



PARAMEDIC TRAINING PROGRAM

STUDENT HANDBOOK

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Paramedics embody the highest level of certification offered by the National Registry of Emergency Medical Technicians. They are very important healthcare workers that bring advanced knowledge and life-saving equipment directly to the emergency scene to reduce suffering and loss of life. It is a demanding, sometimes hectic field of work that is full of challenges and reward. Paramedics are hired by fire departments, private ambulance providers, and in the industry sector.

We appreciate your interest in Southern University at Shreveport and our Paramedic Training Program. We look forward to answering any questions you may have and working with you to accomplish your educational goals. Feel free to contact our staff members for any questions:

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MISSION STATEMENT

Southern University at Shreveport is a comprehensive community college that affords opportunities for teaching, service, workforce development and life-long learning, while embracing a culture of self-discovery, collaboration, civic engagement, and excellence.

PROGRAM GOAL

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

PURPOSE

Our program seeks to educate individuals with the desire to become Nationally Certified Paramedics through the National Registry of Emergency Medical Technicians (NREMT) and earn a Technical Diploma in Emergency Medical Care. Candidates are prepared using knowledge derived from the biological sciences, physical sciences, behavioral sciences, and emergency medicine. Curricula is based on the latest National Emergency Medical Services Educational Standards for Paramedics. Students must prove competency in all relevant knowledge, technical skills, and professional behavior to ensure safe, effective, and appropriate patient care as a future paramedic. Graduates will be eligible to apply for the National Registry Paramedic Examination and state licensure.

PROGRAM OUTCOMES

1. Demonstrate entry-level competency in the psychomotor domain of paramedic education
2. Demonstrate entry-level competency in the cognitive domain of paramedic education
3. Demonstrate entry-level competency in the effective domain of paramedic education

ADMISSION REQUIREMENTS

All applicants must:

- Meet all general admission requirements for the College
- Have a high school diploma or GED equivalent
- Be at least 18 years of age
- Have a current valid driver's license
- Be able to read, speak and understand the English language
- Have a valid State of Louisiana Basic or Advanced EMT license
- Have a current CPR certification for health care provider
- Have completed Anatomy and Physiology (BIO220 and 222) as pre-requisite OR may complete as co-requisite in the first semester.
Coursework relating to English and Mathematics will be given special consideration during the first semester. Students must be able to complete written patient reports and demonstrate the ability to solve drug calculations prior to moving beyond the first semester.
- Be able to meet all technical standards required of the program
(See Essential Functions Form for full details)
- Pass drug screen prior to admission
- Pass a criminal background check prior to admission

ADMISSION PROCEDURE

1. Submit application and meet admission requirements to Southern University at Shreveport
2. Submit copies of official transcripts of all schools attended to the Office of Admissions
3. Complete and submit your program admissions packet by appointed due date
4. Meet all academic requirements and complete any program pre-requisites or entry requirements

Applicants to the Paramedic Training Program must meet general admission requirements to the University as outlined in the University Catalog. Southern University at Shreveport is an open admission institution; however, acceptance into the Paramedic Program is only allowed when all entry requirements are satisfied.

Southern University at Shreveport assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age handicap, marital status or veteran's status in admissions, participation, or employment in the programs and activities of the college.

DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS

Drug Screen

All Allied Health Sciences and Nursing students are required to submit a pre-admission urine drug screen according to the policy of the Allied Health Science and Nursing programs at SUSLA. The drug screen is completed at the student's expense. At their discretion, clinical sites may also require an additional drug screening and/or a criminal background check prior to allowing students into the clinical setting. The clinical facilities (hospitals, etc.) require criminal background checks prior to students' attendance at the clinical sites. In addition, SUSLA and the clinical sites may require random drug testing and/or drug testing for reasonable cause.

Testing positive for the screening, or evidence of tampering with a specimen will disqualify a student from participation from the clinical experience.

Background Check

Allied Health Sciences and Nursing students must also undergo a background check performed by the selected vendor at the student's expense. Your acceptance into an Allied Health Sciences and Nursing program at SUSLA will not be final until SUSLA has received background check information from the reporting agencies, and the background check is clear of disqualifying offenses. Certain criminal activities, as evidenced by a criminal background check may also disqualify a student from clinical participation.

Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent final acceptance into and/or progression through the program and ultimately result in dismissal from the program. In keeping with the program's due process policies, if a student disagrees with the accuracy of the information obtained, they may request a confirmatory test and/or a review of the accuracy of the background information within

Ten (10) working days. All requests must be made in writing to the Allied Health Science & Nursing Dean and must include relevant information and/or extenuating circumstances supporting the request. A designated committee will review the results and will be responsible for making the final decision regarding the student's admission. The student will be notified in writing of the committee's decision within ten (10) working days.

VACCINATIONS

Students must meet the following requirements (completed at the student's expense) prior to and throughout enrollment in the program. (See chart in Admissions Packet)

Provide proof of all vaccinations designated by the program:

1. Tuberculin skin test within the past 12 months and annually thereafter while enrolled
2. Rubella Titer
3. TD Booster
4. Hepatitis Titer
5. Hepatitis Vaccine (3 dates)
6. Date of Flu Vaccine

HEALTH EXPECTATIONS

Individuals must be in good physical and mental health. Good physical and mental health is necessary for students to meet physical performance standards and possess the clarity of mind necessary for healthcare duties. They should also have the ability to critically think using sympathetic, congenial, cordial, versatile, and ambitious reasoning. Applicants must also be dependable, responsible, and reliable. Candidates must be able to meet all technical standards required of the program.

