



**EMERGENCY MEDICAL SERVICES (EMS)  
STUDENT HANDBOOK**



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## **INTRODUCTION**

The McLean County Area EMS System is charged with ensuring the quality of pre-hospital emergency medical care. This is accomplished by ensuring training standards for EMS personnel follow established National Highway Traffic Safety Administration Standard Curriculums and all applicable State of Illinois laws. As an EMT student, you are responsible for conducting yourself in this course in accordance with these training standards and, ultimately, preparing yourself for certification and/or licensure.

This handbook is designed to acquaint you, as a student, with the requirements that must be met in order for you to successfully complete the EMS training program. A thorough knowledge of the material contained herein will help ensure highly trained and qualified EMTs in the McLean County Area EMS System. Please contact the McLean County Area EMS System if you have any questions.

## **EMT OATH**

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot, so help me God.

## **EMS CODE OF ETHICS**

Professional status as an Emergency Medical Technician 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, I solemnly pledge myself to the following code of professional 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 consideration 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.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

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 in defining and upholding standards of professional practice and education.

The 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 Service System.

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, does 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 which 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 nurses, the physicians, 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.

## **CODE OF STUDENT CONDUCT**

We believe in uncompromising ethical behavior based on the standards and codes of professional conduct and the laws of our community and country. EMS students have the opportunity to participate in a worthy, purposeful, and progressive profession. This opportunity, however, is not without obligation, for the viability of the profession rests on the integrity as well as the capability of its members.

Further, we are dedicated to excellence as our basic performance standard. We affirm that all tasks and services provided in the context of EMS care shall be delivered in a consistently superior manner.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

Working together, we will approach everything we do as an opportunity for continuous quality improvement.

It is necessary, therefore, that each student's behavior be ethical in the conduct of personal and academic affairs. In pursuing this objective, the student shall:

- Conduct self at all times in a dignified and exemplary manner.
- Abide by the procedures, rules and regulations of the MCAEMS System training program.
- Adhere to the guidelines prescribed by the training program in preparing academic assignments and completing course objectives.
- Strive toward academic excellence, improvement of clinical skills and expansion of professional knowledge.
- Encourage and assist colleagues in the pursuit of academic excellence and improvement through team/group activities.
- Refrain from statements that defame any person and/or the work of colleagues.
- Contribute interest, support, and leadership toward the overall improvement of the community, with special emphasis on delivery of health care and related objectives.
- Respect and protect the rights, privileges, and beliefs of others.

Behavior that is deemed disruptive, unprofessional, unethical, or inappropriate will not be tolerated. Disruptive behavior is student-initiated acts that range from tardiness to violence. It may consist of behavior that is disrespectful, offensive, or threatening and may present itself physically, verbally, or psychologically. It has a negative impact in any learning environment and interferes with the learning activities of the perpetrator and other students (DeFrance, 2001).

Violation of the System's ethics policy may constitute grounds for immediate dismissal from the program. Depending on the offense, a student may be immediately suspended pending the results of an investigation consistent with the System's due process policies.

**Non-professional behavior** will be documented in the student's permanent file. Examples of this behavior may include, but not be limited to, proof that the person:

- is guilty of fraud or deceit in procuring or attempting to procure admittance into the Paramedic program;
- has demonstrated a gross lack of integrity;
- has been convicted in this or another state of any crime which is a felony under the laws of the state or has been convicted of a felony in a Federal court, if such person has not offered proof of sufficient rehabilitation to warrant public trust;
- is unfit for duty, or incompetent by reason of illness, drug dependence, or gross negligence;
- has presented to class intoxicated or under the influence of habit forming drugs;
- has engaged in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public;
- has demonstrated insubordinate or inappropriate behavior towards the Course Coordinator or



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

individual instructors;

- has brought a weapon of any kind to the EMS class or clinical areas; and/or
- Has been caught breaking any state or federal law while enrolled as a student.
- A student who has received a decree by any circuit court/or an examination by the EMS MD or a qualified physician establishing that they are in need of mental care/treatment, shall be suspended from class. That person may be reinstated upon findings by the Circuit Court/EMS MD or a qualified physician that they have recovered from the mental illness and may resume his/her professional functions and return to class.

