



OREGON COAST

COMMUNITY COLLEGE

Emergency Medical Services (EMS/EMT) Program

Policy Manual

2015-2016

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I. Program Description and Prerequisites

PURPOSE:

To provide the EMS/EMT student with the description and prerequisites of the EMS/EMT Training Program

EMS 105: Term One Course Description

Provides instruction at the level of EMS/EMT Basic, which is a vital link in the chain of the health care system. Develops skills for the recognition of symptoms of illness and injuries and proper procedures of emergency care. It includes all skills necessary for the individual to provide basic emergency medical care as outlined by the scope of practice established by the Oregon Board of Medical Examiners. This class serves as the first of a two-part course in a series of courses making up a national and state EMS training program. You must successfully pass this course to proceed to EMS 106.

Term One Course Objectives

Upon successful completion students should be able to:

1. Perform basic elements of patient assessment, in order to progress to EMS 106
2. Form a general field impression of patient condition based on basic patient assessment tools
3. Integrate knowledge and observations in the clinical setting to delineate the EMS/EMT-Basic roles and responsibilities
4. Assess, treat, transport, document, and verbally report for a variety of medical emergencies.

EMS 106: Term Two Course Description

Continues EMS 105, Oregon EMT preparation. Includes preparation for state and national certification exams. Provides instruction at the level of EMS/EMT Basic, which is a vital link in the chain of the health care system. It includes all skills necessary for the individual to provide basic emergency medical care as outlined by the scope of practice established by the Oregon Board of Medical Examiners. This class serves as the second of a two-part course in a series of courses making up a national and state EMS training program.

Term Two Course Objectives

1. Integrate knowledge and observations in the clinical setting to delineate the EMS/EMT roles and responsibilities
2. Assess, treat, transport, document, and verbally report Evaluate the nature and seriousness of the patient's condition or extent of injuries for a variety of medical emergencies
3. Implement and perform appropriate emergency medical care based on assessment findings of the patient's condition.
4. Demonstrate skills in use of extrication equipment.
5. Demonstrate appropriate verbal, non-verbal and written communications for EMS personnel.
6. Contribute to the learning environment by displaying a positive attitude and participating whenever appropriate.

II. Admission Requirements:

1. Complete the application and review the requirements.
2. Sign the Acknowledgement and Agreement Form.
3. Read the Disqualifying and Potentially Disqualifying crimes @ the OCCC College Website
4. Read the EMS/EMT Program Policy Manual @ the OCCC College Website
5. Read the Technical standards required to complete the EMS/EMT program OCCC College Website
6. Visit the Oregon Health Authority Website: EMS Provider Licensure and Training and review the various web pages including Frequently Asked Questions under Professional Standards @ the OCCC College Website
7. Visit the National Registry of Emergency Medical Technicians website and establish an account.
8. Review the National Emergency Medical Services Educational Standards @ OCCC College Website
9. Complete the mandatory Criminal Background Check @ the OCCC College Website. Results will be communicated directly to us.
10. Take the Compass Placement test (or provide college transcripts, if applicable).

Prerequisites: Attach transcripts or Compass placement test results demonstrating:

1. Math Proficiency: Completion of Math 20 or higher or Placement into Math 60
2. Writing Proficiency: Completion of WR 115 or higher or Placement into WR 121
3. Reading Proficiency: Completion of RD 115 or higher or Placement into Reading 120
4. If you have an associate or baccalaureate degree you are not required to take the compass placement test. However, you must provide a transcript. If you have taken an equivalent placement test at another college please attach those results.

Provide the following with your completed application

1. Signed acknowledgement and agreement form
2. Completed Medical Form with attached documentation for all immunizations
3. Completed Application
4. Signed Acknowledgement and Agreement Form
5. Oregon Drivers Licensure (copy of front & back).
6. Social Security Card (copy of front and back). This is an NREMT requirement.