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. Students requesting accommodations to meet these criteria must inform the Program Director in writing of the need for accommodations at the time of admission or at the time of registration for Paramedic Training.

See the following: Paramedic Essential Functions Description **and** Essential Functions Compliance Sheets to establish an understanding of requirements

PARAMEDIC ESSENTIAL FUNCTIONS DESCRIPTION

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
GROSS MOTOR SKILLS	<ul style="list-style-type: none"> • Move comfortably and efficiently within confined spaces • Sit and maintain balance for duration of procedure • Stand and maintain balance for duration of procedure • Reach above shoulders (e.g., IV poles) • Reach below waist (e.g., plug electrical appliance into wall outlets)
FINE MOTOR SKILLS	<ul style="list-style-type: none"> • Pick up and hold objects with hands • Grasp and manipulate small objects with hands (e.g., IV tubing, pencil) • Write legibly with pen or pencil • Key/type with efficiency and accuracy (e.g., use a computer) • Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) • Twist (e.g., turn objects/knobs using hands) • Squeeze with finger (e.g., eye dropper)
PHYSICAL ENDURANCE	<ul style="list-style-type: none"> • Stand (e.g., at patient side during therapeutic procedure and sometimes in adverse weather) • Sustain repetitive movements (e.g., CPR) • Maintain physical tolerance (e.g., work entire shift) • Squat or kneel through procedures
PHYSICAL STRENGTH	<ul style="list-style-type: none"> • Push and pull 25 pounds (e.g., position patients) • Support 25 pounds (e.g., ambulate patient) • Lift 25 pounds (e.g., pick up child, transfer patient) • Move light object weighing up to 10 pounds (e.g., IV poles) • Move heavy objects (weighing from 11-50 pounds) • Protect self against combative patient • Carry equipment/supplies from place to place as needed from procedures • Use upper body strength effectively (e.g., perform CPR, physically restrain a patient) • Squeeze with hands (e.g., operate fire extinguisher) • Lift patients from ground to stretcher (weighing up to 250 pounds with assistance of one to two additional persons) • Lift patient on stretcher into ambulance (weighing up to 250 pounds with assistance of one to two additional persons)
MOBILITY	<ul style="list-style-type: none"> • Twist to accomplish tasks and complete procedures • Bend to accomplish tasks and complete procedures • Stoop/squat to accomplish tasks and complete procedures • Move quickly (e.g., response to an emergency) • Climb (e.g., ladders, stools, stairs) • Walk (sometimes in adverse weather and/or on uneven terrain as needed in rescue situations)
HEARING	<ul style="list-style-type: none"> • Hear typical speaking level sounds (e.g., person-to-person report) • Hear faint voices (e.g., distressed or weakened patient) • Hear faint body sounds (e.g., blood pressure sounds, assess lung sounds) • Hear in situations when not able to see lips (e.g., when masks are used) • Hear auditory alarms (e.g., monitors, fire alarms, call bells)
VISUAL	<ul style="list-style-type: none"> • See small objects up to 20 inches away (e.g., information on a computer screen, skin condition) • See objects up to 20 feet away (e.g., patient in a room) • See object more than 20 feet away (e.g., patient at end of hall) • Use depth perception for effective functioning • Use peripheral vision for effective functioning • Distinguish color (e.g., color codes on supplies, charts, bed) • Distinguish color intensity (e.g., flushed skin, skin paleness)
TACTILE	<ul style="list-style-type: none"> • Feel vibrations (e.g., palpable pulses) • Detect temperature (e.g., skin solutions) • Feel differences in surface characteristics (e.g., skin turgor, rashes) • Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) • Detect environment temperature (e.g., check for drafts)
SMELL	<ul style="list-style-type: none"> • Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.) • Detect smoke that cannot be seen • Detect gases or noxious smells with no visual indicator

	-CONTINUED-
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences in patients • Establish rapport with patients • Establish rapport with co-workers • Accept responsibility for actions in delivery of prehospital care • Accept correction and redirection in a professional manner and adjust appropriately
ANALYTICAL SKILLS	<ul style="list-style-type: none"> • Transfer knowledge from on situation to another • Process information and apply knowledge quickly • Evaluate outcomes and make appropriate recommendations • Problem solve • Prioritize tasks • Use long term memory effectively and efficiently • Use short term memory effectively and efficiently
CRITICAL THINKING	<ul style="list-style-type: none"> • Identify cause-effect relationships • Plan/control activities for others • Synthesize knowledge and psychomotor skills • Sequence information, events, and activities accurately
READING and ARITHMETIC COMPETENCE	<ul style="list-style-type: none"> • Read and understand written documents (e.g., policies, protocols) • Read and understand columns of writing (flow sheet, charts) • Read and understand digital displays • Read and accurately interpret graphic printouts (e.g., ECG) • Calibrate equipment accurately • Convert numbers to and/or from the Metric System accurately • Read graphics (e.g., vital sign sheets) • Tell time accurately (in military time) • Measure time and keep running record (e.g., count durations of contractions, etc.) • Count rates and keep a running record (e.g., drips per minute, pulse) • Use measuring tools (e.g., thermometer) • Read and record measurement marks accurately (e.g., measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers accurately • Compute fractions and decimals accurately (e.g., medication dosages) • Use a calculator effectively • Write number in records accurately
EMOTIONAL STABILITY	<ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide patient with emotional support (e.g., compassion) • Adapt to changing environment/stress • Deal with the unexpected (e.g., patient deteriorating, crisis) • Focus on attention task (e.g., situational awareness) • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) • Demonstrate sound mental health to safely engage in the practice of prehospital care • Demonstrate professional and ethical standards of practice under stressful and ideal conditions