## **THE IMPORTANCE OF LIFELONG LEARNING**

This curriculum is designed to provide the student with the essentials to serve in the EMS profession. The minimum length of the EMS training programs, as adopted by from the National Highway Traffic Safety Administration Standard Curriculums and applicable State of Illinois laws, necessitates enrichment and continuing education in order to bring the student to full competency. This training program will provide the EMS candidate to perform the duties of the appropriate level outlined in the applicable training curriculum standard, but on-going continuing education, field experience, and continued growth is needed to become completely competent. Continuing education is critical to ensure competency is maintained throughout a person's career in Emergency Medical Services and in the medical profession. Change is a constant process in all professions, especially in the emergency medical professions, and to keep up with the changes, a professional must incorporate continued learning as a permanent part of their lives.

## **EMT FUNCTIONAL DESCRIPTION**

The EMT responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility. Once dispatched by the dispatcher, the EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT observes all traffic regulations concerning emergency vehicle operation while driving to an emergency. Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. The EMT will size-up the scene, prior to initiating patient care, to determine that the scene is safe, the mechanism of injury or nature of illness, total number of patients and to request additional help, if necessary. In the absence of law enforcement, creates a safe traffic environment, such as the placement of road flares, removal of debris, and re-direction of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care.

Based upon assessment findings, the EMT renders emergency medical care to adult, infant and child, medical, and trauma patients. Duties include but not limited to, opening and maintaining an airway, ventilating patients, and cardiopulmonary resuscitation, including use of automated external defibrillators. Provide emergency medical care of simple and multiple system trauma such as controlling hemorrhage, treatment of shock (hypo-perfusion), bandaging wounds, immobilization of



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

painful, swollen, and deformed extremities. Medical patients include: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies, and suspected poisonings. The EMT determines the presence of a medical identification emblem as a clue in providing emergency care. Additional care is provided based upon assessment of the patient and obtaining historical information. These interventions include assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers. The EMT-Basic will also be responsible for administration of oxygen, oral glucose, glucagon and ASA.

The EMT reassures patients and bystanders by working in a confident, efficient manner and avoids mishandling and undue haste while working expeditiously to accomplish the task. Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT will request additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT complies with regulations on the handling of the deceased, notifies authorities, and arranges for protection of property and evidence at scene. Lifts stretcher, placing in ambulance and seeing that the patient and stretcher are secured, continues emergency medical care enroute to the hospital. From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical control. The EMT reports directly to the emergency department the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. Any assessment findings that require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility. The EMT continues to assess the patient enroute to emergency facility, administers additional care as indicated or directed by medical direction. The EMT then reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility for purposes of records and diagnostics. Upon request, the EMT may provide assistance to the receiving facility staff with the transfer of care.

After each call, the EMT restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, makes careful check of all equipment so that the ambulance is ready for the next call for assistance. Each ambulance must be maintained in efficient operating condition and state of readiness. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure. Determines that vehicle is in proper mechanical condition by checking items required by service management. The EMT must maintain familiarity with all equipment used in emergency services. The EMT will remain clinically proficient by attending continuing education programs as required by employers, medical direction, licensing or certifying agencies.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

It is the ultimate responsibility of an employer to define specific job descriptions within each EMS entity. Some basic minimum qualifications for EMT personnel include:

1. Be 18 years of age or older.
2. Have a high school diploma or GED.
3. Complete an approved training course.
4. Display technical competence during field and clinical training.
5. Successfully complete the National Registry of EMT or State of Illinois EMT written and practical examinations.
6. Ability to communicate verbally; via telephone and radio equipment.
7. Ability to lift, carry and balance up to 125 pounds (250 with assistance).
8. Ability to interpret written and oral instructions.
9. Ability to use good judgment and remain calm in high-stress situations.
10. Ability to work effectively in an environment with loud noises and flashing lights.
11. Ability to function efficiently throughout an entire work shift.
12. Ability to calculate weight and volume ratios and read small print under life threatening time constraints.
13. Ability to read and understand English language manuals and road maps.
14. Accurately discern street signs and address numbers.
15. Ability to interview patient, family members and bystanders.
16. Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
17. Ability to converse in English with co-workers and hospital staff as to patient status.
18. Good manual dexterity, with ability to perform all tasks related to highest quality patient care.
19. Ability to bend, stoop and crawl on uneven terrain.
20. Ability to withstand varied environmental conditions such as extreme heat, cold, and moisture.
21. Ability to work in low light, confined spaces and other dangerous environments.

