SOUTHWEST TENNESSEE COMMUNITY COLLEGE

EMERGENCY MEDICAL TECHNOLOGY

ESSENTIAL STANDARDS
FOR
BASIC EMERGENCY MEDICAL TECHNOLOGY-REVISED AUGUST 2014

ALL INSTRUCTORS MUST GIVE THIS TO THE STUDENTS ON OR BEFORE THE FIRST DAY OF CLASS

THESE ARE RULES AND REGULATION FOR THE ENTIRE BASIC EMT PROGRAM. YOUR INSTRUCTOR WILL PROVIDE YOU WITH THE RULES AND REGUALTIONS WHICH GOVERN YOUR CLASS.

DEFINITIONS

1. “ADA” means the “Americans with Disabilities


3. “CBT” means “Computer Based Testing”

4. “Class” means any one of the following: EMT-1030, EMT-1040, EMT-1050, or EMT 1060, EMT 2010, EMT 2020, EMT 2030, EMT 2040.

5. “Clinicals” means a mandatory experience riding with local ambulance services wherein you perform clinical skills and gain actual clinical know-how.

6. “Clinical Coordinator” means Glenn Faught or his designee.

7. “Co-requisite” means requirement to be taken simultaneously.

8. “EMS” means “Emergency Medical Services.”


10. “EMT Program” or simply “Program” means the Southwest Tennessee Community College Program of Emergency Medical Technology.”


12. “Instructor” means the individual instructor assigned to you in EMS CLASSES

13. “GED” means “General Educational Development.”
14. “NREMT” means the “National Registry of Emergency Medical Technicians.”

15. “OSHA” means both “The United State Occupational, Safety, and Health Administration” and “The Tennessee Occupational, Safety and Health Administration”

16. “PDA” means “Personal Digital (or Data) Assistant”

17. “Pre-requisite(s)” means requirement(s) that must be met beforehand.

18. “Program” means EMS classes to become eligible for licensure as an EMT.

19. “Program Director” means Director of the Emergency Medical Technology Program

20. “Southwest” means “Southwest Tennessee Community College.”


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ADMISSION REQUIREMENTS

22. You must be eighteen (18) years of age or older to be eligible for licensure in Tennessee as an EMT. YOU MUST BE 18 YEARS OF AGE TO ENTER THIS CLASS.

23. You must provide OFFICIAL transcripts of your completing high school or obtaining a GED certificate to the Southwest Admissions Office. It is your responsibility to verify with the Southwest Admissions Office that your transcript or certificate is on file. If your transcript or certificate is not on file, you may not qualify for admission to the Program. PRE-REQUISITES: YOU MUST BE CLEARED BY THE TESTING DEPARTMENT AS TO PLACING INTO COLLEGE LEVEL READING AND WRITING PORTIONS OF THE COMPASS TEST OR BE EXEMPT FROM THE COMPASS TEST BY HAVING SCORES OR COLLEGE CREDIT THAT COVERS BOTH OF THOSE AREAS. IF YOU DO NOT PASS ONE OR BOTH OF THOSE SECTIONS OR NOT EXEMPT, YOU MUST TAKE THE DEVELOPMENTAL LEVEL READING AND WRITING CLASSES PRIOR CLASS ADMISSION OR YOU MUST HAVE BEEN CLEARED BY TESTING PRIOR TO ADMITTANCE INTO THE BASIC EMT CLASS.

24. Additionally, you must have a high school diploma, transcript or GED certificate and supply a copy to your Instructor within the first week of class. If these copies are not on file you may be dropped from the class and the college may drop you from the school.

25. You must obtain a physical examination performed by a physician and have the TDH-EMS form entitled Medical Statement for EMS Personnel completed by the physician or nurse practitioner performing your physical exam. THIS FORM WILL BE MADE AVAILABLE, DIRECTLY OR INDIRECTLY, TO YOU BY YOUR INSTRUCTOR WITHIN THE FIRST WEEK OF CLASS. You must supply the original copy of this form to your Instructor IN THE SECOND WEEK OF CLASS. If you fail to submit this form YOU WILL NOT BE ALLOWED INTO CLINICALS.

26. You must sign a release form allowing Southwest to conduct drug and/or alcohol screening on you. The form authorizes Southwest to conduct drug and/or alcohol screening at any time during your enrollment in a Southwest Allied Health program.
GENERAL ADMINISTRATIVE INFORMATION

27. Program Director
   • Name: Glenn Faught
   • Office: Allied Health Building, Room 204, Union Campus;
   • Office Hours: By Appointment Only
   • Phone: (901) 333-5400 or e-mail gfaught@southwest.tn.edu

28. When offered, early registration is strongly advised if you are in good standing with at least a “C” (80%) average from each Instructor. Convenient and time-saving telephone or internet registration is also available at Southwest and the steps are listed in registration schedules, school bulletins or through the Internet.