Essential Functions Compliance (Must be able to check “yes” to all)

Area	Function	Yes	No	If no, please comment
Mobility	1. Have physical stamina to stand and walk for 8+ hours in a clinical or field setting	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can stand on both legs, move about freely, and maneuver in small spaces. <i>Physical disabilities must not pose a threat to safety of the student, faculty, patients, or other healthcare workers.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	1. Can bend the body downward and forward by bending at the spine and waist.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can flex and extend all joints freely	<input type="checkbox"/>	<input type="checkbox"/>	
Strength	1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. <i>This factor requires the substantial use of the upper extremities and back muscles.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 50 lbs. frequently and 75 lbs. or more occasionally).	<input type="checkbox"/>	<input type="checkbox"/>	
Fine Motor Skills and Hand/Eye Coordination	1. Possess manual dexterity, mobility, and stamina to perform CPR	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can seize, hold, grasp, turn, and apply pressure and otherwise work with both hands.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Can pick, pinch, or otherwise work with fingers	<input type="checkbox"/>	<input type="checkbox"/>	
Auditory Ability	1. Possess sufficient hearing to assess patient’s needs, make fine discrimination in sound, follow instructions, and communicate, with other healthcare workers. <i>Please comment if corrective devices are required</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Able to read, comprehend, and write legibly in the English language	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Skills	1. Able to interact purposefully and effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Able to convey sensitivity, integrity, respect, compassion, and a mentally healthy attitude	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Oriented to reality and not mentally impaired by mind altering substances	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Able to function safely and effectively during high stress periods	<input type="checkbox"/>	<input type="checkbox"/>	

If you are unable to fully meet any of the above listed criteria, you will need to meet with the Southern University ADA Coordinator. A student who is seeking accommodations and services on the basis of a disability are required to submit documentation to verify eligibility for services.

Receiving academic accommodations at Southern University takes several steps:

1. Students must complete an accommodation request form from the ADA Coordinator’s office each semester.
2. Students may hand-deliver the letter or have it sent to each instructor through campus e-mail.
3. Students must arrange a meeting with their instructor(s) to discuss the proposed accommodations listed in the letter.
4. Students with disabilities must maintain the same responsibility for their education as students who do not have disabilities. This includes maintaining the same academic levels, maintaining appropriate behavior and giving timely notification of any special needs.
5. Utilize accommodations available to you; asking for assistance is not a sign of weakness or dependence. It is our goal to help you achieve your educational pursuits.

CURRICULUM

The Paramedic program provides didactic instruction, clinical experience, and field internships to assist students in developing the theoretical and technical skills consistent with the goals and objectives of the latest National Emergency Medical Services Educational Standards for Paramedics.

Semester 1

EMTP 201	Foundation of Paramedicine	4
EMTP 206	Applications of Pathophysiology for Paramedics	4
EMTP 212	Pharmacology for Paramedics/LAB	4

Summer Session

EMTP 216	Advanced Respiratory Care for Paramedics/LAB	4
EMTP 226	Therapeutic Modalities of Medical Care	4

Semester 2

EMTP 227	Cardiovascular Care for Paramedics/LAB	4
EMTP 230	Therapeutic Modalities of Trauma Care/LAB	4
EMTP 236	Therapeutic Modalities for Special Patient Populations/LAB	3
EMTP 241	Clinical Applications for the Paramedic I	1
EMTP 246	Clinical Applications for the Paramedic II	1

Semester 3

EMTP 251	EMS Operations	2
EMTP 256	Applications for Paramedic Care/LAB	3
EMTP 276	Paramedic Field Internship I	1
EMTP 250	Clinical Applications for the Paramedic III	2
EMTP 281	Paramedic Field Internship II	2
EMTP 285	Paramedic Field Internship III (Capstone)	3

Total Hours: 46

ACADEMIC STANDARDS

Professional Behavior Evaluations

Students will be monitored by the instructors on five EMS professional behavior attributes: Attendance, Dress Code, Behavior, Preparation, and Participation. This evaluation will begin with a self-evaluation by each student at the beginning of each semester. Continued evaluations will be completed by the instructors with every scheduled written exam during the semester. Scores will be awarded as 0= Unacceptable, Counseling Session Required; 1= Needs Improvement; 2= Meets Expectations; E= Exempt. **Evaluations will be used to construct the final Professional Behavior Evaluation.**

Student Evaluation

Students are responsible for all material covered in the assigned texts, laboratory, and class sessions. Course evaluations and quizzes will be based upon assigned readings and lecture material, as well as the detailed course objectives. Students must also successfully demonstrate competency in each of the National Registry Psychomotor Skill areas. Competency will be defined as National Registry Practical skill standards and will be evaluated during class practical evaluations.

Practical Examinations

These will be administered throughout the course. These examinations will be based upon standards from both the Louisiana Bureau of EMS and the National Registry. Assessments will be for individual skill or didactic in nature or both. These practical examinations will be graded pass/fail.

Example: Demonstrate successful intubation technique and list the equipment needed

Quizzes

Quizzes may be given on a regular basis throughout the course and may be formatted in a combination of both didactic (written) and practical skills. Students are expected to keep any online assignments up to date as given.

Grade Scale

Southern University operates on a 4.0 grading system. Students' academic progress is evaluated according to the following grading system.

