ATHENS TECHNICAL COLLEGE
LIFE SCIENCES DIVISION
EMERGENCY MEDICAL TECHNOLOGY EDUCATION

EMT and PARAMEDIC TECHNOLOGY
Addendum to Student Handbook

Updated 7-6-11 grh
Athens Technical College
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Athens, GA 30601-1500
www.AthensTech.edu

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Elbert County Campus
Ronnie Almond, EMT-P
Walton County Campus

Medical Director
Kurt Horst, M.D., FACEP
The EMT CODE OF ETHICS

Professional status as an Emergency Medical Technician and Emergency Medical Technician-Intermediate is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician at the basic level or an Emergency Medical Technician-Intermediate, I solemnly pledge myself to the following code of ethics.

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care. The Emergency Medical Technician provides services based on human need with respect for human dignity, unrestricted by considerations of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being. The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship. As a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency, Medical Services health care team.

An Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Emergency Medical Technician.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Technician and the Emergency Medical Services System.

The Emergency Medical Technician adheres to standards of personal ethics, which reflect credit upon the profession.

Emergency Medical Technicians, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person, less qualified, any service that requires the professional competence of an Emergency Medical Technician.

The Emergency Medical Technician will work harmoniously with, and sustain confidence in Emergency Medical Technician associates, the nurse, the physician, and other members of the emergency medical services health care team. The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.
Program Goal and Objectives

Program Goal

- To prepare students to become competent, professionally prepared, entry-level EMTs or Paramedics who meet state and national expectations within the profession.

Program Objectives

- Upon graduation, the graduate will demonstrate the ability to comprehend, evaluate, and apply information relative to the role of an entry-level Advanced EMT or entry level EMT-Paramedic provider.

- Upon graduation, the graduate will demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level Advanced EMT or EMT-Paramedic provider.

- Upon graduation, the graduate will demonstrate personal behaviors consistent with professional and employer expectations of an entry-level provider.

Description of the Profession

Advanced EMTs have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury for emergency patients in the out-of-hospital setting.

Advanced EMTs possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Advanced EMTs recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acute care resources.

The primary roles and responsibilities of Advanced EMTs are to maintain high quality, out-of-hospital emergency care. Ancillary roles of the Advanced EMT may include public education and health promotion programs as deemed appropriate by the community.

Advanced EMTs are responsible and accountable medical direction, the public, and their peers. Advanced EMTs recognize the importance of research. Advanced EMTs seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.
Advisory Committee

Chair
Blake Thompson, EMT-P
Director, Wilkes County EMS
106 Marshall Street
Washington, GA 30673

Co-Chair
Jeff Smith, EMT-P
Director, Greene County EMS
Hwy 15
Greensboro, GA

Kurt Horst, M.D. FACEP
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Athens Regional Medical Center
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Region 10 EMS Office
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Ben Ewing AAS EMT-P
EMS Technology Faculty Member
Athens Technical College
800 US Hwy 29 North
Athens, GA 30606
Emergency Medical Technology CERTIFICATE (2 Semester Program)

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<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>Fall</td>
<td>EMSP 1110, EMSP 1120, EMSP 1130</td>
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<tr>
<td>Spring</td>
<td>EMSP 1140, EMSP 1150, EMSP 1160</td>
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Advanced Emergency Medical Technology CERTIFICATE (2.5 Semester Program)

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<td>EMSP 1110, EMSP 1120, EMSP 1130</td>
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<td>EMSP 1140, EMSP 1150, EMSP 1160, EMSP 1510</td>
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<tr>
<td>Summer</td>
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Advanced Emergency Medical Technology (2 Semester Program)

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<tr>
<th>Semester</th>
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<tr>
<td>Winter</td>
<td>EMSP 1110,1120,1130,1140, 1150</td>
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<tr>
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PARAMEDIC TECHNOLOGY DIPLOMA