29. Computers located in Classrooms and laboratories are for EDUCATIONAL PURPOSES ONLY.

30. YOU MUST ESTABLISH A SOUTHWEST E-MAIL ACCOUNT, KEEP IT OPERATIONAL AND CHECK IT DAILY.

31. You must obtain review the Southwest Catalog and Student Handbook from the Admissions and Records Office. This information is available at the Southwest website. YOU MUST READ THESE!

32. Southwest is committed to providing reasonable accommodation for all qualified students with disabilities. HOWEVER IF WE CANNOT ACCOMMODATE YOUR DISABILITY YOU MAY BE INELIGIBLE FOR THE CLASS. PLEASE CONTACT THE DISABILITIES OFFICE IMMEDIATELY.

FEES

33. The following is a listing of most, but not necessarily all, of the fees and costs associated with the Program OTHER THAN TUITION: (THESE PRICES APPROXIMATIONS AND ARE SUBJECT TO CHANGE)
   - Books: $300.00
   - Computer Based Testing: $60.00 - $100.00
   - Malpractice insurance: $50.00
   - Miscellaneous personal equipment (blood pressure cuff, stethoscope and penlight): $50.00
   - NREMT fee: $90.00 PER ATTEMPT
   - TDH-EMS licensure and testing fee: $200.00 ONE TIME FEE
   - Uniform costs: $60.00
   - PROGRAM COMPREHENSIVE TEST COST $30.00-$50.00 PER ATTEMPT
   - BACKGROUND CHECKS- $56.00 FOR STATE OF TENNESSEE EMS, $85.00 FOR HOSPITALS
ATTENDANCE

34. You are expected to attend all Class sessions and appear on time for each Class. You are allowed one (1) unexcused absence per semester for each class. You are allowed two (2) instances of leaving class early. “Leaving class early” is defined as departing class WITHOUT THE PERMISSION OF THE INSTRUCTOR before the allotted class time ends, leaving before the Instructor releases class, or failure to be accounted for during a roll call. Tardiness is appearance after the Instructor distributes or calls his or her roll. It is your responsibility to obtain the material missed if you are tardy or absent.

35. If you wish to withdraw from Class, you must do so officially before the applicable withdrawal deadline established by Southwest or you may receive an “F” grade for the class. PLEASE CHECK THE COLLEGE CALENDAR FOR THE OFFICIAL DROP DATE. PLEASE MEET WITH YOUR INSTRUCTOR BEFORE WITHDRAWING FROM CLASS.

36. The classroom and lab must be returned to a clean, orderly, and safe condition before the class session is dismissed. Any equipment, manikins, and supplies used shall be properly cleaned, stored, secured or disposed of in the proper container. Use of equipment, supplies, manikins, classroom and laboratories may be withdrawn for failing to comply with these regulations, which could adversely affect you completing the class. Disciplinary action will be taken if you should leave before cleaning your fair share.

TEXTBOOKS AND SUPPLIES

37. Each instructor will provide you with a listing or his/her required textbook(s), equipment, and other materials. IF YOU DO NOT PURCHASE THESE WITHIN THE FIRST WEEK OF CLASS YOU RUN THE RISK OF FAILURE OF THE CLASS.

38. You must have your textbook(s), equipment, student ID card and other required materials no later than the end of the first full week of class
IN-CLASS CONDUCT

39. You must attend EMT-1050 or EMT-1060 class in a uniform which consists of:
   - Navy blue polo shirt WITH BASIC EMT LOGO ON LEFT BREAST. This may be purchased at MID SOUTH UNIFORM SOLUTIONS (372-7957) WHICH IS RECOMMENDED BUT YOU MAY USE ANY OTHER VENDOR but, it must meet the same uniform standards. Headgear is optional and up to your instructor.
   - Navy blue or black pants, BDUs are acceptable.
   - Black belt;
   - Black shoes or boots, except no cowboy boots are allowed;
   - Black socks
   - Head gear is purchased at SOUTHWEST TENNESSEE COMMUNITY COLLEGE BOOKSTORE. IT IS THE NAVY BLUE HAT WITH THE SOUTHWEST TENNESSEE COMMUNITY COLLEGE IN RED LETTERING.THIS IS THE ONLY ACCEPTED HEADGEAR.

40. The requirement to be in uniform for each class and clinicals WILL BE UP TO EACH INSTRUCTOR for the first semester . However, you must in uniform for the first day of class of the two-semester Program.
The requirement to be in uniform for each class and clinical begins 7 days after the first day of class for those students in the fast-track program.