Prior to the clinical experience in the second term of the training students will need to complete the following:

1. Pass a drug screen prior to clinical placement. Failure to complete or pass the drug screen will result in dismissal from the EMS/EMT program.
2. Complete an on-line orientation to Samaritan Health Services prior to clinical placement in EMS 106.
3. Provide personal history on mental and physical impairments, substance abuse, criminal record, and driving violations while under the influence of drugs or alcohol to the Oregon Health Division at the time of application for certification.
4. Provide two (2) passport style photos: Available from Wal-Mart and Walgreens
5. Complete a Criminal Background Check. Oregon Coast Community College uses American Database for criminal background checks. Students must submit a request to American Database

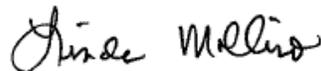
for a background check prior to admission to the OCCC EMS 106. If the student has been convicted of a criminal offense, it is required that the student review the DHS: List of Disqualifying and Potentially Disqualifying Crimes and it is recommended that he/she check with Oregon Health Authority @OCCC College Website: EMS/EMT

6. The following immunizations are required prior to enrollment in EMS 106: MMR, Varicella, and Tetanus, Diphtheria & Pertussis (TDaP) and Hepatitis B are required for each student prior to entering the clinical areas. The student must be free of active TB as proven by either a negative TB test or chest x-ray. Seasonal Flu vaccine is highly recommended.

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Director of CTE Programs: Health and Human Services

III. Technical Standards for EMS/EMT

The OCCC EMS/EMT Program has the responsibility to society to educate competent health care providers to care for their patients/clients using critical judgment, broadly based knowledge, and competent technical skills at the entry level.

The program has academic as well as technical standards (non academic criteria) students must meet in order to successfully progress in and graduate from the program.

The purpose of this document is to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program(s). These standards are not a requirement of admission into the program(s). Individuals interested in applying for admission to the program(s) should review these standards to develop a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the program.

Students admitted to the EMS/EMT program are expected to be able to complete program requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or program modifications.

However, accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.

Students with chronic or recurring performance limitations (physical or mental) that restrict ability to meet program requirements, including the consistent delivery of safe care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/student's abilities to perform procedures and make decisions required of an EMS/EMT. Any performance limitations that cannot be accommodated while maintaining standards of competent and safe care will interfere with admission to and completion of the EMS/EMT Program.

Cognitive:

- Recall, collect, and integrate information from a variety of sources.
- Measure, calculate, and reason data.
- Problem-solve and think critically in order to apply knowledge and skill.

- Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.
- Report verbally and in writing client data to members of the healthcare team.

Physical-Motor:

- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Maintain balance from any position.
- Negotiate level surfaces, ramps, and stairs.
- Negotiate uneven surfaces
- Function with both hands free for performing psychomotor tasks.
- Maneuver in small areas.
- Attend to cognitive and psychomotor tasks for up to 8-12 hours.
- Lift and move patients weighing up to 250 pounds, (with a partner), with and without adjunct equipment.
- Step up to heights of 14 inches (entry into ambulance).

Examples of learning activities found in the EMS/EMT curriculum and related to industry standards:

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 250 pounds, (with a partner), and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (24 hour shifts, days, evenings, or nights).

Sensory:

- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
- Collect information through observation, listening, touching, and smelling.

Examples of learning activities found in the EMS/EMT curriculum and related to industry standards:

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.

- Observe and collect data from recording equipment and measurement devices used in client care.
- Communicate with client and members of the healthcare team
- Detect unusual odors of bodily fluids.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus or edema.

Behavioral:

- Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
- Maintain effective, mature, and sensitive relationships with others.
- Examine and modify one's own behavior when it interferes with others or the learning environment.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.

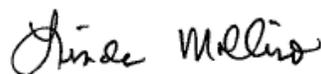
Examples of learning activities found in the EMS/EMT curriculum and related to industry standards:

- Exercise judgment; meet acceptable timeframes for client care deliver, and adept to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

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Director of CTE Programs: Health and Human Services

IV. Criminal Background Policy

PURPOSE:

All prospective students are required by law to have a criminal background check before being considered eligible for admission into the EMS 106. The results of which are used to determine if the prospective student is qualified to work with vulnerable people in the State of Oregon. Each student will be given access to the list of disqualifying and potentially disqualifying crimes according to the Department of Human Services available on the OCCC College Website.

