You are currently enrolled and participating in an EMS educational program. Actual field work and clinical rotations with a STCC EMT/paramedic department approved EMS ambulance service and hospital sites are required of you for completion of this program. These experiences will be in conjunction with fire 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 number of required skills and/or assessments. Also, it is not guaranteed that all of your assessments and skills will be accepted. The minimum number 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 Departmental.

7. No extensions or exceptions are possible.

8. No clinical sessions may be missed. Once you sign-up, SHOW-UP! There are no acceptable excuses for being absent from a clinical site. There are no make-up days allowed in clinical rotations and no excused 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.

9. Assigned clinical dates may not be changed without prior Departmental approval. Should you miss your rotation or be absent from the clinical site at any time without the Department’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.

11. Spot checks will be done at all clinical sites. If you are moved from one site to another by the clinical site, you must contact the clinical coordinator (example: If the Fire Department
moves you from one station to another or if your clinical preceptor sends you to a
different area to observe a special procedure). If the clinical coordinator does not know
where you are, you are absent and it is unexcused. We have to know where you are AT
ALL TIMES.

12. On the date specified, you must have presented to your instructor the following forms, before you
will be eligible to participate in any clinical rotation:

- Signed copy of the clinical rules and regulations;
- State physical form signed by an MD;
- STCC physical form signed and completed by an MD;
- Proof of all required immunizations injections or signed immunizations waiver;
- Signed site waivers;
- Signed institutional hold harmless agreement;
- Proof of STCC malpractice insurance.

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 patient contacts does not mean that you
can leave. When you arrive at the clinical site, present yourself to the supervisor, charge nurse,
house officer or to the paramedic in charge of the site. When you complete your hours, 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 to do so. You will be assigned to the hospitals for an 8-hour shift;
you will be assigned to the units for a 16-hour shift. Leaving early, absence during your rotation or
tardiness may result in you 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:

- STCC shirt assigned to your class will be worn on ambulance rotations and it must be 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;
- A solid black utility type jacket or sweater may be worn if needed;
- STCC student ID must be worn at all times except in surgery.

15. The following attire will result in your immediate dismissal from the clinical site:

- Badges or EMS emblems other than STCC 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 or shorts;
- Any attire that we feel is dangerous, objectionable or provocative.

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 a 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, damage or theft.

18. You will need to bring the following items with you to your clinical site:

- Patient evaluation sheets;
- Clinical evaluation sheets;
- Clinical skills packet;
- 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.

When spot checks are done you will be required to present these items.

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, see your site supervisor and page your clinical coordinator. 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. If you have questions about a directive, ask the supervisor or paramedic later, in private, to explain more about the directive.

20. Your instructor, an assigned alternate, clinical supervisor, house/station officer or 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 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 a problem arises at your clinical site, page your clinical supervisor (Tony McCallum) immediately. Your clinical supervisor needs to be present and informed of any actions taken against you. 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, turn out 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, on 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 preceptor prior to your departure. If these are not signed, you will not get a grade. A score of 2 is required to pass your clinical rotation. An evaluation of poor on many 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 grades assigned for your clinical rotation are:
   - Competent (3) = Successful completion;
   - Not yet competent (2)
   - Incompetent = Not successful completion
   - Fail = absence from scheduled rotation or site, overall average 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 exposures 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 be notified of your assignments in writing. 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, so don't mess up. Once your schedule is turned in to the appropriate facility(s) and it is 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 can be no changes.

30. You must call and report in once you reach the clinical site. State your name, your clinical location and your preceptor. At the completion of your rotation, you must call and state your name, and that you are leaving the site. The number you call is (901) 333-5403. This is the only number you call to report in or out at a clinical site. Do not page me just to tell me you are at a clinical site. If you do not call in, I will assume that you were not there and it will be counted as a missed clinical.

31. No intern shall, while at a clinical site, be under the influence of any intoxicants. No intern 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 or take illegal drugs while at a clinical site or have such items in their possession. Failure to abide by this will result in your immediate dismissal from this program.

32. Interns shall report to the clinical site free from the influence and odor of any intoxicants. Failure to abide by this will result in your immediate dismissal from this program.

33. When a intern 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 continue is departmental.
34. The clinical coordinator 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 do not, 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, contact the clinical coordinator as soon as possible after you have left. 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. Interns shall not solicit any medical advise, treatment or prescription from any doctor, nurse or anyone else 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 clinical coordinator. If you need medical care you must be signed in as a patient. You are responsible for the payment of any services rendered.

36. Interns shall not verbally abuse or make any derogatory comment to or about any instructor at any time. This is very unprofessional and will not be tolerated. Any intern verbally abusing or making a derogatory comment about any instructor 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 fire department or hospitals. If you have a problem with the preceptor you are assigned to, then you must make a formal written complaint and contact the clinical supervisor. If you do have a complaint, you must take it to the clinical supervisor only. You are a student of STCC and not an employee of the hospitals or fire department.

Tony McCallum
(901) 333-5403 office
(901) 725-1911 fax
(901) 537-4130 pager
E-mail stcctmc@aol.com