

Volunteer State Community College

EMS Education

EMT-IV Clinical Handbook 2011-2012

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Welcome to the Volunteer State Community College's EMT-Basic class! The Clinical Coordinator and Program Director have invested a significant amount of time and effort in the establishment and maintenance of clinical affiliations for the students of Volunteer State Community College's EMS Education Program. One of the factors that limit the number of students we serve is the availability of clinical resources.

Many of the policies in this handbook, your syllabus, and clinical contract are mandated by the clinical sites and are based on accreditation requirements. These policies are not intended to limit your right of self expression in any way.

Clinical experiences are an integral part of the education process in becoming a licensed Emergency Medical Technician. This handbook is intended to serve as a guide so that you can enter your clinical rotations prepared to be successful.

You should view your clinical assignments as any other form of employment. While at clinical sites you are representing not only yourself, but this program and the entire EMS profession. We expect you to look and act appropriately. If you ever have a question you should ask the nurse, physician or EMT/EMT-P that is supervising you for assistance. If you need to discuss a situation with a member of the VSCC EMS Education Faculty, you should contact us immediately. The expectations of your Instructors, the Clinical Coordinator and the Program Director are presented here for your review.

CLINICAL SITES

As an EMT your clinical experiences will consist of Emergency Room and Ambulance Service rotations.

Ambulance Service – When reporting for clinical rotations on an ambulance service you should report to the unit commander in your clinical uniform. The unit commander or their partner will orient you to the ambulance unit you are assigned to. The ambulance rotations are always at least 12 hours long.

Upon your arrival you should familiarize yourself with the ambulance by locating supplies and equipment commonly used. **You should also help the ambulance crew in the cleaning and maintenance of the equipment.** Ask the ambulance crew where you should store your personal items that you may have with you.

Emergency Room – When reporting to clinical rotations in the Emergency Department you should report to the charge nurse in your clinical uniform. The charge nurse may assign you to another nurse for supervision. The ER rotations are typically either 5 hours or 10 hours long, depending on the time of day you schedule.

SCOPE OF PRACTICE

While at your clinical assignment you are able to perform certain skills and procedures and administer certain medications that have been discussed and demonstrated in the classroom. You should never administer any medication or perform any procedure that you are not qualified to do. If you are asked to perform any skill or administer any medication that exceeds your scope of practice you should explain to the clinical staff that the procedure or medication is not within your scope of practice. **Performing**

duties beyond an EMT's scope of training or in which you have not yet been trained constitutes grounds for dismissal from the course.

You may also be asked to perform tasks that you may see as less than desirable or demeaning. If you are asked to perform such a task you should perform the task to the best of your ability. There is no such thing as a task being beneath your scope of practice.

SCHEDULING CLINICALS

You will login to FISDAP, the programs scheduling and documentation software, to schedule your clinical rotations. Deadlines for scheduling clinical rotations will be discussed in class and are absolute. If for some reason you cannot meet the deadlines established you must notify the Clinical Coordinator immediately. The FISDAP program is also used to document your clinical rotations. **You are required to have a minimum of 56 clinical hours, 20 patient contacts and 5 successful IV's documented in order to pass the clinical section (EMT 101C).**

PERSONAL APPEARANCE

While in your clinical rotations you are representing yourself, the EMS Education Program at Volunteer State Community College and the Emergency Medical Services Profession. While at any clinical rotation you should be in your clinical uniform and your uniform should be clean and in good repair.

Cologne and /or perfume should not be used due to the possible exacerbation of respiratory inflammation.

Earrings are limited to post style earrings, and are only allowed to be worn by females. All other piercings that show must be removed during your clinical rotations. This includes, but are not limited to, any nose rings/posts, eyebrow rings/posts, lip rings or tongue rings. You are limited to one ring due to the possibility of injuries as a result of your ring being caught in machinery. It is strongly suggested that no jewelry be worn during your clinical rotation.