GRADE	EXPLANATION	SCALE	QUALITY POINTS
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average	60-69	1.0
F	Failure	Below 60	0.0
W	Withdrawal		0.0
AU	Audit		0.0
NC	Non-Credit		0.0
CR	Credit		0.0
P	Pass		0.0

To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation.

Final Course Grade

Based upon the following breakdown:

1. Quizzes/Online Assignments: 30%
2. Exams- 60%
3. Professional Behavior Evaluation- 10%

Students should feel free to informally “check-in” periodically with the instructor to discuss their progress. Students may contact the program instructor to schedule an appointment for this or if time allows, may speak with the instructor either before or after class. Our staff is here to assist you with reaching your goals, but students must remain conscientious about their grades and progress in this challenging program.

Progression Policy

Progression through the program requires:

1. A 2.0 cumulative GPA
2. Successful completion of class prerequisites
3. Maintaining required immunizations
4. Annual TB testing
5. Ability to maintain Essential Functions Compliance
6. Current CPR certification at the Health Care Provider level
7. No more than a 12-month interruption in matriculation through the Paramedic level course sequence.

Students who do not meet progression requirements may be required to withdraw from the program and apply for readmission.

Dismissal

A student found guilty by the Southern University Disciplinary Committee of any of the following violations will be dismissed from the Paramedic Program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of an examination
- Falsification of Southern University documents
- Illegal possession, sale, use or distribution of drugs
- Illegal possession of weapons
- Theft
- Earning grades of “W,” “D,” or “F” in required professional coursework

CLINICAL EXPERIENCE

Students are exposed to patient care in the hospital setting under the supervision of a preceptor approved by the program. Students will observe and participate with patient care as indicated by the successful completion of expected lab requirements and clearance from program officials. Students shall not be used for staffing needs, only a student role.

Clinical Course Evaluation

Students will be evaluated on knowledge and skill performance. Students are expected to use critical thinking skills and perform skills under the supervision of the assigned clinical preceptor. All students must perform skills in a safe and timely manner. Additional grades will be added to the student's final grade with consideration to patient care reports, preceptor evaluations, and submission of clinical paperwork in a timely manner. Clinical paperwork must be turned in within seven days of the scheduled clinical shift unless school closing or student illness prevents the student from attending class. The paperwork must be turned in the next scheduled class day or the clinical visit may not be counted toward the student's paramedic portfolio requirements.

Students will be placed with approved hospital/clinical preceptors to supervise patient assessment and management skills. Students will be evaluated for professionalism, leadership, assessment, treatment, and proper documentation. Remember, **patient safety is paramount!**

Students must show positive progress through preceptor evaluations and complete the course requirements as required for their paramedic portfolio.

Clinical Internship Scheduling

Clinical Internship rotations will be scheduled in advance. Students will be able to request sites and dates for internship, but it will be dependent on preceptor availability and cooperating agency requirements. Every attempt will be made to ensure each student has a quality clinical experience, so the department may have to schedule other times and locations. Students may have to complete more clinical hours if their chosen site has a low patient volume.

Incomplete Clinical Requirements

At the end of the students regularly scheduled field internship there is the possibility that all field objectives and goals have not been met due to insufficient opportunities to make certain types of patient contacts due to run volume, locations of runs during the scheduled shifts and other circumstances beyond the student and affiliate agencies control. In these incidents every effort will be made to assure that the student reaches the goals set forth by the paramedic program. This will include arranging for extra shifts scheduled to address the patient(s) that are needed to achieve competency. If the program has indicated that simulated lab rotations will meet the requirement then student will be allowed to utilize the option. A lab simulated delivery in the OB patient could be an example that would meet this situation.

Remediation

If at any time during the Clinical Internship the student does not meet the clinical goals and objectives of the paramedic program curriculum, it will be determined by the Medical Director, the Program Director and the Clinical Coordinator if the student could benefit from a remediation process. Once determined that the student could benefit, and the deficiencies are defined, a written action plan will be designed to assist the student in meeting the goals and objectives required to continue in the Clinical Internship. All goals and objectives must be met before the student can return.

Appearance

The student must remember that they are representing Southern University while in their internships. You are a guest at the contracted clinical affiliate. Approved attire for clinical is required (Grey Scrubs, or designated uniform approved by the Program Director).

The student must wear proper identification as required by the clinical affiliates. The approved attire and identification is determined by coordination of the Paramedic Program and the contracted affiliate hospitals. A professional appearance also includes a clean and neatly groomed look at all times. Clinical Uniforms shall be clean and worn to meet the

requirements of the affiliate's uniform standards. Closed toe shoes and socks are required. **If you arrive at internship without proper approved identification badge/ID you will be sent home – NO EXCEPTIONS!**

NOTE: If you are employed with a local Fire, EMS Service or hospital, you may not wear your work uniform with any with identifying logos during your clinical rotations.

Along with proper dress, the professional will always have the tools of their trade readily available. This is referring to your own eye protection, stethoscope, penlight, scissors, pens, and required clinical/internship forms and reference materials. It is your responsibility to arrive prepared with the appropriate equipment and tools.

Attendance

Students must complete their rotation within the timeframe specified by the instructor. If a student misses a scheduled clinical, they must contact the clinical coordinator to reschedule. Missing/rescheduling more than three clinical shifts may result in an "F" for the course. Please remember the program is limited on clinical sites. If you are unable to make a clinical shift, another student may be able to be scheduled, provided there is ample notice. **Never self-schedule internship shifts.** If the Clinical Coordinator does not have a student on the schedule, they are not covered by the University's insurance.