## **COMPETENCY AREAS**

1. First Responder
  - a. Must demonstrate competency handling emergencies utilizing all First Responder equipment and skills in accordance with all behavioral objectives in the National Highway Traffic Safety Administration National Standard First Responder curriculum.
2. EMT-Basic
  - a. Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the National Highway Traffic Safety Administration National Standard EMT-Basic curriculum.
3. EMT-Intermediate
  - a. Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the National Highway Traffic Safety Administration National Standard EMT Basic and EMT-I curriculums.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 4. EMT-Paramedic

- a. Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the National Highway Traffic Safety Administration National Standard EMT Basic, EMT-I and EMT-P curriculums.

## **SCOPE OF PRACTICE**

According to Section 515.550 *Scope of Practice - Licensed EMT*,

*“Any person licensed as an EMT-B, EMT-I or EMT-P shall perform emergency and non-emergency medical services in accordance with his or her level of education, training and licensure, the standards of performance and conduct prescribed in this Part, and the requirements of the EMS System in which he or she practices, as contained in the approved Program Plan for that System.”*

*“A person currently licensed as an EMT-B, EMT-I or EMT-P may only practice as an EMT or utilize his or her EMT license in pre-hospital or inter-hospital emergency care settings or non-emergency medical transport situations, under the written or verbal direction of the EMS Medical Director. For purposes of this Section, a "pre-hospital emergency care setting" may include a location that is not a health care facility, which utilizes EMTs to render pre-hospital emergency care prior to the arrival of a transport vehicle. The location shall include communication equipment and all of the portable equipment and drugs appropriate for the EMT's level of care, and the protocols of the EMS Systems, and shall operate only with the approval and under the direction of the EMS Medical Director.”*

## **COURSE DESIGN FIRST RESPONDER**

### **MODULE 1**

#### 1-1 Introduction to EMS Systems

Familiarize the First Responder candidate with the introductory aspects of emergency medical care. Topics include the Emergency Medical Services system, roles and responsibilities of the First Responder, quality improvement, and medical oversight.

#### 1-2 Well-Being of the First Responder

Cover the emotional aspects of emergency medical care, stress management, introduction to Critical Incident Stress Debriefing (CISD), scene safety, body substance isolation (BSI), personal protection equipment (PPE), and safety precautions that can be taken prior to performing the role of a First Responder.

#### 1-3 Legal and Ethical Issues

Explore the scope of practice, ethical responsibilities, advance directives, consent, refusals, abandonment, negligence, duty to act, confidentiality, medical identification symbols, and crime scenes.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 1-4 The Human Body

Enhance the First Responder's knowledge of the human body. A brief overview of body systems, anatomy, and physiology will be given in this session.

## 1-5 Lifting and Moving Patients

Provide students with knowledge of body mechanics, lifting and carrying techniques and principles of moving patients.

## 1-6 Evaluation: Preparatory

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.

## MODULE 2

### 2-1 Airway

Address airway anatomy and physiology, how to maintain an open airway, pulmonary resuscitation, variations for infants and children, as well as patients with laryngectomies. The use of airways, suction equipment, and barrier devices will be discussed in this lesson. Also included is the management of foreign body airway obstructions.

### 2-2 Practical Lab: Airway

Provide supervised practice for students to develop the psychomotor skills of airway care. The use of airways, suction equipment, and barrier devices will be included in this lesson. Students will have an opportunity to practice the techniques of removing a foreign body airway obstruction.

### 2-3 Evaluation: Airway

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.

## MODULE 3

### 3-1 Patient Assessment

Enhance the First Responder's ability to evaluate a scene for potential hazards, to determine the number of patients, whether additional help is necessary, and to evaluate the mechanism of injury or nature of illness. This lesson provides the knowledge and skills to properly perform the initial assessment. In this session, the student will learn about forming a general impression, determining responsiveness, and assessing the airway, breathing, and circulation. Students will discuss how to determine priorities of patient care. This lesson also teaches the knowledge and skills required to continue the assessment and management of the ill or injured patient.