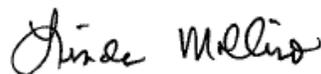
POLICY:

- A. The purpose of these rules is to provide for the reasonable screening of subject individuals in order to determine if they have a history of criminal behavior such that they should not be allowed to provide services to vulnerable people.
- B. These rules are authorized under Department of Human Services, Administrative Services Division and Director's Office.
- C. These rules are to be applied when evaluating criminal history of a subject individual and conducting fitness determinations based upon such history. The fact that a subject individual is approved does not guarantee placement in an EMS Class.
- D. The criminal background check is conducted through American Database.
- E. The student is required to complete the process using a web-based program.
- F. If the student has difficulty with the process, he or she must contact the OCCC Nursing and Health Occupation Administrative Assistant at 541-867-8548 to resolve the problem.
- G. All expenses incurred with the Criminal Background Check are the responsibility of the prospective student.
- H. The results are released to OCCC. The CTE Director will make the final decision based on requirements from the clinical rules utilized and based on the Department of Human Services Criminal History Check Rules.

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Director of CTE Programs: Health and Human Services

V. Drug Testing Policy

PURPOSE:

To inform all student of the Drug Testing requirements for the Program

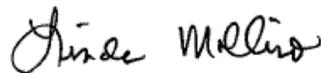
POLICY:

- A. Each candidate will be given a drug test prior to being considered eligible for admittance to OCCC EMS 106. A positive drug test will disqualify students from the clinical area and result in expulsion from the EMS/EMT program.
- B. Cooperating with the drug testing policies of Oregon Coast Community College is a condition for continued enrollment in the course. A student will be required to comply with the drug testing policy.
- C. The candidate will be notified of when and where to schedule the drug test and be given directions prior to the test. The student will pay the cost.
- D. Candidates will be notified by OCCC of the results of their drug test.
- E. Random and unannounced drug testing may be required when a reasonable belief that class or clinical behavior may be the result of the presence of a drug.
- F. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances, or cannabis, for other than legal and legitimate uses, may result in immediate dismissal from the site and removal from the course.

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Director of CTE Programs: Health and Human Services

VI. Behavioral Expectations

PURPOSE:

To inform the EMS/EMT students of the Behavioral Expectations of the EMS/EMT Training Program

POLICY:

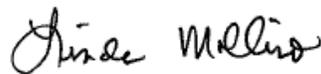
Throughout the training, both in the classroom and clinical setting, the student will meet the following minimum objectives:

- A. Practice good health habits and personal hygiene
- B. Present a professional appearance in dress and attitude
- C. Be aware of cultural differences and help to promote the learning of fellow students
- D. Come to class on time, prepared to participate in the classroom discussions and activities
- E. Be prepared for the Skills Lab by reading the skills prior to class
- F. Adhere to the Policies and Procedures of the Training Program
- G. Maintain the learning environment by arriving on time, turning off cell phones, and not being disruptive during class
- H. Show improvement throughout the training as documented by your instructor.

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Director of CTE Programs: Health and Human Services

VII. Dress Code Policy

PURPOSE:

To inform all students of the Dress Code

POLICY:

Appearance should at all times be professional. All attire and shoes must be clean and neat.

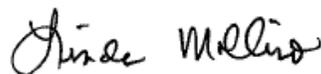
The college name- tag must be worn and visible at all times. Some agencies require additional nametags. Whenever a student is in a clinical facility as an EMS/EMT, the nametag must be worn. The nametag **MUST** have the "student" designation visible at all times.

