Southwest Tennessee Community College
Emergency Medical Technology Program
CLINICAL RULES & REGULATIONS
You are currently enrolled and participating in an EMS educational program. Actual field work and clinical rotations with a Southwest EMT/Paramedic program approved EMS ambulance service and hospital sites are required for you for completion of this program. These experiences will be in conjunction with EMS services and/or law enforcement agencies and may place you in personal danger. We are advising you at this time that there are risks involved while participating in these activities. These risks may result in injuries to you or even your death.

____ 1. You must complete the total number of clinical hours, skills and patient assessments specified in the approved and assigned clinical and field sites, in order for you to be eligible for program completion.

____ 2. Even one minute, one skill, or one assessment, less than specified will not satisfy the requirements for your program completion.

____ 3. You may not count time with a service that you work for while on the clock.

____ 4. During your clinical hours you must complete a specified number of patient assessments and skills reports. If you do not have contact with the number of patients or types of skills required on your rotations you will be required to attend additional rotations until you have the specified skills and/or assessments. Also, it is not guaranteed that all of your assessment and skills will be accepted. The minimum set is for accepted skills and assessments.

____ 5. Make sure all forms are complete and signed by your clinical preceptor before leaving the premises. If they are not completed, they are not valid and will not be accepted. It is your responsibility and yours alone to complete your paperwork.

____ 6. A clinical rotation schedule will be offered and you will be allowed to sign up for the day or days that best fit your schedule. Final approval is through the Program Director.

____ 7. Extensions or exceptions are case by case.

____ 8. **IF CLINICAL SESSIONS ARE MISSED, YOU MUST PRESENT DOCUMENTATION OF THE REASON.** Once you sign up...SHOW UP!!!...There are acceptable excuses for being absent from a clinical site, however this is at the preceptor’s, clinical coordinator or program director’s discretion. There are make-up days allowed if possible in clinical rotations and no unexcused absences. An absence, even a temporary one, from your assigned clinical site may result in a final grade of “F” for the clinical portion of this program. This may make you ineligible for program completion or place you behind for your completion on time.
9. **Assigned clinical dates may not be changed without prior Program approval.** Should you miss your rotation or be absent from the clinical site at any time, without the Program’s prior authorization, you may receive an unexcused absence and a grade of “F”.

10. **Uniforms and equipment are mandatory.** If you are not properly equipped and uniformed you may be sent home and you will be absent from your clinical rotation and you may receive an unexcused absence and a grade of “F” for the clinical portion of the program or a poor evaluation.

11. **Spot checks will be done at all clinical sites.**

12. Before you will be allowed to register for any clinicals, you must have presented to your Instructor the following information:
   - Signed copy of the clinical rules and regulations
   - State physical form signed by MD or NP
   - Signed institutional hold harmless agreement
   - Proof of Southwest malpractice insurance
   - 80% average or greater

13. You are expected to be at the assigned station or clinical area at the appointed time and stay the entire length of time. Just because you complete your list of patient contacts does not mean you can leave. When you arrive at the clinical site present yourself to the supervisor, house officer or to the paramedic in charge of the site. When you complete your house, leave the site promptly. If you are on a unit and the unit is out on a run at the end of your assigned time stay with it and leave as soon as the unit returns to its base. You may not spend the night or ride beyond your shift, even if invited. Students will be assigned to the unit for a minimum 8 or 16-hour shift. Leaving early, absence during your rotation or tardiness may result in your receiving a grade of “F” for your clinical rotation.

14. When appearing at the clinical site you will be expected to present yourself in a neat, professional manner. The following “uniform” is the only acceptable attire:
   **Basic EMT Students**
   - Navy Blue shirt will be worn on all ambulance rotations with the shirttail tucked in
   - Black uniform type pants (professional type fit) not so baggy they look like they are going to fall off, and not so tight that you can’t bend over.
   - Solid black, sturdy, fluid impervious, protective shoes with “gripper” soles;
   - Solid black socks;
   - Black belt adequate to keep the uniform pants no lower than your waist;
   - A solid black utility type jacket or sweater may be worn, if needed;
   - Southwest student ID must be on your person at all times.
**Paramedic Students**
- Green Teal polo-type shirt with Paramedic Student on Left Breast
- Black uniform or BDU pants
- Black shoes “steel-toed” preferred
- Black socks
- Black belt
- Black or Dark jacket if needed
- Southwest ID on person

15. The following attire will result in your immediate dismissal from the clinical site:
- Badges or EMS emblems other than Southwest student/intern logo;
- Cowboy boots;
- Sandals;
- Colorful accessories of any type;
- Shirts other than the authorized EMS intern/student shirts;
- Jeans of any color;
- Pants other than uniform;
- Skirts, shorts, or blue jeans;
- Any attire that we feel is dangerous, objectionable or provocative;
- Visible Piercings

16. You must be freshly bathed with clean hair and clothes. Your hair must be neat and professional by medical standards. If below collar length it must be kept up and off the neck in a controlled manner such as a braid or bun. If you have a long beard or other facial hair, it must be neatly trimmed and worn in a manner that is approved by your clinical site. Do not wear jewelry, perfume or cologne. Make-up must be kept to a minimum. These rules are for your safety. This is not a time to air your personal expressions. They can get you killed or injured.