### 3-2 Practical Lab: Patient Assessment

Integrate the knowledge and skills learned thus far to assure that the student has the knowledge and skills of assessment necessary to continue with the management of patients with medical complaints and traumatic injuries.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 3-3 Evaluation: Patient Assessment

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.

## MODULE 4

### 4-1 Circulation

This lesson provides the First Responder with the knowledge and skills of chest compressions and ventilations for adults, children, and infants.

### 4-2 Practical Lab: Circulation

Draw on the knowledge and skills learned thus far in this practical lab. Students will be given the opportunity to practice CPR skills.

### 4-3 Evaluation: Circulation

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.

## MODULE 5

### 5-1 Medical Emergencies

Discuss the recognition and management of general medical complaints, seizures, altered mental status, environmental emergencies, behavioral emergencies, psychological crisis, and typical patient situations.

### 5-2 Bleeding and Soft Tissue Injuries

Reviews the cardiovascular system, describes the care of the patient with internal and external bleeding, and teaches the management of soft tissue injuries and burns. Techniques of dressing and bandaging wounds will also be taught in this lesson.

### 5-3 Injuries to Muscles and Bones

Review the anatomy of and injuries to the musculoskeletal system. Present information about injuries of the skeletal system. Review the anatomy of the nervous system and the skeletal system. Discuss injuries to the spine and head, including the mechanism of injury, signs and symptoms of injury, and assessment.

### 5-4 Practical Lab: Illness and Injury

Provides practice in assessing and managing patients with traumatic injuries.

### 5-5 Evaluation: Illness and Injury

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## MODULE 6

### 6-1 Childbirth

Review the anatomical and physiological changes that occur during pregnancy. Demonstrate deliveries and newborn care.

### 6-2 Infants and Children

Present information concerning anatomical differences in infants and children; discuss common medical and trauma situations.

### 6-3 Practical Lab: Children and Childbirth

Provide the First Responder student with the opportunity to interact with infants and children and to practice the knowledge and skills learned thus far concerning this special population.

### 6-4 Evaluation: Childbirth and Children

Evaluate the student's level of achievement of the cognitive, psychomotor, and affective objectives for this module of instruction.

## COURSE DESIGN EMT-Basic

## MODULE 1

### 1-1 Introduction to Emergency Medical Care

Familiarize the EMT-Basic candidate with the introductory aspects of emergency medical care. Topics covered include the Emergency Medical Services system, roles and responsibilities of the EMT-Basic, quality improvement, and medical direction.

### 1-2 Well-Being of the EMT-Basic

Covers the emotional aspects of emergency care, stress management, introduction to Critical Incident Stress Debriefing (CISD), scene safety, body substance isolation (BSI), personal protection equipment (PPE), and safety precautions that can be taken prior to performing the role of an EMT-Basic.

### 1-3 Medical/Legal and Ethical Issues

Explore the scope of practice, ethical responsibilities, advance directives, consent, refusals, abandonment, negligence, duty to act, confidentiality, and special situations such as organ donors and crime scenes. Medical/legal and ethical issues are vital elements of the EMT-Basic's daily life.

### 1-4 The Human Body

Enhance the EMT-Basic's knowledge of the human body. A brief overview of body systems, anatomy, physiology and topographic anatomy will be given in this session.

### 1-5 Baseline Vital Signs and SAMPLE History

Teaches assessing and recording of a patient's vital signs and a SAMPLE history.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 1-6 Lifting and Moving Patients

Provide students with knowledge of body mechanics, lifting and carrying techniques, principles of moving patients, and an overview of equipment. Practical skills of lifting and moving will also be developed during this lesson.

## 1-7 Evaluation: Preparatory Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 2

### 2-1 Airway

Teaches airway anatomy and physiology, how to maintain an open airway, pulmonary resuscitation, variations for infants and children and patients with laryngectomies. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be discussed in this lesson.

### 2-2 Practical Skills Lab: Airway

Provide supervised practice for students to develop the psychomotor skills of airway care. The use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be included in this lesson.