41. You are to be neat and clean at all times such as your shirt being tucked in and your shoes shined. There can be no visible body piercings.

42. THE UNIFORM IS A SYMBOL OF PROFESSIONALISM. PLEASE DO NOT WEAR THE UNIFORM TO A PLACE WHICH WOULD DIMINISH YOUR PROFESSIONALISM, e.g., BARS AND NIGHTCLUBS.

43. Using tobacco products are not allowed in or within 50 feet of any Southwest buildings at any time. You should eat only in the designated areas. No alcoholic beverages, controlled substances, or weapons are allowed on school property at any time. If you present to a class session in a manner where your instructor may reasonably presume that you are under the influence of alcohol or drugs, you will be reported to Campus Police and Student Services for disciplinary and/or criminal action.

44. The didactic portion of your Class will follow the syllabus as closely as possible; however, your instructor shall have the right to change the syllabus in order to accommodate class needs, guest lecturers, etc.
45. Cellular phone or PDA use, including vocalization, “texting”, and any other form of communication is not allowed during class sessions. Except in cases of extreme emergency only, you may reply to phone calls, pages, etc. during breaks. Any walkie-talkies, pagers, cellular phones, PDA’s, or other electronic devices must be turned off or set so that the device will not interrupt the class session. Repetitive disruptions will result in your being excluded from the class.

46. The use of PDA’s or cell phones is not allowed during examinations and will be considered as cheating.

47. No student shall leave the school with Southwest equipment. If you leave the school with any Southwest equipment, you will be reported to the Campus Police and the Students Services for disciplinary and/or criminal action.

48. Only Instructors, enrolled students, guests invited by your Instructor or the EMT Department, school staff, and/or official Southwest visitors are allowed in the classrooms or skills laboratory areas. Under no circumstances are children permitted in these areas unless specifically authorized in advance by your Instructor for pediatric educational purposes only.

49. In order to park in any Southwest parking lot, you must obtain a Southwest parking tag and appropriately display same. Unpaid parking fines may delay or prevent issuance of your grades and/or your technical certificate thereby, affecting your eligibility to sit for the NREMT licensure examination.

50. Any medical problems experienced by Southwest students, visitors, faculty or staff will be immediately phoned to Campus Police so that an ambulance may be called. Students, faculty, and staff are not required to administer emergency care on campus; however, all should be familiar with how to summon EMS, police or fire assistance. The number for Campus Police at the Macon Cove campus is 333-4242. The number for Campus Police at the Union Avenue Campus is 333-5555. Southwest is not responsible for any costs incurred by any person for whom EMS assistance is summoned.

51. You are expected to comply with the laws of the State of Tennessee, any rules and regulations promulgated by the TDH-EMS and/or EMS Board and the Southwest Student Handbook (excepting those that are modified or altered by the above-cited laws, rules or regulations). Academic calendars, campus-wide deadlines, certificate/degree requirements, etc. are all available at the Southwest website for your review.
52. The confidentiality of medical information shall be strictly adhered to in class. Any information discussed and presented in class is only for academic purposes and its educational value. Discussions with other persons not having a legal and specific “need to know” is forbidden and is ethically unsound. If you knowingly violate this policy, you will be reported to TDH-EMS for possible disciplinary action.

53. Insubordination or disrespect to any faculty member of Southwest, Southwest affiliate, or guest lecturers by you will result in the matter being reported to the Dean of Students for any action deemed necessary. IF YOU CAUSE A DISRUPTION OF THE CLASS IN ANY WAY CAMPUS POLICE WILL BE CALLED AND YOU WILL BE ESCORTED OFF THE OF THE CAMPUS.

54. Official Southwest closures due to inclement weather or other reasons will cancel class sessions but does not cancel assigned readings or other work remain applicable and subject to testing. Closings will be announced over the college website or the news media.

55. Academic dishonesty is not tolerated! Your instructor is empowered to assign an “F” grade for the course to anyone who engages in academic dishonesty pursuant to Southwest Academic Affairs Policy No. 11:06:00:00 which reads as follows:

Southwest students are required, as a condition of good standing and continued enrollment, to conduct themselves properly in class. Such proper behavior includes academic honesty, civility, good order, and respect for others. The instructor is responsible for enforcing such standards and, by doing so, to maintain a classroom environment that is conducive to learning and ensuring academic integrity. The instructor, therefore, can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, may incur severe penalties. The instructor has the authority in such cases to assign a grade of “F” for the course. If circumstances warrant, the student may incur academic dismissal from the College.

