

PERCOMOnline, Inc.

Clinical/Internship Student Manual

EMT

CLINICAL/INTERNSHIP RULES:

ALL AMBULANCE RUNS, INCLUDING ROUTINE TRANSPORTS AND NO TRANSPORTS, MUST BE WRITTEN UP, JUST AS YOU WOULD IF YOU WERE ACTUALLY AN EMS EMPLOYEE.

Students must not initiate or direct patient care. Student will perform only those specific tasks delegated by preceptors. Student will not perform any action that exceeds those permitted by the Clinical/Internship objectives.

Students will not attend any clinical or internship experience for which they are not signed up in the electronic data scheduling system unless authorized by the Clinical Coordinator, instructor or the Course Coordinator. Students may not attend rotations without being in designated school uniform and with school nametag. If you have a scheduled rotation coming up within 1 week and have not received your uniform shirt(s) and nametag or your shift is not listed in PlatinumPlanner, contact the Clinical Coordinator immediately.

Students Schedules will be made available inside the Platinum Planner system. No student is allowed to become part of the minimum “staffing requirements” for an EMS service or during an EMS or Fire response while in rotation/student capacity. Students **MUST** function in that capacity when scheduled or for credit under the auspices of a designated preceptor at all times.

Any student that attends a rotation not scheduled in the Platinum system may be expelled from the program. *No student is allowed to become part of the minimum “staffing requirements” for an EMS service or during an EMS or Fire response while in rotation/student capacity. Students MUST function in that capacity when scheduled or for credit under the auspices of a designated preceptor at all times. Any student that attends a rotation not scheduled in the Platinum system may be expelled from the program.*

Students must study Clinical and ambulance objectives and become familiar with them. **Students must carry the Clinical Manual at all times during clinical and internship. Students who perform activities not authorized by the objectives for the experience involved do so without authority and beyond the scope and purpose of training and are solely and personally responsible for such acts.** Students who violate state regulations may be dropped from the course without access to the Appeals Process. PERCOM and its instructors are not responsible for such acts.

Students must sign up for clinical and ambulance times through the Clinical Liaison or other designated route, if approved by the Clinical Coordinator. Students shall arrive on time for all scheduled rotations and must **notify the Clinical Coordinator** immediately by email a minimum of 48 hours if there is a problem. **A fine of \$51.50 will be paid for each missed rotation. Refer to the “NO SHOW” Policy in your student handbook.** Students Schedules will be made available inside the platinum system. Any student that attends a rotation not scheduled in the platinum system may be expelled from the program.

Students found sleeping during clinical rotations (except for in designated sleep hours during designated sleep periods) may be dismissed from the course. Breaks of not more than 15 minutes for each hour of clinical time may be taken. Students who are absent from the clinical area for longer periods of time may be disciplined or dismissed from the course.

Students must complete all clinical, internship, and skills requirements by the designated deadline for the course. Clinical and Internship documentation that is incomplete will not be counted toward the minimum required number of patient reports. Students with incomplete Clinical/ Internship records will receive a course grade of “Fail” if not corrected prior to the course deadline or extended deadline. Applications for extension to the deadline will be made in writing to the Program Director and will be evaluated on an individual basis. Extensions will ONLY be granted in cases of unusual or extenuating circumstances and Extension Fees will apply in most cases.

The decision is entirely up to the Program Director and will not be automatically granted for any reason.

Students must learn and follow all rules set forth by clinical and ambulance providers. Rules may vary concerning the number of students and level of students allowed on an ambulance or at a clinical site at any one time. Students must comply with rules that are announced by instructors and Clinical Coordinator. Students should report any incidents or difficulties with clinical or ambulance preceptors or otherwise immediately to the Clinical Coordinator by email following the incident. If the situation is URGENT, the student should call the Clinical Coordinator at 903/407-1563. However, contacting the Clinical Coordinator by telephone rather than email should be reserved for urgent or emergent situations requiring a more immediate response or assistance. **A student who is barred from any Clinical /Internship site by the Clinical /Internship provider may be dropped from the course with an overall grade of “Fail”. Further disciplinary action or reports to appropriate agencies may apply. Refer to the Student Handbook for further information.**

INFECTIOUS DISEASE CONTROL: Please refer to the **MANUAL FOR INFECTION CONTROL AND EXPOSURE POLICY AND PROCEDURES.**

ALCOHOL AND DRUG POLICY:

Consumption of alcohol and drugs is inconsistent with a good learning experience. Students who come to class or attend rotations after having ingested alcoholic beverages will be required to leave class, and an unexcused absence will be recorded. **Students will not drink alcoholic beverages while performing clinical or internship experiences; nor within a period of 24 hours prior to such experiences; nor at any time or place when wearing the PERCOM EMS Academy uniform or nametag.** Students shall not perform clinical or internship experiences while under the influence of any drug that impairs performance, whether such drug be prescription or over-the-counter. Students shall not be under the influence of any illegal drug. An instructor who has reason to believe that a student is under the influence of either alcohol or drugs during class or during clinical or internship experiences may require that the student submit to a blood or urine test at the student’s expense. Refusal to submit to a required alcohol or drug test will result in dismissal from the program with the grade of “Fail”. If it is determined

that a student is under the influence of alcohol and/or drugs during class or a clinical or internship experience, the student may either be required to receive counseling or be dropped from the program as determined by the Course Coordinator. **Violation of the drug and alcohol policy may result in dismissal from the program and an overall grade of "Fail" assigned to the course.**

Hospital and EMS Objectives:

***Because of patient availability, it is possible that all objectives may not be met and that all skills may not be performed. Nonetheless, as many skills as possible should be observed and practiced by the student. **Minimum patient contacts/skills must be achieved in order to graduate.**

General Clinical Objectives:

- 1. Tour and receive orientation to the assigned area.**
- 2. Perform equipment/vehicle checks and any other preparatory tasks.**
- 3. Utilize “Universal Precautions” of infection control.**
- 4. Perform a patient assessment:**
 - a) Primary survey**
 - b) Secondary survey**
 - c) Vital signs, including lung sounds**
 - d) History**
- 5. Assist and observe the triage of patients.**
- 6. Perform airway management:**
 - a) Manual techniques**
 - b) Oropharyngeal airways**
 - c) Nasopharyngeal airways**
 - d) Oropharyngeal suctioning**
- 7. Perform respiratory support:**
 - a) Oxygen administration**
 - b) Bag-valve mask ventilation**
 - c) CPAP/BiPAP/PEEP**
- 8. Perform CPR:**
 - a) Observe and assist in cardiac resuscitation**
 - b) Observe and assist in trauma resuscitation**
 - c) Observe and assist in the use of the Automatic External Defibrillator (AED)**
- 9. Recognize and evaluate mechanisms of injury.**
- 10. Assist in the treatment of trauma cases:**
 - a) Perform bleeding control**
 - b) Dress and bandage wounds**
 - c) Perform musculoskeletal immobilization**
 - d) Assist with spinal immobilization**
 - e) Penetrating wounds of the chest and abdomen**

f) Other trauma cases as available

11. Assist in the treatment of medical cases

- a) Chest pain**
- b) Assist in the administration of nitroglycerine**
- c) Congestive heart failure**
- d) Chronic obstructive pulmonary disease**
- e) Obstructed airway/Asthma attack**
 - 1. Assist in the administration of the metered dose inhaler**
 - 2. Assist in the administration of nebulizer treatment**
- f) Diabetic emergencies**
 - 1. Assist in the use of the glucometer**
 - 2. Assist in the administration of an instant glucose product**
- g) Seizures**
- h) Coma**
- i) Overdose (alcohol or drug abuse)**
 - 1. Assist in the administration of Activated Charcoal**
- j) Other medical cases as available**
- k) Anaphylactic Shock**
 - 1. Auto-injector**

12. Assist or observe the care of behavioral emergencies:

- a) Suicidal behavior**
- b) Hostile/violent behavior**
- c) Acute grief or depression**
- d) Paranoia**
- e) Hysterical conversion**
- f) Acute anxiety/agitation**
- g) Schizophrenia**
- h) Anger**
- i) Confusion**
- j) Fear**
- k) Hyperactivity**
- l) Alcohol and drug abuse**
- m) Other behavioral cases which are safely available**

13. Assist in the care of geriatric patients:

- a) Chronically altered mental status**
- b) Alzheimer's disease**
- c) Osteoporosis**
- d) Rheumatoid arthritis**
- e) Immobility**
- f) Other geriatric cases as available**

14. Assist in the care of pediatric patients:

- a) Signs and symptoms of pediatric illness**