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<thead>
<tr>
<th>Semester</th>
<th>Course</th>
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<tr>
<td>Prior to Fall</td>
<td>ENGL 1010 English</td>
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<td>MATH 1012 General Math</td>
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<td></td>
<td>ALHS 1011 Anatomy &amp; Physiology</td>
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<td></td>
<td>COMP 1000 Intro to Microcomputers</td>
<td>3</td>
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<td></td>
<td>PSYC 1101 Introduction to Psychology</td>
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<td></td>
<td>ALHS 1090 Medical Terminology</td>
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<tr>
<td>Fall</td>
<td>EMSP 2110 Foundations of Paramedicine</td>
<td>3</td>
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<tr>
<td></td>
<td>EMSP 2120 Applications of Pathophysiology</td>
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<td>EMSP 2130 Advanced Resuscitative Skills</td>
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<td>EMSP 2510 Clinical Application</td>
<td>2</td>
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<td>Spring</td>
<td>EMSP 2140 Advanced Cardiovascular Concepts</td>
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<td></td>
<td>EMSP 2310 Therapeutic of Cardiac Care</td>
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<td>EMSP 2330 Therapeutic Modalities of Trauma</td>
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<tr>
<td>Summer</td>
<td>EMSP 2320 Therapeutic of Medical Care</td>
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<td>EMSP 2340 Special Patients</td>
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<td>Fall 2</td>
<td>EMSP 2710 Field Internship for Paramedic</td>
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<tr>
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<td>EMSP 2720 Practical Application</td>
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## PARAMEDIC TECHNOLOGY-DEGREE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Area I - Language Arts / Communication</strong></td>
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<tr>
<td>Composition and Rhetoric I</td>
<td>ENGL 1101</td>
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<tr>
<td><strong>Area II Social/Behavioral Sciences</strong></td>
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<tr>
<td>Introductory Psychology</td>
<td>PSYC 1101</td>
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<tr>
<td><strong>Area III - Natural Sciences/Mathematics</strong></td>
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<tr>
<td>Math Modeling</td>
<td>MATH 1101</td>
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<tr>
<td>or College Algebra</td>
<td>MATH 1111</td>
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<tr>
<td>or Quantitative Reasoning</td>
<td>MATH 1100</td>
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<td><strong>Area IV – Humanities / Fine Arts – One of the following courses</strong></td>
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<tr>
<td>Art Appreciation</td>
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<tr>
<td>American Literature</td>
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<td>Humanities</td>
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<tr>
<td>Music Appreciation</td>
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<tr>
<td>Another One Course from Area I, II, III, or IV</td>
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<td><strong>Health Core Courses</strong></td>
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<tr>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>Anatomy &amp; Physiology II Lab</td>
<td>ALHS 2114L</td>
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<tr>
<td>Computers</td>
<td>COMP 1000</td>
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LAB MANAGEMENT POLICY

I. General Administration Guidelines

A. Definitions
1. The program coordinator is the Emergency Services Education Director unless otherwise appointed.
2. Adjunct Instructor(s) is/are other person(s) employed by the college as part-time Emergency Services Education instructors.
3. Lab assistant(s) is/are person(s) employed by the college as an assistant(s) to the program director/instructor(s).
4. The program is Emergency Services Education.
5. Lab and classroom refer to any physical area of EMS Education. This will include but not be limited to the classroom, lab, breakout rooms, hallways and areas of the grounds used for simulation.
6. Files as used in this policy are computerized or paper documents pertaining to the operation of the program.

B. Files
1. The program will maintain the files for any work performed in the EMS Education lab. Those files include, but are not limited to:
   a. Accident, damage, or other reports that results from work performed by students
   b. Lab Policy.

II. General Duties and Responsibilities
1. The program director is responsible for ensuring the implementation of this policy, the general supervision of the lab, the assignment of instructor duties, and the supervision of instructors/lab assistants in the application of this policy. In the absence of the program director, the adjunct instructor(s) will assume the authority/responsibilities.