You are ethically obligated to immediately report any academic dishonesty of which you become aware. Any delay on your part in reporting academic dishonesty will be deemed adequate reason to discipline you as well as the person(s) engaging in academic dishonesty. For example, do NOT wait until the end of the semester to report academic dishonesty. For further information, see your Student Handbook.
OUT-OF-CLASS-SESSION ASSIGNMENTS

56. The nature of all out-of-Class-session assignments are left to the sole discretion of your Instructor and may include, but are not necessarily limited to, homework, library reading, practice, etc.

SKILLS

57. You must successfully complete all skills required by the end of the Instructor-set deadline in any semester in order to be eligible for the NREMT licensure examination.

58. Until you are required to be in uniform, you should wear appropriate clothing in order to perform all skills at ground level, under both strenuous and dirty conditions. Please dress in an appropriate manner. Your instructor will determine your appropriate dress until the uniform requirement goes into effect.

59. All class sessions are subject to additional lecture or lab practice assignments following lecture as time permits. IF YOUR INSTRUCTOR GIVES YOU EXTRA CLASS TIME TO STUDY OR WORK ON ASSIGNMENTS PLEASE TAKE ADVANTAGE OF IT. IF YOU LEAVE IMMEDIATELY YOU RUN THE RISK OF FAILURE OF CLASS.

IN-CLASS EXAMINATIONS

60. Your Instructor WILL give or arrange in-class examinations to evaluate your cognitive, psychomotor and affective learning. The requirements for, construction of, type of, and scoring of examinations are left solely to the discretion of your Instructor and will culminate in your receiving a letter grade of for EACH Class you take. The Competency examination and any other instructor required exams may be incorporated into in-class exams AND weighted at the instructor’s discretion, to be reflected in your semester grade average; however, each student is required to pass the comprehensive “Competency Exam” by 77% or higher whether inclusive as an in-class test or an exclusively administered test by the program. THE SECOND ATTEMPT OF THE COMPETENCY EXAM WILL CARRY AS 50% OF THE GRADE AND THE CUT SCORE IS 77%. IF YOU DO NOT MAKE AN 77% ON THE SECOND ATTEMPT OF THE FINAL COMPETENCY EXAM YOU FAIL THE CLASS.

61. A GPA of 2.0 (“C” or 77%) in EACH Class that is part of the Program is required to successfully complete the program and to be eligible to sit for your PROGRAM COMPREHENSIVE (COMPETENCY) EXAM and NREMT licensure examination. Additionally, documentary proof of your successfully completing the program is required for licensure eligibility.
GRADING SCALE

62. The Program grading scale will be as follows:
   - 93 – 100 ... A;
   - 85 – 92..... B;
   - 77 – 84..... C;
   - Below 77... F.
   - There are no “D” grades.
   - INSTRUCTORS MAY PENALIZE YOU FOR NOT TURNING IN REQUIRED MATERIAL OR HAVING SUPPLIES BY THE DEADLINE INDICATED. THIS MAY AFFECT YOUR OVERALL AVERAGE AND RESULT IN FAILURE OF THE COURSE.

63. Other grades possible are:
   - F............ absence or dismissal from Clinicals;
   - FA............ failed due to attendance
   - W............ withdrawal from Program, no grade, no credit;
   - I............. temporary incomplete (may revert to an “F” grade).

64. A 4.0 GPA system is employed at Southwest. On a 4.0 system, the following designations apply to Quality Points:
   - A............ 4.0;
   - B............ 3.0;
   - C............ 2.0;
   - F............ 0,0;
   - W............ 0,0.

CLINICALS

65. Clinicals are required to successfully complete the program. You will perform clinicals in a hospital and field setting. This may involve additional background checks and expenses for the background checks. If the clinical affiliate does not allow you into the clinical area due to a bad background check you will not be able to perform clinical therefore negating your completion of the class and licensure.

66. You are required to obtain medical malpractice insurance from an insurance agency by Southwest and provide verification of purchase your instructor. If you fail to obtain medical malpractice insurance or provide proof of purchase, you will not be scheduled for Clinicals. Medical malpractice insurance is available through Southwest’s Cashier’s Office. Inquiries regarding coverage information should be directed to the Southwest Business Office. This is part of your tuition.
67. To the extent that you have completed any Classes, you are required to have a GPA of 2.0 ("C" or 77%) at the time of Clinicals. Should you not have a GPA of 2.0 ("C" or 77%), you will not be scheduled for Clinicals and will thusly become ineligible to sit for the NREMT licensure examination. If you have the required GPA at the time of Clinicals, you must complete your assigned Clinicals and meet all minimum patient contact requirements during shift work at a Southwest-approved ambulance service in order to be eligible to sit for the NREMT licensure examination.