Absence

Students must complete their rotation within the timeframe specified by the instructor. If a student misses a scheduled clinical, they must contact the clinical coordinator to reschedule. Missing/rescheduling more than three internship shifts may result in an "F" for the course.

Late Assignments

All required documentation for the student's clinical rotation will be due within 7 days of completion. The documents will be turned directly in to the Clinical Coordinator or his elected drop off location. Unless approved in advance, late documents will not be applied to the student's portfolio.

Process for Clocking In and Out

Attendance is tracked by voice print call in procedure. To "clock in" and "clock out" of your clinical/field internships:

1. Call the EMS program information/notification line: **(318) 891-1718** from a phone at the clinical/field site.
2. State the time, your name, the clinical site and shift duration.
3. Hang up (your time stamp will be recorded).
4. At the **END** of your scheduled shift rotation, you will call the number again and clock out.
 - a. State your Name
 - b. State clinical site
 - c. State the number of patient contacts, assessments and/or runs you have completed.
5. For your documentation to be entered into your Paramedic Portfolio, this process **MUST** be followed.
6. **Do not use your cell phone to sign in. only land lines from the clinical rotation site will be accepted**

Conduct

At clinical you are the guest. Your ability to fulfill the requirements of this program is dependent on agreements with clinical sites. When first arriving at the clinical site, check in with the shift/department supervisor. Always offer to help.

You are expected to be at the clinical site for the entire scheduled shift. The clinical coordinator will check in at certain sites in person or by phone to ensure all time is being completed. Check out with the preceptor to have any paperwork signed before exiting the clinical site. Patient confidentiality is to be maintained at all times.

Concerns

For any questions, problems, or concerns consult the Paramedic Preceptor. If this does not resolve the issue, contact the Clinical Coordinator.

Failure to closely adhere to the policies of the clinical sites and the Southern University Paramedic Program as stated in the Student Manual can result in immediate termination from the program. It is the student’s responsibility to both know and adhere to the policies of the clinical sites as well as those of the Southern University Paramedic Program.

Required Patient Encounters

Students are required to meet a minimum number of patient encounters requiring various skills of various ages. These program goals are required for successful completion of the program. If a student is unable to meet the goal requirement in the scheduled time, more time must be scheduled to complete the objectives. All program goals can be met in a combination of clinical and/or internship setting except for team leads. Team leads may only be counted during Phase III of Internship.

Required Patient Encounter List

Procedures	Min # Req.	Procedures	Min # Req.
Safely Administer Meds.	30	Assess and Plan RX of Chest Pain	10
Airway Management	50	Assess and Plan RX of Respiratory	10
Live Intubations	10	Assess and Plan RX Syncope	10
Safely Gain Venous Access	40	Assess and Plan RX of Abdominal	10
Ventilate a Patient	10	Assess and Plan RX of Altered Mental Status	10
Assessment of Newborn	5	Assess and Plan RX	10
Assessment of Infant	10	Team Leads (Only in Capstone, EMTP 285)	20
Assessment of Toddler	10		
Assessment of Preschoolers	10		
Assessment of School Ageds	10		
Assessment of Adolescents	10		
Assessment of Adults	40		
Assessment of Geriatrics	40		
Assessment of OB Patients	5		
Assessment of Trauma Pts	20		
Assessment of Medical Pts	40		
Assessment of Psychiatric Pts	10		

Medical Protocols

Depending on the service represented, the medical protocols will vary among organizations. These are approved by that entities Medical Director and may be different than instructed during your curriculum. Follow the preceptor’s direction in

providing the care as per their protocol. **Do not perform any interventions that you have not been adequately trained to do. In these cases, advise the preceptor of the situation and contact the clinical coordinator. Many times, the skill is accepted, but it is in the best interest to be trained prior to performing. This includes most skillsets demonstrated in the lab and classroom.**

Accident/Incident Reporting Policy

While at your clinical internship any accidents and incidents must be reported. In case of injury/exposure to the student, follow the injury/exposure protocols of the cooperating agency and contact the clinical coordinator after seeking emergent treatment. The appropriate action plan will be made at the time of contact based on the situation reported.

Some incidents to report, but not limited to:

- Personal Injury to student
- Personal Injury to crew member
- Personal injury to a patient
- Incorrect medication/ treatment administered
- ALL EXPOSURES i.e... Blood born/Fluid borne exposure
- Damage to property
- Personal conflicts with staff or patients.

It is your responsibility to report incidents. Written documentation is required. It is your sole responsibility to assure you have followed this policy. Students that attempt to withhold or hide information about an incident during internship will be placed will be subject to termination from the program.

The student is responsible for all expenses charged in rendering their medical care.

At any time a student is under the care of a Physician or is taking a prescribed medication, the student must notify the clinical instructor and/or the clinical coordinator prior to attending any clinical. Students are NOT allowed in the clinical/field setting while taking medications that may cause an alteration in their mental alertness.

PLEASE NOTE: The Clinical Affiliate and/or the University may require a urine/drug screen following the incident.