III. Safety Health and Student Supervision
A. Attire Worn in Lab
1. Normal class attire - Comfortable, old clothing is preferred due to possible damage and/or soiling. No dresses or skirts. Long hair needs to be clear of face. Piercing will not be protruding or dangling.

B. Housekeeping
1. Students will be required to clean and maintain a sanitary work area at all times.
2. The floor will be swept.
3. Once a semester there will be a general cleaning of all floors, walls, and cabinets.
4. All sharps and biohazards will be placed in the appropriate container.
   a. When full, program instructors will notify the custodial staff for appropriate disposal with the college vendor.

C. Lab Accidents
1. All accidents will be reported to the Emergency Services Education Director and/or the Lead Instructor(s). An accident report must be filled out.
2. An emergency contact list is posted in the lab.

IV. Lab Supervision
1. All work in the lab will be done under the supervision from an Emergency Services Education Instructor/Lab Assistant.
2. No live injections will be done without an Instructor having direct supervision of the procedure. There will be a minimum one Instructor per one student performing this skill.
3. No equipment or supplies will be removed from the lab area without the knowledge of the Instructor/Lab Assistant.
Functional Job Analysis
(from the National Standard Curriculum)

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. The Paramedic must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholerginics, cholergenics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastrointestinal drugs, hormones, antibiotics, antifungal, anti-inflammatory, serums, vaccines, anti-parasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one’s own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature readings between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies ( i.e. proper size of intravenous needles ) based on patient’s age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.
The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient’s system and be cognizant that route of administration is critical in relation to patient’s needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of an off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations, which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands
Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain; the patient’s, the Paramedic’s, and other workers’ well-being must not be jeopardized.

Comments
The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a district known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst’s opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatchers and other concerned staff one's impression of a patient's condition is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic may be required to enter data on computer from a laptop in an ambulance. Verbal skills and reasoning skills are used extensively.
EMT and PARAMEDIC TECHNOLOGY
STUDENT HANDBOOK

BOOK INFORMATION

Instructors will inform the students on the books being used for the semester and the student can check with the Athens Technical College Bookstore for information. The instructor will supply the bookstore with the information on the books that are to be used each semester. The student must purchase all required books for each course. Note that the Athens Technical College Bookstore returns all un-purchased books before the mid-point of the semester.

UNIFORM POLICY

Students will purchase the designated program uniform for use in the clinical environment and for other identified events. Students will be made aware of mandatory uniform days for each semester. At no time will a student present him or herself in a partial uniform. The approved uniform will always be worn in its entirety.

PROGRAM RE-ADMISSION / TRANSFER

A student who withdraws from the program or who is administratively withdrawn from the program due to an academic, discipline, attendance issues; or who transfers to Athens Technical College from another school must demonstrate continued competence on previously completed courses for admission / re-admission into the program. This may be demonstrated by completion of all previous final written and practical exams. If a student fails to demonstrate continued competency on previously completed courses, all previous courses must be re-taken. Students are not guaranteed admission or re-admission.

ATTENDANCE

Given the intense requirements of the program, students are strongly encouraged not to miss a single class. A single missed session could easily cause the student to fall behind either in knowledge, skills, or critical competencies. However, according to Athens Technical College attendance policy, you are allowed to miss 20% of a course. If a student misses more than 20%, he/she may be administratively withdrawn from the class according to Athens Technical College’s student manual. A tardy will be recorded when a student arrives one to 15 minutes late for a class. When a student is tardy more than 15 minutes of a class hour, an absence will be recorded for one class hour. Three (3) tardy dates will equal one absence. Class begins sharply on the hour and any quiz (announced or unannounced) will also begin promptly on the hour. Attendance will be mandatory at identified classes to include but not limited to Hazardous Materials Awareness, CPR, ACLS, PHTLS, and PALS. A missed mandatory class may lead to the inability to successfully complete the EMT / Paramedic training program.
PHYSICAL REQUIREMENTS

All students are expected to lift and carry patients of various sizes on a stretcher, and by emergency carries. Each person must carry his or her share of the load. If a student has a physical impairment that prevents them from doing any physical or practical task, this must be identified at the beginning of the class session. Physical impairment occurring during the program may result in an incomplete (IP) being given, if the student is unable to complete their clinical or course practical requirements. Students who are pregnant must notify the Lead Instructor before clinical rotations begin. Clinical sites may limit the activities and types of patients that the pregnant student may contact during clinical.