68. A Southwest “Hold Harmless Agreement” must be completed and returned to your instructor by the end of the FIRST WEEK OF CLASS which is prior to your being scheduled for Clinicals. If the form is not returned promptly, you will not be scheduled for Clinicals.

69. You will receive additional rules and regulations specific to Clinicals prior to your first rotation.

70. Prior to Clinicals you must submit the following:
   • Any health information required by the admissions office.
   • A copy of your malpractice insurance receipt;
   • An original Southwest “Hold Harmless Agreement”;
   • A copy of the completed state form “Medical Statement for EMS Personnel”;
   • A receipt of your background check.
If you do not submit the above-cited documents, you will not be scheduled for Clinicals and the result will be automatic ineligibility to sit for the NREMT licensure examination.
71. You should anticipate other costs such as miscellaneous clinical fees including affiliate required criminal background checks, meals, parking fees, etc. which are incidental to the Clinicals. Clinicals are completed on dates and times separate from Class sessions. You will be dismissed from the Clinical site if you do not comply with all Clinical regulations. Absence or dismissal from your assigned Clinical site will result in ineligibility to sit for the NREMT licensure examination. Assigned clinical dates may not be changed without the Clinical Coordinator’s prior approval. Clinical assignments may not be changed once assignments have been made and approved by the schools’ contracted ambulance service. Clinical assignments are made to place each student within areas considered to have enough volume of emergency calls to have educational value. You are not allowed to choose the areas or specific ambulances for your Clinical experience. YOU ARE NOT ALLOWED TO JUST SHOW UP TO THE CLINICAL AREA WITHOUT BEING SCHEDULED FOR THAT DAY. Approved uniforms will be mandatory. A “Clinical Assessment” AND “Patient Contact” form will be made available to you and must be completed and signed by your Clinical Evaluator before the end of each shift of your Clinical assignment. When all Clinicals are completed and the required data turned in to your instructor, you will receive a TDH-EMS “Patient Contact” form to be placed in your file. The Clinical Coordinator may modify any part of the Clinical rules to meet Class, Southwest, TDH-EMS or federal requirements.

PERSONAL RISK

72. There are numerous risks associated with Clinicals, some of which may cause bodily harm and/or DEATH. These risks may include, but are not necessarily limited to, exposure to accident, violence, infectious diseases and hazardous materials. You may be exposed to biological hazards and infectious diseases during Class sessions, laboratory exercises, and/or Clinicals. Clinicals will be performed through a local ambulance service that provides primary responses to emergency medical calls and possibly to fire scenes and law enforcement situations. The risk of exposure for an EMT is considered EXTREMELY HIGH and repeated exposures may be common.
73. You must comply with Standard Precautions using personal protection equipment (face shield, goggles, gloves, body substance barrier clothing, D.O.T. REFLECTIVE VEST, etc.) during any incident where the exposure risk is considered extremely high. Each student is responsible for providing his or her own personal protective equipment. All students must comply with blood-borne pathogen and CDC guidelines regarding disposal of biohazardous materials in the proper containers, which are available and utilized in the skills lab areas. These containers are distinguished by their biohazard emblem. You must never reach any part of your body into these containers. Only true medical wastes are to be disposed of in these containers. Everyday trash is properly placed into trash cans.

74. The EMT Program is required to follow blood-borne pathogen policies or procedures. You will be dismissed from the course if you deliberately fail to comply with those policies or procedures. You may be required to obtain immunization from infectious diseases as required by Clinical affiliates, ambulance services, and blood borne regulations or complete a refusal document as required by the regulations. Clinical affiliates and ambulance services may refuse to allow you into Clinicals without the required immunizations. The blood-borne education is found in your mysouthwest.tn.edu account under resources and click on CBT training. You must go through this tutorial.

75. You must immediately report any exposure incident, WHETHER IN CLINICALS OR CLASSROOM, in writing to your Evaluator, Clinical Coordinator, or Program Director and comply with any Southwest or Program policies. You should see your personal physician as soon as possible and follow your physician’s directions. Any medical bills incurred are your responsibility.

76. You are encouraged to contact the Clinical Coordinator to report any other event where you feel the need to do so.
COMPETENCY EXAMINATION

77. Notwithstanding your successful completion of each class, you are also required to successfully complete a Program-wide Comprehensive Competency examination before you will be deemed eligible to take the NREMT licensure examination. The competency examination may be inclusive or separate from the examinations required by your Instructor and is an assessment tool for gauging your competency. THIS IS A PURCHASED EXAMINATION FOR EACH ATTEMPT. YOU MUST PASS THE SECOND ATTEMPT OF THE FINAL WITH A 77 % COMPETENCY EXAMINATION IN ORDER TO PASS THE CLASS. THIS WILL WEIGH AS 50% OF YOUR GRADE.