FIELD INTERNSHIP

When approved by program officials, students will be assigned a preceptor and will advance their field internship in the clinician role. Under preceptor supervision, students will experience and participate with the care of sick and injured

patients in the pre-hospital advanced life support setting. Students are expected to assist with patient care as indicated by class progression. There are three levels of field internship. In the last level, Paramedic Field Internship III (EMTP 285), students are expected to function in the pre-hospital setting independently with little or no preceptor assistance. This “Capstone” event will be the final indicator for students to prove that they are prepared for program graduation and National Registry testing. Capstone begins when ALL program requirements are successfully completed including lab work, academic classes, and patient contacts are completed. Program staff will review all criteria before approving students to begin EMTP 285 (Capstone). The requirement for field internship is minimum 300 hours. However, success is based off the completion of contacts/skill, not time. Note: Students will not be used as regular staff during any evaluation or learning activity. They will be an additional team member in training. (3rd member on 2 person ambulance team)

Course Assessment

Students will be placed with authorized paramedic preceptors in the field to supervise patient assessment and management skills. Students will be evaluated for professionalism, leadership, assessment, treatment, documentation, and affective capabilities. Students must complete three categories to be recommended for successful completion of this course:

1. The student will complete at least 300 hours of field internship **and** complete the course patient goals as required by the Paramedic Program. If a student has not completed all goals by the end of the 300 hours, more hours must be scheduled to complete goals. All patient encounters must be documented manually and turned in to the Clinical Coordinator. This information will be entered into a spread sheet designed to track the students’ progress. Only documentation signed off on by your preceptor will be accepted.
2. Preceptorship: The student must receive a recommendation by their preceptor at or around 60 hours to proceed to PHASE II of internship. To ensure positive gains are being made during PHASE II of internship, the student must receive a recommendation by their preceptor at the 240-hour mark of their field internship to progress into the capstone portion.
3. The student must receive a recommendation by program staff to begin EMTP 285 or Capstone. This final class will require students to successfully complete 20 capstone team leads under the supervision of their preceptor. **All core course objectives must be completed prior to advancing into this final class.**

Internship Scheduling

Field Internship rotations will be scheduled in advance. Students will be able to request sites and dates for internship, but it will be dependent on preceptor availability and AFFILIATE AGENCY requirements. Every attempt will be made to ensure each student has a quality clinical experience, so the department may have to schedule other times and locations. Students may have to complete more field internship hours if their chosen site has a low call volume.

Remediation

If at any time during the Field Internship the student fails to achieve the field goals and objectives of the paramedic program curriculum, it may be determined by the Medical Director, the Program Director and the Clinical Coordinator that

the student could benefit from a remediation process. Once determined that the student could benefit from remediation, the student's deficiencies will be defined, and a written action plan will be designed to assist the student. The plan will be intended to help the student in meeting the goals and objectives required to continue in the Field Internship. All goals and objectives must be met before the student can return to the internship process.

Incomplete Field Requirements

At the end of the students regularly scheduled field internship there is the possibility that all field objectives and goals have not been met due to insufficient opportunities to make certain types of patient contacts due to run volume, locations of runs during the scheduled shifts and other circumstances beyond the student and affiliate agencies control. In these incidents every effort will be made to assure that the student reaches the goals set forth by the paramedic program. This will include arranging for extra shifts scheduled to address the needed patient(s) that are needed to achieve competency. If the program has indicated that simulated lab rotations will meet the requirement the student will be allowed to utilize the option. A lab simulated delivery in the OB patient set could be an example that would meet the requirements. There is no simulation for EMTP 285. This class requires all students to successfully complete 20 patient contacts as the team leader.

Attendance

Students must complete their rotation within the timeframe specified by the clinical instructor. If a student misses a scheduled rotation, they must contact the clinical coordinator to reschedule. Missing/rescheduling more than three internship shifts may result in an "F" for the course. Please remember the program is limited on internship services. If you are unable to make an internship shift, another student may be able to be schedule provided there is ample notice. Never self- schedule internship shifts.

Conduct

At internship you are the guest. Your ability to fulfill the requirements of this program is dependent on agreements with internship sites. When first arriving at the internship site, check in with the shift supervisor. Always offer to help. If it is not busy, you may go to the crew quarters to study. You are expected to be at the internship site for the entire scheduled shift. The internship coordinator will check in at certain sites in person or by phone to ensure all time is being completed. Before exiting the internship, site check out with the preceptor to have any paperwork signed.

***Patient confidentiality is always to be maintained. *Patient safety is paramount!**

Skills

We want you to be confident in your skills and abilities. If you are asked to perform a skill that you have not successfully completed (passed lab skill check), DON'T PERFORM IT! Performing skills that you have not been trained to perform places great liability on you, the school, and the facility. Students are subject to termination from program should this discrepancy

occur.

If you feel uncomfortable with any of your skills, please contact your instructor and we will arrange extra one-on-one instruction and practice. ***Patient safety is paramount!**

Intern Goals

Students are required to meet a minimum number of patient encounters requiring various skills of various ages. These program goals are required for successful completion of the program. If a student is unable to meet the goal requirement in the scheduled time, more time must be scheduled in order to complete the objectives. All program goals can be met in a combination of clinical and/or internship setting except for team leads. Team leads may only be counted during the final phase or capstone aspect of Internship (EMTP 285).