GENERAL RIGHTS OF STUDENTS

Students have the right to attend classes during their regularly scheduled time without deviation from such time and without penalty if the student cannot attend instructional hours not institutionally scheduled. Students have the right to receive for each course a syllabus, which outlines course objectives and requirements, and to be informed of any changes in these syllabi at the beginning of each semester.

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor must dismiss the student for the remainder of that class period. The instructor should initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the vice president for student development services.

Each student has the right to meet with an assigned faculty advisor each semester to plan a sequential program of work that meets the student's educational objectives in the most efficient manner possible. Students have the right to consult with faculty outside of classroom time during regularly scheduled office hours or by appointment if necessary.

Students have the right to access any of their records kept by the institution upon reasonable request. Students have the right to appeal when issued a grade. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

STUDENT CONDUCT CODE

The student conduct code is outlined in the Athens Technical Colleges Student Handbook.
EMT and PARAMEDIC TECHNOLOGY
STUDENT HANDBOOK

STUDENT DISCIPLINARY PROCEDURES

The student disciplinary process is outlined in the Athens Technical Colleges Student Handbook, which can be accessed on line at:


CLASS SCHEDULE

Class times and days are identified at the time of registration and/or the instructor provides a semester schedule at the first class session. Generally, the EMT program meets two/three nights each week while the Paramedic program meets three nights per week. Some Saturdays are required in each program.

TESTING

You must maintain a 70% course average for each EMS module of the program to continue in the program. Students who pre-register and do not pass an EMS module with a “C” or better will be administratively withdrawn from the program. Students who are administratively withdrawn from the program, before the end of a semester, maybe responsible for reimbursing a portion of their financial aid. On certain exams, (ex. CPR, ACLS, PALS, PHTLS) higher scores are required

• **QUizzes:** Numerous announced or unannounced quizzes will be given and a grade of (0) will be recorded for any missed quiz. There will be no make-ups for missed quizzes or for those that are submitted past the due date.

• **UNIT EXAMS:** You can expect several identified written unit/chapter exams for each EMS module of the program.

Students who miss a written exam will have seven calendar days to schedule their make-up exam with their instructor; the instructor may give the same unit exam or create a different exam. It is the student’s responsibility to schedule these makeup sessions. A score of (0) is recorded for any unit exam missed and not retested within 14 calendar days.

• **PRACTICAL EXAMS:** Practical exams are given throughout the course. In addition to the point deductions listed on the testing evaluation sheet, any critical criteria (fail criteria) marked on a practical sheet will result in an automatic maximum failing grade of 65. The student must pass the final/comprehensive practical examinations administered each Summative evaluation module. One retest will be allowed on the final/comprehensive practical exams and if the student fails to achieve a 70% and/or has critical criteria marked on the retest, he/she will receive a (F) for the semester. Students are expected to be in class on exam days. There will be no make-up practical exams and a zero will be recorded.
EMT and PARAMEDIC TECHNOLOGY
STUDENT HANDBOOK

- **COMPREHENSIVE WRITTEN EMS EXAMS:** The EMS module written exam is a critical competency. There are no retest opportunities on a comprehensive written exam.

- **SUMMATIVE EVALUATION EXAMS:** Will be comprehensive and will include information from any of the previous EMS modules.

- Grade Average for each EMS Module will consist of the following:
  - 50% Chapter tests
  - 25% Module Examinations
  - 25% Homework, quiz grades, practical exercises
  - If there is no homework, quizzes, or practical grades in a specific EMS module then the final grade is based on a 50% test average and 50% module examination grade.