17. We caution you not to bring personal belongings such as purses or briefcases with you to the clinical sites. Neither this institution, nor any of its clinical sites, will assume responsibility for loss, danger or theft.

18. You will need to bring the following items with you to your clinical site:
- Patient evaluations sheets;
- Clinical evaluation sheets
- Stethoscope;
- Watch with a second hand
- Small note pad and black ink pen;
- Your own food and/or money for snacks, drinks or meals;
- An additional set of clothing.
- Reflective orange or yellow vest
19. While at the hospital, station, engine house, and/or on the unit, you will be under the supervision of the staff or paramedic in charge. Assist the EMS staff or clinical staff as requested. You should feel free to perform whatever skills you are assigned provided you are comfortable with your abilities and you do not attempt to perform any skills outside the scope of your training within this program. In other words, even if you are trained in skills not covered within this program you may only utilize the skills that this program represents. If you have any questions about patient care procedures you may or may not perform, decline professionally to perform the skill and ask your instructor at the next class period. Should you perform an unauthorized skill, you will be dismissed from the course and the incident will be reported to the Tennessee Department of Health and Environment, EMS Division for further investigation. Otherwise, you are expected to respond to the directives of the paramedic or staff in charge without hesitation.

20. Your instructor, an assigned alternate, house/station officer of the paramedic in charge of the unit may dismiss any student from the clinical site for serious breaches of conduct. Horseplay or actions harmful, disruptive or offensive to the patients or staff will not be tolerated. Any negative reflections on this institution, the EMS program or the profession of pre-hospital care will result in your dismissal. If you are falsely accused we will stand up for you. If you are guilty as charged, we will uphold disciplinary actions. If we are misinformed or not notified, we cannot help you.

21. While at the assigned clinical site you may not touch the radio equipment, fire gear, fire apparatus or any other equipment or vehicles at hand, unless supervised by the personnel in charge of the equipment or apparatus. You are encouraged to request that one of the crew/staff members give you a tour of the ambulance or department and its equipment.

22. You may not use any form of tobacco product or chew gum on board the ambulance or at the hospitals, even if other staff members do. Follow all rules while at the station/engine house, or the unit or at clinical sites. Failure to adhere to these rules will result in your dismissal from the clinical site.

23. You must complete the specified number of patient and skills evaluations.

24. You must have your clinical reports filled out by your supervisor prior to your departure. If these are not signed, you will not get a grade. An evaluation of “POOR” on any of your clinical forms will result in your failing your clinical rotation or require you to remediate and repeat your clinicals.

25. Failure to follow these rules or any regulation of the approved EMS or hospital site may result in a grade of “F” for your rotation and you will not be eligible for completion of this program.
26. The possible grade assigned for your clinical rotations are:
   • Pass     Performed to expectations of competent entry level;
   • Fail      Absence from scheduled rotation site, overall entry of incompetent
               evaluations or dismissal from a clinical site;
   • Remediation Need for additional training before attempting additional
                 clinical rotations.

27. When assisting with patient care or observing in “clean areas,” appropriate
    precautions to prevent unnecessary exposure to body fluids will be strictly
    adhered to following universal precautions. Hand washing is required before,
    after and between patient and equipment contact if at all possible.

28. Above all, you are expected to present, conduct yourself and perform as the
    professionals that you are. We have worked hard to establish and maintain a good
    relationship with our clinical affiliates. Please help us to maintain this good will.

29. You will not be notified of your assignments in writing or by your Instructor.
    Check the schedule that is posted carefully. It is your responsibility to be where
    you are assigned when you are assigned to be there. Time and space is limited.
    Once your schedule is turned in to the appropriate facility(s) and they are
    approved, we cannot make any changes. Remember if you sign up for it, make
    sure you can attend. We have a lot of students doing clinicals and once the
    schedule is turned in there may be changes made by the Affiliate.

30. PLEASE ARRIVE 15 MINUTES EARLY TO THE CLINICAL SITE.
    INTRODUCE YOURSELF TO THE SUPERVISOR AND EXPLAIN TO THEM
    YOUR REASON FOR BEING THERE.

31. No student shall, while at a clinical site be under the influence of any intoxicants.
    No interns shall be under the influence of any drug whether it is prescribed, over
    the counter, or otherwise, without our knowledge. No intern shall consume
    alcoholic beverages 12 hours before rotation or at any time take illegal drugs or
    have such items in their possession. Failure to abide by this will result in your
    immediate dismissal from this program.