• IF YOU DO NOT PASS THIS EXAM TO COMPLETE THE CLASS, YOU WILL BE UNSUCCESSFUL REGARDLESS OF YOUR GRADE AVERAGE.

THE CURRENT PASSING SCORE FOR THIS EXAMINATION IS 77% OR GREATER. YOU WILL RECEIVE AN INITIAL ATTEMPT AND RE-ATTEMPT FOR THIS EXAM.

STUDENTS WILL BE REQUIRED TAKE THESE EXAMS AS PART OF THEIR IN-CLASS EXAMINATIONS.

78. YOU WILL HAVE 30 DAYS TO TAKE THE NATIONAL REGISTRY LICENSURE EXAM AFTER PASSING THE PROGRAM COMPREHENSIVE COMPETENCY EXAMINATION. IF YOU DO NOT TAKE THE NATIONAL REGISTRY EXAMINATION WITHIN 30 DAYS OF PASSING THE PROGRAM COMPREHENSIVE COMPETENCY EXAMINATION, YOU WILL BE REQUIRED TO REPEAT AND PASS THE PROGRAM COMPREHENSIVE COMPETENCY REATTEMPT EXAMINATION AGAIN WITH A 77%.

GRADUATION

79. Prior to program completion, you MUST submit an Application for Graduation form to the Southwest Cashier’s Office before you will be submitted to TDH-EMS as being eligible for licensure. Southwest observes a campus-wide deadline date for submission of this form. If you fail to meet this deadline, you may not receive the document(s) necessary to become eligible for licensure. The Southwest Admission and Records Office is responsible for evaluation of all Program work and issuance of a technical certificate. PLEASE CHECK THE COLLEGE CALENDAR FOR THE DATE REQUIRED.
80. Following submission of your Application for Graduation, you must submit a PINK copy of your receipt to your Instructor. THERE ARE NO EXCEPTIONS! Any fee associated with the application is at the college’s discretion.

LICENSURE

81. The general requirements for licensure eligibility are as follows:
   • Completion of the required hours in the Program;
   • A grade point average of 2.0 (“C”) or 77% or higher from each Instructor in each Class. Technical certificate programs may also require a grade of “C” or higher in all major classes;
   • Submission of all required forms, completion of any testing and payment of fees as required by Southwest.
   • Passing the Program-wide comprehensive competency examination.

82. Previously earned college grades may affect your cumulative GPA and eligibility to receive a technical certificate. The Southwest Admissions and Records Office will determine if the technical certificate or an associate degree will be awarded. Official school grade records will be released to you through the Southwest Admissions and Records Office.

83. You must have a file folder or three ring binder by your instructor’s discretion to be personally maintained by you for program and licensure purposes that contains all required documents as required by TDH-EMS and the instructor. This must kept in a clean and completed manner. You are personally responsible for maintaining your file and delivering it to your Instructor. INSTRUCTORS MAY CHECK THIS FILE RANDOMLY AND ISSUE A GRADE.

84. Students are responsible for updating their own student information sheets and/or cards with their Instructor within one (1) week of any change(s) to insure that current information is on file in the EMT Department. This does not update any records with the Southwest Office of Admissions and Records.

85. YOU ARE REQUIRED TO UNDERGO A CRIMINAL BACKGROUND CHECK AS MANDATED BY TDH-EMS FOR LICENSURE THIS IS FROM THE TENNESSEE EMS WEBSITE. YOU MAY ALSO BE REQUIRED TO COMPLETE AN ADDITIONAL BACKGROUND CHECK FOR YOUR CLINICAL ROTATION. THIS WILL BE AN ADDITIONAL COST. YOU MAY ALSO BE REQUIRED TO COMPLETE A PSYCHOLOGICAL EXAMINATION. Your Instructor will guide you to the state website for completion of this background check. The background check must be completed prior to being scheduled for Clinicals. THE CLINICAL COORDINATOR WILL EXPLAIN THE HOSPITAL BACKGROUND CHECK COST IF REQUIRED BY THAT HOSPITAL.
86. You must complete, and date the TDH-EMS form entitled “Application for Licensure”. This form requires that you certify that you have not been convicted of a violation of the law (excluding minor traffic violations), had any disciplinary action or threat of the same taken against any certificate or license to practice in any state, and have not been addicted to alcohol or drugs. If you answer “yes” to any of these questions, you are further required to submit a detailed explanation and certified court records to TDH-EMS. Any student who answers “yes” to any of these questions should be aware that they might not be eligible for licensure. If you answer “yes” to any of these questions, you MUST contact the local TDH-EMS office at (901) 543-7049 and discuss your situation with the TDH-EMS representative. Should you have any other questions regarding licensure, your questions should be directed to the TDH-EMS representative at the same number. IF YOU HAVE A CRIMINAL BACKGROUND CONTACT THE EMS REPRESENTATIVE BEFORE THE END OF THE FIRST FULL WEEK OF CLASS AND RETRIEVE YOUR COURT RECORDS TO BE PUT INTO YOUR FILE.