### NATIONAL REGISTRY EXAMINATION

Examinations are offered as soon as feasible after the end of the program. The examination consists of a practical and written examination. The written examinations are conducted through a Pearson Vue computer-testing center. There is a NREMT fee for the written exam and an additional site fee for the NREMT practical examination.

### CLINICAL

The college’s agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.

To successfully complete the course all clinical requirements and hours must be completed. Any clinical hours missed must be made up before the end of the semester. Any clinical hours not made up by the end of the semester will result in an incomplete for clinical; if not made up within two weeks of the following semester, the grade will automatically change from an incomplete to an “F” requiring the course to be completed again. The student will receive a detailed syllabus, clinical manual, and orientation for clinical will be provided in the appropriate semester.

Students will not participate in any clinical or third riding observation activity not previously approved by the Program Director/Lead EMT Instructors while attending Athens Technical College. While attending clinical, each student is required to wear the specified nametag identifying the student, school and program enrolled. Each student is also required to provide and wear the approved clinical uniform. This dress code will be required when at a clinical facility unless otherwise notified. Each student will receive clinical objectives and clinical manual further outlining policies prior to the start of clinical.
Absences are allowed only under unusual circumstances and will be decided on an individual basis. Hospital and EMS clinical will require self-discipline on the part of the student. Each student will be responsible for completing the required documentation for each clinical assignment. Students who do not complete the clinical aspects of the program as required by the Office of EMS will not be allowed to take the final exams and will not be allowed to challenge the National Registry Examinations.

SAFETY

Safety is of the utmost importance. Any unsafe act or situation shall be brought to the attention of a Staff member.

STUDENT INJURIES/EXPOSURES

Program faculty shall be notified immediately should any student in class or in clinical assignment suffer injury that requires medical attention.

Students are considered guests in the clinical affiliates and are therefore responsible for securing and financing any medical treatment required as a result of accidental injury. The student must realize that although a medical facility may offer/suggest that the student receive treatment within the facility, a bill for any service rendered may result.

It is highly recommended that students have health coverage through their own insurance. For injuries or health problems during clinical assignments that require treatment but are not life threatening, the student should consider the following two options:

1. Treatment from an independent physician and/or facility of the student’s choice at cost to the student, or
2. Treatment from the staff at the clinical facility, if offered, with subsequent billing for services rendered.
3. All exposures and needle sticks must be reported to the preceptor, lead instructor, and program director immediately.

HYGIENE

Due to the close contact between students and staff, and the use of much of the same equipment, the best of hygiene should be considered. The program will not tolerate complaints generated because of hygiene issues such as body odor, un-cleanliness, dirty clothes, or other complaints.
EMT and PARAMEDIC TECHNOLOGY
STUDENT HANDBOOK

EQUIPMENT

All equipment is to be handled with respect and care. All equipment should be in good working condition; if it is not, do not attempt repairs and notify an Instructor or staff member. Abuse, misuse, or unauthorized use or removal of Athens Tech’s or the Staff’s equipment or materials will result in student referral to the student disciplinary committee for action. All equipment and supplies shall be returned to the proper locations before class is dismissed each night. It is the student’s responsibility to learn the location and storage areas for all supplies and equipment.

DRESS

It is recommended that comfortable clothing may be worn in the classroom. During practical and lab sessions, it may be necessary to wear older clothing in case of damage. Further, students must consider the amount of time spent bending over patients and moving during exercises. Clothing will cover all body parts and not interfere in the learning environment. Some classes may require the use of the clinical uniform.

JOB PLACEMENT

Athens Technical College is not responsible for job placement; however, any employment information known shall be provided to the students.

CLASSROOM

Smoking or the uses of other forms of tobacco products are not allowed in the building. The designated smoking areas must be used at all times.