32. No student shall report to the clinical site with any type of weapon.

33. When a student is required to take prescribed, over the counter, or other drugs, a
    Physician’s statement will be required indicating whether or not the intern can
    perform assigned clinical duties. Before reporting to the clinical site the intern
    must advise the clinical coordinator and your instructor that you are under the
    influence of, or are required to take prescription, over the counter, or internal
    medicine. Failure to notify any of the above will result in your immediate
dismissal from this program. The final decision to allow you to perform the clinical rotation is up to your physician.

34. The preceptor or manager of the site has the right to suspend you from any clinical site, and to launch a full investigation up to and including a drug screening test, if he/she feels or observes you operating in an unsafe manner or are under the influence of any intoxicants. If asked to leave any clinical site at any time by either the clinical coordinator or anyone in the position of authority, you must comply immediately. If you refuse we will use any means necessary to ensure you leave, up to and including calling the police and pressing charges. If you are asked to leave any clinical site, after you have left, contact your instructor as soon as possible. You are not to have any contact with that clinical site or any employees of that site until you have been cleared to return to that site.

35. Students shall not solicit any medical advice, treatment or prescription from any Doctor, Nurse or anyone while at a clinical site. You are not to take any medication given to you at a clinical site. Do not offer medication to anyone at the clinical site. If you become ill or injured while doing a rotation, you must notify the preceptor. If you need medical care you must sign in as a patient. You are responsible for the payment of any services rendered. PLEASE CONTACT THE PROGRAM DIRECTOR FOR INCIDENT OR EXPOSURE FORMS.

36. Students shall not verbally abuse or make any derogatory comment to or about any instructor, preceptor or EMS operation at any time. This is very unprofessional and will not be tolerated. Any intern verbally abusing or making a derogatory comment about any instructor, preceptor or EMS operation will be written up and/or dismissed from this program.

37. Once you have been assigned to a unit or station, the decision is final. We are not interested in your personal differences with anyone on the EMS Crews or hospitals. If you have a problem with the preceptor you are assigned to, then you must make a formal written complaint to the Clinical Coordinator. You are a student of Southwest Tennessee Community College and not an employee of the hospitals, fire department or EMS services.

38. If you are involved in a communicable exposure or an incident that will require your preceptor to fill-out administrative paperwork, you must notify your Clinical Coordinator, instructor or program director immediately. Please complete the exposure or incident forms needed for medical clearance to return to clinicals.
Affirmation of Receipt of Clinical Rules and Regulations

The receipt of the foregoing clinical rules and regulations constitute due-process notification of the requirements of clinical rotation. The student by his or her signature below acknowledges his or her understanding of these rules and regulations, and his or her intent to abide by said rules and regulations. Failure to conform to the rules and regulations will be construed as grounds for dismissal from the clinical site with the resulting failure of the course.

Printed Name

Signature

Date

Class
HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in the Paramedic or Basic EMT classroom, lab and clinical activities (hereinafter referred to as “activity”) I release and covenant not to sue Southwest Tennessee Community College, the Board Of Regents Of The State University And Community College System of Tennessee, the State of Tennessee, and all employees and agents of these parties (hereinafter referred to as “Releasees”) from all claims related to any loss that may be sustained by me, including loss of life to any property belonging to me, whether participating in this activity, or while on the premises where this activity is being conducted.

2. I am aware of the risks of choosing to participate in this activity. I accept responsibility for these risks.

3. The activity has been explained to me, including the risks involved in participating in this activity, and I understand these risks. These risks include, but are not limited to, injury, illness, exposure to disease, personal danger and death. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death that may be sustained by me as a result of participating in this activity, whether caused by the negligence of the Releasees or otherwise.

   I agree to indemnify the Releasees for any loss of costs, including medical bills, court costs and attorneys’ fees, that may incur due to my participation in this activity, whether this loss is a result of the negligence of Releasees or otherwise.

4. This agreement will also prevent my family from suing the Releasees. It is my intent that this agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased. This agreement shall be deemed as a release and consent not to sue regarding any claims these parties may have against Releasees relating to my participating in this activity, whether these claims arise out of the negligence of the Releasees or otherwise.

5. This agreement shall be construed in accordance with the laws of the State Of Tennessee without reference to the principles of choice or conflict of law.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ IT AND UNDERSTAND IT, AND THAT I SIGN IT VOLUNTARILY.

PARTICIPANT'S DATE OF BIRTH: _________ SIGNATURE_______________________________________

IF UNDER EIGHTEEN (18) YEARS OLD, SIGNATURE OF PARENT OR LEGAL GUARDIAN REQUIRED.