Any tattoos or hickies that show outside your clinical uniform must be covered by either long sleeves, turtlenecks, or a bandage. If a tattoo is dark enough to show through your shirt, it must also be covered. If you have tattoos on your hands, whenever you are dealing with the public, you must wear disposable exam gloves.

CLINICAL UNIFORMS

Clinical uniforms will consist of:

- White polo shirt with VSCC logo
- Navy uniform pants
- Black boots
- Black uniform belt with no embellishments
- White undershirt
- Vol State clinical ID badge

Your clinical uniform is only to be worn to and from clinical sites, during clinical rotations, in class, during VSCC PR events, or during testing. Your uniform is not to be worn any other time.

PERSONAL COMMUNICATION DEVICES

Cell phones, pagers and other electronic communication devices should be secured in your personal vehicle or left at home when reporting to hospital clinical rotations. While on the ambulance, students must disable the phone ring or place on vibrate and keep the phone stored in their bookbag/backpack. In the event of an emergency while you are participating in clinical rotations you can be contacted through the Clinical Coordinator or Program Director.

PERSONAL SAFETY

During your clinical rotations you may be exposed to a variety of situations that could result in injury to yourself. Some of these situations may include diseases, motor vehicle accidents, violent patients, crime scenes, etc. In the event the unit commander or charge nurse feels the risk to your safety is too great they will direct you to leave the patient care area or remain in the ambulance if at an out of hospital scene. In such event you will immediately comply with the direction of the unit commander or charge nurse without hesitation.

Disposable exam gloves will be provided by the clinical site and **must be worn** with each patient encounter. You are also required to wash your hands after each patient encounter.

In the event you are injured while at your clinical rotation report immediately to the unit commander or charge nurse and then notify the Clinical Coordinator or Program Director. Any treatment you may need is at your expense.

CONFIDENTIAL INFORMATION

While in clinical rotations you will have access to the sensitive medical information of patients in your care. This information must remain confidential. Discuss a patient's condition or treatment only with the clinical personnel responsible for the patient's care. Any discussions should be private, out of hearing of the patient and his family, and limited to the medical aspects of the case. If classroom discussion of a case is appropriate, the patient's name, the clinical site, or the names of other personnel caring for the patient will NOT be mentioned under any circumstances. **Any violation of HIPPA regulations is cause for your immediate dismissal from the program.**

ATTENDANCE

You are required to attend your clinical rotations. You are given the ability to schedule your clinical rotations and therefore have some control over when you will attend clinical rotations.

TIMELINESS

As with any employer the expectation is that you will arrive at your clinical rotation on time and appropriately dressed. It is also expected that you will stay the length of time specified in the clinical assignment. You should report to the clinical site at least 15 minutes before the beginning of the scheduled time.

While you are at the clinical site you are allowed to take breaks of an appropriate length of time dependent on patient volume and the practices of the clinical site. You will typically be assigned to an individual to work with during your clinical rotation. You should notify that individual or the charge nurse / unit commander of your location and expected time of return when you are taking breaks or are away from the area. When assigned to an ambulance unit you should remain with that unit during your entire clinical unless directed otherwise by the unit commander.

ABSENCES

The clinical hours are required by the State of Tennessee, Department of Health, EMS Division as well as our accrediting agency CAAHEP. In order to complete the program you must attend the required number of clinical hours (56), have the required number of successful IV's (5), and achieve the required number of patient encounters (20). In the event of an emergency that requires you to miss a clinical rotation you will be required to schedule another clinical rotation. **In the event you cannot attend a clinical, regardless of the reason, you are required to call the EMT Clinical Coordinator as soon as you know you will not be attending. In addition, if you are sent home from a clinical rotation, are going to be late, or leave early for any reason, you are also required to call the EMT Clinical Coordinator. You, under no circumstances, are ever to call a clinical site to report your absence, tardiness, or for any other reason.**

In the event you miss a second clinical rotation, without regard to the reason, you will voluntarily withdraw from the program or receive a grade of "F".