VISITORS AND GUEST SPEAKERS

No visitors will be allowed in class or at training exercises without PRIOR approval of the Instructor. From time to time, guest speakers may be present to address certain topics. These guest speakers will receive your utmost courtesy.

MATERIALS

The student is responsible for bringing writing materials and should have at least one large notebook for handouts each semester.

INSURANCE

Each student is required to purchase Liability/Malpractice insurance from the business office. If personal insurance is preferred, it must be approved by the school and carry a limit of $2,000,000/$4,000,000. This policy should be purchased when instructed. Each student must provide proof of health and accident insurance to the Lead Instructor before they are allowed to start their clinical rotations.
MEDICAL EXAMINATIONS

Medical exams maybe required for the clinical phase of the program. Students must complete all medical exams required by our clinical facilities before the clinical semester begins. At the minimum, this will include MMR, TB, HEP B, and Varicella. If there is a previous exposure to TB, then a chest x-ray will be required. Instructors will provide other details and instructions.

ACADEMIC IRREGULARITIES

Cheating and other forms of academic irregularities will not be tolerated. Additional information will be stated in each course syllabus. Students should refer to the Athens Technical College student handbook for more information.

WITHDRAWAL

Students should refer to the Athens Technical Colleges Student Handbook.

SPECIALITY COURSES

ACLS / BLS / PHTLS / PALS: Advanced Cardiac Life Support, Basic Life Support, Basic Trauma Life Support and Pre-hospital Pediatric Care are required competency within their respective EMS course. Each course must be successfully completed at Athens Tech. Courses from other sites will not be accepted to compete requirements.

GRADING SYSTEM

Grades will be assigned according to the following scale:
- A = 90-100
- B = 80-89
- C = 70-79
- F = 69 and below

LAB / PRACTICE SESSION / PRACTICAL EXAM

See syllabus, but in general:

These sessions will be graded in the following manner:

1. For each lab or practice session, a grade of 100% will be given if the student is on time and the session is completed, time is used wisely, and none of the infractions listed below occurs.
2. Incomplete sessions or tardiness reduces your lab grade by 15 points.
3. Wasted time during a session reduces your lab grade by 20 points.
4. Equipment abuse reduces your lab grade by 30 points.
5. Practical exams, excluding the Final Practical, will be factored with your lab and practice session grades. The Practical Exam is numerically graded and will count as stated in the course syllabus.

6. For each lab or practice session that is missed, a zero (0) will be recorded. **It will be the student’s responsibility to obtain and learn all the skills and material that were covered in the missed lab or practice session.**

7. Most lab sessions will require the student to demonstrate (hands on) skill competencies. These competencies will be documented on a skill check-off sheet that will be numerically graded and signed by the instructor (if no infractions have occurred i.e. participation, proper conduct, clean up, etc.). If a student is absent on a lab night, a zero will be recorded as his/her grade.

**ASSIGNMENT GRADING**

1. Your grade average for assignments will be stated in the course syllabus.
2. Standard assignments consist of the following items:
   A. Reading the textbook before class.
   B. Others as assigned.
3. Your instructor may make other homework assignments at any time during the course.
4. Assignments submitted late will have a grade reduction of 10 points for each day late not each class day late.
5. Incomplete assignments will result in a grade reduction based on the degree the assignment is incomplete.

**WORK ETHICS**

Students are expected to attend class regularly and to be on time for each class. Instructors keep accurate records of absence and tardiness and attendance records will become part of the student’s transcript. All provisions of the Academic Policies regarding class attendance are in effect. Absences and tardiness lower the Employability Skills component of the course grade.

Whenever a student’s absences exceed 20% of the total scheduled contact hours for the class, the instructor may perform an administrative withdrawal of the student from the class.