87. You must complete, sign, date and submit the TDH-EMS form entitled “EMS Professional Fees”. This fee form must be completed and mailed with the appropriate fees by a deadline established by TDH-EMS. You are personally responsible for completing and mailing the form with payment of the appropriate fees. The current payment for Tennessee basic EMT Licensure is $150.00 (SUBJECT TO CHANGE).

88. YOUR INSTRUCTOR WILL GUIDE YOU IN SUBMITTING YOUR NREMT APPLICATION ONTO THE NREMT WEBSITE. YOU MUST PAY YOUR FEES NECESSARY FOR LICENSURE IN ORDER TO TAKE YOUR COMPUTER BASE EXAMINATION. THE CURRENT PRICE FOR THIS EXAMINATION IS $81.00 (SUBJECT TO CHANGE).

89. YOU WILL BE REQUIRED TO SUCCESSFULLY PASS A TDH-EMS APPROVED PRACTICAL EXAM ADMINISTERED AT THE CONCLUSION OF YOUR CLASS. THIS WILL BE SCHEDULED BY THE PROGRAM DIRECTOR.

90. EACH CLASS IS ISSUED A TENNESSEE EMS CLASS NUMBER. ALL STUDENTS WHO ENTER THE BASIC EMT PROGRAM MUST REMAIN WITH THE SAME INSTRUCTOR(S) FOR THE SEQUENCE. YOU WILL NOT BE ALLOWED TO CHANGE INSTRUCTORS. THIS APPLIES TO ALL EMT CLASSES AND SECTIONS.

91. IF YOU ARE IN THE TWO SEMESTER COURSE, YOU WILL HAVE ONE YEAR TO SUCCESSFULLY COMPLETE THE ENTIRE SEQUENCE. FAILURE TO COMPLETE THE ENTIRE SEQUENCE AS DESCRIBED WILL RESULT IN REPEATING THE PROGRAM.
92. YOU ARE SUBJECT TO CHANGES BROUGHT FORTH BY OUR PROGRAM ADVISORY COMMITTEE. THESE CHANGES MAY TAKE PLACE DURING THE SEMESTER. YOUR INSTRUCTOR WILL ADJUST THE SYLLBUS WITH AN ADDENDUM IF THE CHANGES AFFECT YOUR CLASS AND REQUIREMENTS.

93. BEFORE COMPLETION OF THE PROGRAM, EVERY STUDENT MUST GO TO THE FOLLOWING WEBSITE AND SUCCESSFULLY COMPLETE THE NIMS 100, 200, 700 and 800 COURSE. THIS CERTIFICATE IS TO BE TURNED INTO YOUR INSTRUCTOR. http://www.training.fema.gov/IS/NIMS.asp

94. BEFORE COMPLETION OF THE PROGRAM, EVERY STUDENT MUST GO TO THE FOLLOWING WEBSITE AND SUCCESSFULLY COMPLETE THE CDC TRIAGE GUIDELINES. http://health.state.tn.us/ems/PDF/CDC_Field_Triage_Update.pdf
   ONCE YOU GET TO THIS WEBSITE YOU WILL READ THE MATERIAL. AFTER COMPLETING THE MATERIAL PLEASE LET YOUR INSTRUCTOR KNOW SO THEY MAY ASK FOR THE DOCUMENTATION OF COMPLETION FOR YOUR FILE. PLEASE PRINT HIS OFF, SIGN AND DATE FOR YOUR INSTRUCTOR TO PUT IN YOUR CLASS FILE.
By my signature below, I acknowledge that:

I am entering a training program that is deemed to be a high risk group for acquisition of infectious diseases due to repeated occupational exposures to blood-borne pathogens and body fluids;

Clinical experiences are conducted with a primary responding ambulance service and that there is risk of death, bodily harm or exposure to hazardous materials;

I have received a copy of the Essential Standards;

I understand the Essential Standards;

I agree to abide by the Essential Standards;

Failure to conform to the Essential Standards may result in my being dismissed from the Program;

That tardiness, early departures, absences, and/or failure to participate in lectures, presentations, assignments, and/or practical skills labs may have adverse effects on my grades and could result in my failing to meet Southwest and/or TDH-EMS licensure requirements;

Any of my personal information delivered to Southwest as part of my participation in the Program may be released to TDH-EMS to screen for past felonies, misdemeanors, and traffic violations which may exclude me from licensure;

I must achieve a cumulative minimum grade point of average of 2.0 (77%) from each Instructor and that I must successfully complete the Program;

I must SUCCESSFULLY complete a Program-wide comprehensive competency examination in order to be submitted to TDH-EMS as being eligible for licensure;

The Southwest Tennessee Community College Technical Certificate requirements are separate and different from the licensure requirements of TDH-EMS;

I am solely responsible for the payment of any Program, testing, licensure and other fees including but not limited to school tuition, classroom supplies, and equipment.