- A. OCCC EMS/EMT nametags will be worn at all times during skills lab and clinical hours.
- B. Shoes worn in the skills lab and clinical areas will be clean with minimal markings. No open toes or open heels will be allowed.
- C. Hygiene conducive to client/patient contact:
 - 1. hair clean and off the collar
 - 2. beards neat and clean, not presenting a safety hazard
 - 3. fingernails trimmed and clean
 - 4. no acrylic nails allowed
 - 5. jewelry worn should be minimal and appropriate
 - 6. students will be allowed one pair of stud-type earrings only
 - 7. no other piercings such as eyebrows, tongues, ears, etc.
 - 8. no heavy makeup, perfume, or aftershave
- D. Students may not wear any article of clothing or have affixed to their person anything such as pins, buttons, caps, shirts, etc., which contains vulgar or offensive written materials or symbols.
- E. Students must turn off cell phones and/or beepers during didactic, skills laboratory and clinical sessions.
- F. During all clinical experiences and when doing state testing, student's attire must be free of logos or identifications related to a facility or service agency.
- G. During hospital and ambulance clinical times, attire will be dark slacks and light colored shirt or blouse.

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Director of CTE Programs: Health and Human Services

VIII. Skills Laboratory Policy

PURPOSE:

To provide the EMS/EMT students, with the guidelines for the use of the classroom skills laboratory.

POLICY:

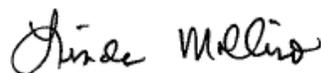
The students will follow these guidelines when using the classroom laboratory.

- A. Skills Laboratory is part of your training requirement. You will be provided an opportunity to practice after every class lecture. You will perform each skill in the presence of an instructor.
- B. The Skills Laboratory is a place for learning and working together. An instructor is available to assist you during your practice time.
- C. All designated skills must be completed in the Skills Laboratory before the clinical experience. All skills must be demonstrated during the laboratory time.
- D. Students are required to leave the lab area and equipment ready for use for the next laboratory class. Please allow time for this at the end of the class.
- E. The instructor may require student to continue practice or repeat skills as needed.
- F. Food and drink are not allowed in the skills laboratory at any time.
- G. Students must turn off cell phones and/or beepers during skills lab sessions Students will be required to master all the required skills according to the syllabus in order to be successful in the clinical environment and pass this segment of the course.
- H. Students will receive a grade for each skills lab required experience. Students who miss skills lab experiences are at risk of not meeting the competencies for the course and therefore, not passing the courses and thus not be eligible to take the state exam

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Director of CTE Programs: Health and Human Services

IX. Clinical Policy

PURPOSE:

To inform students of the expectations Clinical Experience portion of the EMS/EMT program.

POLICY:

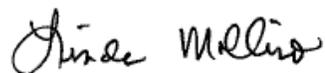
The student will meet the following clinical expectations:

- A. Be deemed qualified by a criminal record check and successfully passing a mandatory drug screen prior to providing client/patient care in the clinical setting Report to the clinical area on time.
- B. Complete the Samaritan Online Orientation
- C. Call and notify the instructor at least one (1) hour prior to the start of the shift if an absence is unavoidable and then notify the Emergency Room Charge Nurse.
- D. Notify the Emergency Room Charge Nurse upon arrival if late.
- E. Work closely with the licensed nurse assigned and when leaving the clinical area for breaks, meals, or at the end of the shift, students report off to the nurse to whom they have been assigned.
- F. Report to the Charge Nurse at the beginning of the shift and at the end of the shift. The student is under the supervision of the nurse assigned.
- G. One 15-minute break is allowed every 4 hours. One 30-minute meal break is to be taken. No additional breaks are allowed. No one is allowed to leave the clinical area before the end of the shift without permission from the instructor or charge nurse.
- H. Report any client change of condition to the nurse assigned. Follow all policies and procedures of the facility.
- I. Any student who performs an unsafe act that threatens client/patient safety or abandoning the duty station will result in termination of the student's registration in the course and he/she will not be able to complete the course.
- J. Charting/documentation will follow the guidelines of the facility where the clinical experience takes place.
- K. Students must complete the required eight-twelve hours of clinical experience or they will not pass EMS 106 and therefore, will not be eligible to apply to take the state exam.

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Director of CTE Programs: Health and Human Services