Evaluation of a wide range of behaviors commonly called Work Ethics/Employability Skills will also be incorporated into various aspects of the course. These behaviors include but are not limited to: participation, care and use of equipment, work procedures, professional appearance, interpersonal relations, and attitude. A separate Work Ethics grade will be recorded on your transcript as described in the syllabus. In addition, the following can reduce your work ethics grade.
Score 90-100  Exceeds Expectations 3
Score 75-89   Meets Expectations 2
Score 65-74   Needs Improvement 1
Score below 65 Unacceptable 0

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POINT VALUE (per offense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Absence</td>
<td>-5</td>
</tr>
<tr>
<td>2. Tardy (2 times)</td>
<td>-5</td>
</tr>
<tr>
<td>3. Sleeping in Class</td>
<td>-10</td>
</tr>
<tr>
<td>4. Returning late from breaks or lunch</td>
<td>-10</td>
</tr>
<tr>
<td>5. Disruption of class</td>
<td>-10</td>
</tr>
<tr>
<td>6. Argumentative or Negative attitude</td>
<td>-10</td>
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<tr>
<td>7. Failure to complete an assignment by the due date*</td>
<td>-10</td>
</tr>
<tr>
<td>8. Failure to use class or lab time in an effective manner*</td>
<td>-10</td>
</tr>
<tr>
<td>9. Cheating on written or practical test or and unethical activity</td>
<td>-70</td>
</tr>
<tr>
<td>10. Failure to be a team player</td>
<td>-5</td>
</tr>
<tr>
<td>11. Inappropriately dressed</td>
<td>-10</td>
</tr>
<tr>
<td>12. Display of disrespect for classmates or staff</td>
<td>-15</td>
</tr>
</tbody>
</table>

*Note late assignments and use of lab time will also affect your grade in these areas.

CLINICAL INFORMATION AND REQUIREMENTS

Clinical is a very important part of the program. This is where the students have the opportunity to perform their skills and demonstrate their knowledge of patient care. The student will receive a detailed clinical manual stating the requirements and expectations for clinical prior to beginning the clinical portion of their program.

Athens Technical College
Alcohol/Drug Policy Statement for Health Science Students

In order to support the highest standard of conduct in the clinical environment, all students are to be aware and on notice that alcohol or illegal drug possession; use, distribution or being under the influence of any such substance while at a clinical site will not be tolerated. Students taking prescription medication must not attend clinical if that medication impairs the student’s ability to behave in a professional manner and provide safe, effective care to clients.

Students must sign a waiver stating that they are subject to alcohol or drug testing at any time while at the clinical site. Any college or site official may request testing. Refusal to sign the waiver or refusal to submit to a requested test will cause the student to be removed from the clinical site. Failure to fulfill clinical requirements will lead to immediate dismissal from the program of study.

Students should also be aware that certain clinical sites might require pre-clinical drug screening.
Protocol for managing suspected student impairment:

1. The clinical site should notify the program director or instructor.
2. The student will be advised to obtain alcohol/drug testing.
3. The student will be instructed to go to the nearest college approved testing facility for testing. This may be conducted at the clinical site if available.
4. The student will seek safe and appropriate transportation (i.e. taxi) to the approved testing facility and/or home.

BACKGROUND CHECKS

A criminal background check is required by the clinical sites. It will be the student’s responsibility to obtain and pay for a criminal background check. A criminal conviction may prevent a student from taking the national board examination and may prevent a student from receiving licensure as an EMT or Paramedic with the National Registry or the State Office of EMS.

**Paramedic Students will have to complete a background check through PRECHECK.**
Athens Technical College
Alcohol and Drug Testing Waiver

I ____________________________ hereby consent to submit upon request to a test of my blood, breath, urine or hair follicles to determine drug or alcohol content. I further affirm that I have been made aware that should I be found to be under the influence of drugs or alcohol at Athens Technical College, any college sponsored event, or my clinical site, I will be immediately dismissed from the program.

I further agree to hold Athens Technical College and the testing agency harmless from any and all liability arising in whole or part, out of collection of specimens, testing and use of the information from said testing in connection with the college’s consideration of my expulsion. I further agree to have the results of any test released to the appropriate college designee.