RESCHEDULED CLINICALS

Every effort will be made to schedule any additional clinical rotations at facilities that are convenient for the student. Students must be aware that there are reporting and scheduling issues that Volunteer State Community College must comply with when scheduling clinical rotations.

If we are not able to schedule your clinical at the most convenient location an alternate location may be used. If we are unable to reschedule clinical assignments that student will be advised of the situation so that they can make an informed decision.

The grade for EMT 101C, the clinical portion of the class, is dependent on your clinical performance.

Below is the grading scale:

- A Meets or exceeds hours and meets benchmarks
- B Meets benchmarks but had delinquent FISDAP reports
- C Meets benchmarks but rescheduled clinical assignments
- F Lacks clinical hours or did not meet benchmarks

STANDARDS FOR STUDENT CONDUCT

*At all times during clinical rotations, professional conduct and attitudes will be expected of all students. Unprofessional conduct or attitudes toward program faculty or staff, clinical facility staff, patients, or the public in general **may constitute grounds for dismissal from the course.**

*You should actively participate in the care of each patient to whom you are assigned. Avoid limiting your attentions to “interesting” patients.

*All questions from the patient, their family and friends, or others regarding the patient’s condition or treatment will be referred to the appropriate clinical staff member.

*Do not question the care of a patient in the presence of a patient or his family. Questions should be directed to the clinical staff at an appropriate time and place or to the lead instructor in class.

*Do not discuss or criticize the actions of physicians, nurses, technicians, support staff, field EMT personnel, or program faculty or staff. If you have problems or concerns, take them up privately with the EMS Education Faculty.

*Do not seek free medical advice for yourself, your family, or your friends while on clinical rotations.

*You are never allowed to sleep during a clinical rotation, regardless of whether the crew/staff is sleeping or not.

*Never bring friends or relatives to clinical rotations under any circumstances.

*Do not eat, drink, chew gum, have lollipops/candy, or use tobacco in any form where patients can see you.

*Do not smoke or use tobacco products of any kind in EMS vehicles. Do not smoke in the stations. If you must smoke, use designated areas only. Ask the clinical staff where the designated areas are.

*Do not give out telephone numbers of EMS stations or hospital clinical areas. Do not use these telephones for personal calls. You are not allowed to call the clinical sites to report your absence.

*You are not allowed to stay over at the end of your assigned shift. If you are on a call with an EMS unit, it is acceptable to stay until that unit makes it back to the station.

*If you are injured on a rotation or have close contact with a patient who may be suffering from a communicable disease, consult with the supervisor of the clinical area through which you are rotating for the appropriate procedure to follow. Also, advise the EMS Education office as soon as possible.

*If problems of **ANY** kind arise during clinical rotations, please discuss them with EMS Faculty. **Do not attempt to solve problems or resolve differences on your own.**

*You are never allowed to accept gifts, of any kind, from patients or their family members.

*When you are at a hospital clinical site, you are not allowed to leave the premises for lunch. You need to either bring food with you or obtain food on-site. You are there for a set amount of hours, and you are required to be on the premises all of those hours. **You are never allowed to eat the food that belongs to the staff unless they have told you that you may have it.**

***ANY STUDENT SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL OR A CONTROLLED SUBSTANCE SHALL BE SUBJECTED TO A DRUG SCREENING AT THE STUDENT'S COST. ANY STUDENT THAT TESTS POSITIVE FOR ANY NON-PRESCRIBED DRUG OR ALCOHOL WILL BE DISCHARGED FROM FURTHER CLASSES OR CLINICALS.**

Demonstrate professional behavior at all times, including, but not limited to: integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

This is only a partial set of standards of conduct and is not intended to be all inclusive. You are a guest at the clinical facilities, and will exercise discretion and common sense, behaving accordingly.

Certification

I have received a copy of the Volunteer State Community College, EMS Education, EMT Basic Clinical Handbook. The policies have been explained to me, I have been given an opportunity to ask questions and all of my questions have been answered to my satisfaction.

I agree to abide by the policies outlined in the handbook.

Printed Name: _____

Signature: _____

Date: _____