Procedures	Min # Req.	Procedures	Min # Req.
Safely Administer Meds.	30	Assess and Plan RX of Chest Pain	10
Airway Management	50	Assess and Plan RX of Respiratory	10
Live Intubations	10	Assess and Plan RX Syncope	10
Safely Gain Venous Access	40	Assess and Plan RX of Abdominal	10
Ventilate a Patient	10	Assess and Plan RX of Altered Mental Status	10
Assessment of Newborn	5	Assess and Plan RX	10
Assessment of Infant	10	Team Leads (Only in EMTP 285, Capstone)	20
Assessment of Toddler	10		
Assessment of Preschoolers	10		
Assessment of School Ageds	10		
Assessment of Adolescents	10		
Assessment of Adults	40		
Assessment of Geriatrics	40		
Assessment of OB Patients	5		
Assessment of Trauma Pts	20		
Assessment of Medical Pts	40		
Assessment of Psychiatric Pts	10		

Team leads (Capstone)

The team lead portion of training is to provide an atmosphere in which the student has gained the knowledge, skills, and abilities to function as a lead Paramedic. The student will direct personnel involved with the initial response from the point of incident notification. Students will be evaluated and supervised by their preceptor in their ability to intervene on the following:

1. Consider and activate appropriate prearrival actions
2. Apply scene safety interventions
3. Initial patient assessment
4. Treatment plan formulation
5. Treatment interventions
6. Proper patient disposition

The student's focus will be delegation, assessment, and overall scene management as relevant during this phase of training. The student is expected to provide written documentation of 20 patients where they functioned in a team leader capacity on 20 patients in need of Paramedic level of care. This capstone portion of training will begin only after the

student has been approved the program which will include the assessment of check sheets and preceptor interviews. Ultimately, this portion of training is not influenced by time, only by successful program objectives being met.

Accident/incident Reporting Policy

While at your clinical internship any accidents and incidents must be reported. In case of injury/exposure to the student, follow the injury/exposure protocols of the cooperating agency and contact the clinical coordinator after seeking emergent treatment. The appropriate action plan will be made at the time of contact based on the situation reported. Some incidents to report, but not limited to:

- Personal Injury to student
- Personal Injury to crew member
- Personal injury to a patient
- Incorrect medication/ treatment administered
- ALL EXPOSURES i.e... Blood born/Fluid borne exposure
- Damage to property
- Personal conflicts with staff or patients.

1. It is your responsibility to report incidents. Written documentation is required. It is your sole responsibility to assure you have followed this policy. Students that attempt to withhold or hide information about an incident during internship will be placed will be subject to termination from the program.
2. In case of injury/exposure to the student, follow the injury/exposure protocols of the AFFILIATE AGENCY and contact the clinical coordinator after seeking emergent treatment.
3. The student is responsible for all expenses charged in rendering their medical care.
4. At any time a student is under the care of a Physician or is taking a prescribed medication, the student must notify the clinical instructor and/or the clinical coordinator prior to attending any clinical. Students are NOT allowed in the clinical/field setting while taking medications that may cause an alteration in their mental alertness.

PLEASE NOTE: The Clinical Affiliate and/or the University may require a urine/drug screen following the incident.

Concerns

For any questions, problems, or concerns consult the Paramedic Preceptor **FIRST**. If this does not resolve the issue, contact the Clinical Coordinator for guidance.

Appearance

The student must remember that they are representing Southern University while in their internships. You are a guest at the contracted clinical affiliate. Approved attire for clinical is required (Grey Scrubs, or designated uniform approved by the Program Director). The student must wear proper identification as required by the clinical affiliates. The approved

attire and identification is determined by coordination of the Paramedic Program and the contracted affiliate hospitals. A professional appearance also includes a clean and neatly groomed look at all times. Clinical Uniforms shall be clean and worn to meet the requirements of the affiliate's uniform standards. Closed toe shoes and socks are required.

If you arrive at internship without proper approved identification badge/ ID you will be sent home – NO EXCEPTIONS!

Along with proper dress, the professional will always have the tools of his trade readily available. This is referring to your own eye protection, stethoscope, BP cuff, penlight, scissors, pens, and required clinical/internship forms and reference materials. Try to borrow as little as possible from the clinical site.

Protocols

Depending on the service represented, the medical protocols will vary among organizations. They are approved by that organizations Medical Director and may be different than what has been instructed during your curriculum. Follow the preceptor's direction in providing the care as per their protocol. Do not perform any interventions that you have not been adequately trained to do. In these cases, advise the preceptor of the situation and contact the clinical coordinator. Many times, the skill is accepted but it is in the best interest to be trained prior to performing. This includes most skillsets demonstrated in the lab and classroom.

Field Internship Evaluations

Students will be evaluated on knowledge and skill performance. Students are expected to use critical thinking skills and perform skills under the supervision of their assigned preceptor. All students must perform skills in a safe and timely manner. Additional grades will be added to the student's final grade with consideration to patient care reports, preceptor evaluations, and submission of internship paperwork in a timely manner. Paperwork must be turned in within seven days of the scheduled shift unless school closing or student illness prevents the student from attending class. The paperwork must be turned in the next scheduled class day or the rotation may not be counted toward the student's paramedic portfolio requirements. The internship check sheets are self-explanatory and should be fully completed and signed by the preceptor to be valid. The capstone evaluation sheets are different and will be individually disbursed to the students as they are approved to begin their team lead or capstone evaluation.

1. Students will be placed with approved field preceptors to supervise patient assessment and management skills.
2. Students will be evaluated for professionalism, leadership, assessment, treatment, and proper documentation.
3. Students must show positive progress through preceptor evaluations and complete the course requirements as required for their paramedic portfolio.

PARAMEDIC PROGRAM COMPLETION

In order to successfully complete the program and be cleared for National Registry Testing:

1. Students must meet all requirements for each course as outlined in the course curriculum/syllabi with a grade of "C" or better and must be in good standing with the university and course policies identified in this handbook.

2. Students must pass a written and practical exit exam to prior to being cleared for National Registry testing.
3. The written and practical exam must be passed within two attempts and will be graded based upon criteria set forth by the National Registry of EMT's and/or the Southern University Paramedic Training Program.
4. Failure of the exit exam will result in the failure of EMTP 285.
5. Failure to complete the capstone field internship will result in failure of EMTP 285 and students will not be cleared for National Registry Testing.
6. The Medical Director and Program Director will make the final decision for students being cleared for National Registry Testing.