A Technical Certificate in Emergency Medical Technology from Southwest does not indicate licensure or certification of any sort, but does signify my academic eligibility for licensure as an EMT;

I can only become eligible for licensure as an EMT by complying with the Southwest Tennessee Community College Basic EMT Essential Standards and any requirements set forth by TDH-EMS and/or NREMT.

IF I HAVE A DISABILITY I MUST CONTACT THE DISABILITIES OFFICE IMMEDIATELY.

____________________________________________
Signature (ink only)

____________________________________________
Printed Name (ink only)

____________________________________________
Date (ink only)
SOUTHWEST TENNESSEE COMMUNITY COLLEGE
CENTER FOR SERVICE LEARNING AND CIVIC ENGAGEMENT
RELEASE/HOLD HARMLESS AGREEMENT

The undersigned does hereby acknowledge that there are risks of physical harm and injury inherent in
service activities including but not limited to, working with people, participating in sports and recreation
activities, cleaning and maintenance projects, preparing and serving food, and other service activities,
and in transportation to and from service work sites. As partial consideration of being allowed to
participate in this activity with Southwest Tennessee Community College and Southwest Tennessee
Community College Office of Service-Learning and Civic Engagement, I hereby assume all risk in the
travel activity and connected activities and hereby knowingly and intentionally waive any and all claims,
of whatsoever kind or nature, against such institutions which may arise out of this activity.

I assure officials of the Institution that there are no health-related or other reasons or problems which
preclude or restrict my participation in this activity. I assure officials of the Institution that I have
adequate health insurance necessary to provide for and pay any medical costs that may directly or
indirectly result from my participation in this activity and that I will indemnify and hold the institution
harmless.

I specifically acknowledge that in performing these activities, I am doing so in the status of a
server/volunteer for the community agency, and not a server/volunteer, employee or agent of
Southwest Tennessee Community College or the Southwest Tennessee Community College Office of
Service-Learning and Civic Engagement. I further waive any and all claims which may arise from such
service activities, acknowledge that workers compensation benefits are not extended to me in my
capacity as a server/volunteer and hold Southwest Tennessee Community College or the Southwest
Tennessee Community College Office of Service-Learning and Civic Engagement harmless from any of
my negligent acts. I further state that I am not in any way an employee of Southwest Tennessee
Community College or the Southwest Tennessee Community College Office of Service-Learning in any
capacity.

In consideration of the State of Tennessee, the Tennessee Board of Regents, Southwest Tennessee
Community College, and the Southwest Tennessee Community College Office of Service-Learning and
Civic Engagement, the undersigned does for himself, his heirs, executors, successors, and assigns,
release, waive, discharge, and covenant not to sue the State of Tennessee, the Tennessee Board of
Regents, or Southwest Tennessee Community College, its employees, agents, successors, and
assigns, or and from any and all actions, cause of action, claims, demands, damages, costs, loss of
service, expenses and compensation arising out of, on account of, related to, or in any way connected
with the undersigned’s participation in this activity and related activities. The undersigned agrees to all
Rules and Regulations set forth by the State of Tennessee, the Tennessee Board of Regents,
Southwest Tennessee Community College, and the Southwest Tennessee Community College Office
of Service-Learning and Civic Engagement.

THIS IS A RELEASE. READ BEFORE SIGNING.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT, I have read the foregoing
Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free
act and deed; no oral representations, statements, or inducements apart from the foregoing written
agreement have been made; I am at least eighteen (18) years of age and fully competent; and I
execute the Release for full, adequate and complete consideration fully intending to be bound by the
same.

IN WITNESS WHEREOF, I have hereunto set my hand on this ____ day of _______________, 20
____.

__________________________________ ______________________________
Name of Student (Print)                                              Witness
__________________________________ _______________________________
Signature of Student                                                      Date

PLEASE WAIT UNTIL YOU COME INTO CLASS BEFORE SIGNING THIS FORM
I ______________________________________ HEREBY ALLOW SOUTHWEST TO RELEASE
PRINT
MY STUDENT RECORDS UPON REQUEST.

________________________________________               ______
SIGNATURE                                                                       DATE