979) 500-9651  
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Aaron Buzzard, MD, EMS Program Medical Director  
Email: [akbuzzard@gmail.com](mailto:akbuzzard@gmail.com)

Rachel Goodman, EMTP, Lead Paramedic Instructor  
Office: Brayton Fire Training Field, Building 26  
Office phone: (979) 500-6845  
Email: [rachel.goodman@teex.tamu.edu](mailto:rachel.goodman@teex.tamu.edu)

Gina Janke  
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Office phone: (979) 217-6579  
Email: [gina.russalesi@teex.tamu.edu](mailto:gina.russalesi@teex.tamu.edu)





# Acknowledgment of Receipt of the Participant Handbook and Participant Contract

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These procedures prescribe standards of conduct for participants enrolled in TEEEX Emergency Medical Technician (EMT) program. I understand this handbook contains information about the guidelines and procedures of the TEEEX EMT program in which I am enrolled.

I may find information specific to the TEEEX EMT program from the EMS training manager, EMS program faculty/staff, the TEEEX website, course syllabi, and course outline.

The TEEEX EMT program guidelines are in addition to those prescribed for participants under TEEEX agency policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every participant is expected to know and comply with all current policies, rules, and regulations as printed in the class schedule, *TEEX/ESTI Student Safety Manual*, and *TEEX EMT Participant Handbook* guidelines. Copies of the *TEEX/ESTI Student Safety Manual* and the *TEEX EMT Participant Handbook* are available from the EMS training manager and lead instructors.

By signing this agreement, I certify that I have received a copy of the *TEEX EMT Participant Handbook*, read and understand the *TEEX EMT Student Handbook*, and agree to abide by the requirements and policies of the TEEEX/ESTI EMS program.

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Printed Participant Name

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Participant Signature

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Date

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Printed Witness Name

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Witness Signature

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Date

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Faculty Signature and Title

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Date



**Emergency Medical Technician (EMT) Participant Handbook**  
**Acknowledgment of Receipt of the Participant Handbook and Participant Contract**  
*Emergency Medical Services (EMS) Program Faculty and Staff*



## 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 & Protective Services**

800.423.8433

ILEPSE@teex.tamu.edu

- 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

- **Business & Cyber Solutions**

800.541.7149

BCS@teex.tamu.edu

- Cybersecurity Training, Exercises, and Assessments
- Economic Development Training and Technical Assistance
- Business Solutions Training and Technical Assistance

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- **Mailing Address**

Texas A&M Engineering Extension Service  
P.O. Box 40006  
College Station, TX 77842-4006

- **Headquarters**

Texas A&M Engineering Extension Service  
200 Technology Way  
College Station, TX 77845-3424

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- **Toll-Free**

877.833.9638

- **Phone**

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979.458.6822

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