I understand that my refusal to submit to a test of the before mentioned substances will be cause for immediate program dismal.

I understand that the results of the drug/alcohol screening will be a part of my record at Athens Technical College. Athens Technical College will not release this information to any third party.

I have read the above policy, had an opportunity to ask questions, and I understand it contents and meaning. I acknowledge my signing of this consent and release document is a voluntary act on my part.

Print Name: ____________________________ S.S. # ____________________________

Signature: ____________________________ Date: ____________________________

Witness Print Name: ____________________________

Witness Signature: ____________________________
Verification of Receipt of the EMT and Paramedic Technology Student Handbook

This is to acknowledge receipt of the EMT and Paramedic Technology Student Handbook. I assume responsibility for knowing the contents of and complying with the policies and procedures contained within this handbook.

____________________________  ______________________
Student Signature                Date

____________________________
Print Name

____________________________  ______________________
Witness Signature                Date

____________________________
Print Name
Athens Technical College
Felony / Substance Abuse Statement

I, ________________________________, do herein affirm that I am not now, nor have I ever been dependent upon chemical substances, drugs or alcohol; and that I am not currently inhaling/ingesting/injecting any substance other than those that have been prescribed for me by a duly licensed physician in the state of Georgia. I also affirm that I have never been convicted of a felonious crime, nor do I have any felonious lawsuits pending at this time. I further affirm that I have never been discharged from an employer on the grounds of moral turpitude or other reasons of an illegal nature.

______________________________    ________________________________
Student’s Signature              Date
Athens Technical College
Emergency Services Education
Emergency Medical Technology

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I, ________________________________, hereby authorize any agent or other authorized representative of Athens Technical College, bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, disciplinary records and any records that may be on file with a duly authorized law enforcement agency. I hereby authorize and direct you to release such information upon request of bearer. This release is executed with full knowledge and understanding that the information is for the official use of Athens Technical College Emergency Medical Service Programs. Consent is granted for Athens Technical College’s Emergency Medical Service Programs to furnish such information, as is describe above to third parties in the course of fulfilling official responsibilities.

I hereby release you, as the custodian of such records of past employment, and any school, college, university, other educational institute or law enforcement agency, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damages whatsoever, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

______________________________________________  __________________________
Signature of Full Name                              Date

______________________________________________
Print Full Name

Current Address: __________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
Athens Technical College
Health Science and Personal Services Division
Drug Screening and Criminal Background Check Acknowledgment

Please read and initial each of the following statements:

____ I understand that some health science clinical affiliates require that students, as a prerequisite to participating in a clinical site experience, provide a satisfactory drug screen and criminal background check (CBC). The clinical site is the sole determiner of whether, based on the drug screen or CBC results, a student will be accepted at the clinical site.

____ I understand that entrance to and completion of a clinical practicum is a mandatory requirement for designated health science programs that cannot be waived or otherwise academically met, in order to obtain the certificate, diploma, or associate degree.

____ If, based upon my drug screen or CBC results, a clinical site declines to accept me as a student in their facility; I will be not be permitted to continue in the program. All appropriate academic credit up and until that time will remain in my student record, according to the policies and procedures outlined in the college catalog.

____ The drug screen and criminal background checks are conducted at the expense of the student and prior to beginning the clinical site rotation. The results of these screenings are to be sent directly to the Program Director.

____ I understand and agree that disclosure of the drug screen or criminal background check results may adversely affect my further matriculation or standing in any program within the college.

____ I understand that the results of the drug screen and CBC will be provided to the participating clinical affiliate upon request.

I have read and understand, as acknowledged by my signature below, the items initialed above. I will abide by the express and implied terms and conditions as administered by the college without recourse or redress against the college, or any other entity affiliated with the college.

I hereby give Athens Technical College permission to provide ATC clinical affiliates a copy of my drug screen and CBC results.

__________________________
Student Signature/Date

__________________________
ATC Representative Signature/Date