NATIONAL REGISTRY/LICENSURE EXAMINATIONS

Compliance with the examination process is ultimately the responsibility of the student. However, program instructors will assist students with test preparation including signing up for their test. Instructors will provide students with information on how to register for the NREMT examination (instructors may take students to the computer lab and assist with this process).

Please note the following steps that must occur prior to validation or giving the student permission to take the exam:

1. Competency for Paramedic students must be validated by the program's medical director and a Terminal Competency form completed.
2. After the student has registered to take the exam on the National Registry website, the student must have paid the required testing fee to National Registry.
3. Once registered and paid, the program director will complete the validation process.
4. Transportation, fees, and expenses are the responsibility of the student.

The above procedure **MUST** be completed within 90 days of course completion or the student will be required to complete a prescribed educational update. If the student does not or is unable to complete an update, they will need to contact the program director to make an appointment to discuss a plan for completion. If the student does not complete the activity, they will not be cleared to take the National Registry Examination.

Considering our program goal, staff members will be available to assist students with successfully completing the National Registry testing requirements. However, the ultimate responsibility is with each student to successfully pass the exam. Students must remain motivated and be attentive to every detail of the testing process. Because student success reflects program success, our staff will be available to assist students as needed.

HEALTH INSURANCE

All students should have an insurance plan. The premium coverage is the students' responsibility. Students are responsible for all related medical billing.

NOTICE OF NON-DISCRIMINATION

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class.

Southern University is committed to creating and maintaining a community/campus in which students, faculty, and staff can work in an environment free of all forms of harassment, exploitation, or intimidation. Harassment on the basis of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

All students, faculty, and staff are expected to adhere to this policy and will be held accountable for violating it. Southern University at Shreveport Louisiana will respond promptly to all complaints of harassment and retaliation. Violations of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees (See the Southern University at Shreveport Student Handbook for additional information)

Title IX Coordinator: Dr. LaTienda Pierre Davis, LC Barnes Administration Building, Room A-80, (318) 670-9225. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

TRANSFER of CREDIT

Southern University at Shreveport may recognize previous post-secondary course work by accepting credits that were earned from another regionally accredited university, and can be verified as equivalent to specific course work.

The following conditions apply to transfer of credit:

- To meet graduation requirements, the student must complete 70% of the required program work with SUSLA.
- All EMS transfer courses must be two (2) years old or less from a regionally accredited Paramedic Training Program successfully completed with a grade of C or better.
- Evaluation of earned credits will be conducted by program officials to qualify them as acceptable.
- Student must be in good standing with the university at which credits were earned. This means students must be able to enroll at that university if desired.
- Field internship classes are non-transferable.
- ENGL 1010, MATH 1012, and Biology 220/222 must be five (5) years old or less and with a grade of C or better for acceptable transfer for the Paramedic Program. Must be from an accredited university with a grade of C or better, and can be verified as equivalent to specific course work.

ADVANCED PLACEMENT

No advanced placement policy is used for Southern University at Shreveport's Paramedic Program as it is a certificate program. Advanced placement may be recognized by other institutions that agree to accept credit hours for our program.

EXPERIENTIAL LEARNING

No credit is offered for experiential learning at this time.

STUDENT REPRESENTATION ON ADVISORY BOARD

Students are given the opportunity to select a representative to serve as a member of the Advisory Board. It is the representative's responsibility to act as a liaison between the student body and board. This includes gathering thoughts, improvement suggestions, and concerns from other students and representing them at board meetings. Student representatives are expected to act professionally and understand that their voice can have a great impact on the success of our program. If confidential/personal material is being discussed during the advisory board meeting, the student(s) may be excused at the discretion of the chairperson.

TUITION AND COURSE FEES

All tuition and course fees are due in accordance to the student catalog and/or enrollment agreement. Any student who has not met all financial obligations to the University will be dismissed and unable to graduate or be approved for National Registry testing.

TRANSPORTATION

Students are required to provide their own transportation and bear the expenses for all travel and housing related to clinical and field experiences. Southern University at Shreveport is not responsible for any personal injuries or damages incurred during travel.

STUDENT RESOURCES

The following web addresses identify important EMS resources from the National Registry and State of Louisiana Bureau of EMS. Students should review these sites and become familiar with each.

National Registry of Emergency Medical Technicians

The National Registry of Emergency Medical Technicians serves as the *Nation's Emergency Medical Services Certification* organization. The mission of the National Registry of Emergency Medical Technicians has always been centered on protecting the public and advancing the EMS profession.

<https://www.nremt.org/rwd/public>

Louisiana Bureau of EMS

Responsible for the overall planning, coordination, licensing and regulation of Louisiana's EMS system.

<http://www.ldh.la.gov/index.cfm/subhome/28>

Southern University at Shreveport

Southern University Home page: <http://www.susla.edu/index.cfm>

Allied Health and Nursing: <http://www.susla.edu/page/allied-health-sciences>

Admissions <http://www.susla.edu/page/admissions>

Academic Catalog: <http://www.susla.edu/page/academic-catalog>

Financial Aid: <http://www.susla.edu/page/admissions-financial-aid>

Compliance Policies: <http://www.susla.edu/page/office-of-university-communications>

Tuition/Fees: <http://www.susla.edu/page/tuition-fees>

ACCREDITATION

The Southern University at Shreveport Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office).

This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation.

Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP Executive Office: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992 www.coaemsp.org