### 2-3 Evaluation: Airway Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 3

### 3-1 Scene Size-Up

Enhance the EMT-Basic's ability to evaluate a scene for potential hazards, determine by the number of patients if additional help is necessary, and evaluate mechanism of injury or nature of illness. This lesson draws on the knowledge of Lesson 1-2.

### 3-2 Initial Assessment

Provide the knowledge and skills to properly perform the initial assessment. In this session, the student will learn about forming a general impression, determining responsiveness, assessment of the airway, breathing and circulation. Students will also discuss how to determine priorities of patient care.

### 3-3 Focused History and Physical Exam - Trauma Patients

Describe and demonstrates the method of assessing patients' traumatic injuries. A rapid approach to the trauma patient will be the focus of this lesson.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 3-4 Focused History and Physical Exam - Medical Patients

Describe and demonstrates the method of assessing patients with medical complaints or signs and symptoms. This lesson will also serve as an introduction to the care of the medical patient.

## 3-5 Detailed Physical Exams

Teach the knowledge and skills required to continue the assessment and treatment of the patient.

## 3-6 On-Going Assessment

Stress the importance of trending, recording changes in the patient's condition, and reassessment of interventions to assure appropriate care.

## 3-7 Communications

Discuss the components of a communication system, radio communications, and communication with medical direction, verbal communication, interpersonal communication, and quality improvement.

## 3-8 Documentation

Assist the EMT-Basic in understanding the components of the written report, special considerations regarding patient refusal, the legal implications of the report, and special reporting situations. Reports are an important aspect of prehospital care. This skill will be integrated into all student practices.

## 3-9 Practical Skills Lab: Patient Assessment

Integrate the knowledge and skills learned thus far to assure that the student has the knowledge and skills of assessment necessary to continue with the management of patients with medical complaints and traumatic injuries.

## 3-10 Evaluation: Patient Assessment Module

Conduct written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 4

### 4-1 General Pharmacology

Provide the student with a basic knowledge of pharmacology, providing a foundation for the administration of medications given by the EMT-Basic and those used to assist a patient with self-administration.

### 4-2 Respiratory Emergencies

Review components of the lesson on respiratory anatomy and physiology. It will also provide instruction on assessment of respiratory difficulty and emergency medical care of respiratory problems, and the administration of prescribed inhalers.

### 4-3 Cardiovascular Emergencies

Review of the cardiovascular system, an introduction to the signs and symptoms of cardiovascular disease, administration of a patient's prescribed nitroglycerin, and use of the automated external defibrillator.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 4-4 Diabetes/Altered Mental Status

Review the signs and symptoms of altered level of consciousness, the emergency medical care of a patient with signs and symptoms of altered mental status and a history of diabetes, and the administration of oral glucose.

## 4-5 Allergies

Teach the student to recognize the signs and symptoms of an allergic reaction, and to assist the patient with a prescribed epinephrine auto-injector.

## 4-6 Poisoning/Overdose

Teach the student to recognize the signs and symptoms of poisoning and overdose. Information on the administration of activated charcoal is also included in this section.

## 4-7 Environmental Emergencies

Cover recognizing the signs and symptoms of heat and cold exposure, as well as the emergency medical care of these conditions. Information on aquatic emergencies and bites and stings will also be included in this lesson.

## 4-8 Behavioral Emergencies

Develop the student's awareness of behavioral emergencies and the management of the disturbed patient. Restraining the combative patient will also be taught in this lesson.

## 4-9 Obstetrics/Gynecology

Review the anatomical and physiological changes that occur during pregnancy, demonstrate normal and abnormal deliveries, summarize signs and symptoms of common gynecological emergencies, and neonatal resuscitation.

## 4-10 Practical Skills Lab: Medical/Behavioral Emergencies and Obstetrics/Gynecology

Draw on the knowledge and skills learned thus far in this practical lab. Students will be given the opportunity to assess and treat a variety of patients with various medical complaints.

## 4-11 Evaluation: Medical/Behavioral Emergencies and Obstetrics/Gynecology

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 5

### 5-1 Bleeding and Shock

Reviews the cardiovascular system, describes the care of the patient with internal and external bleeding, signs and symptoms of shock (hypoperfusion), and the emergency medical care of shock (hypoperfusion).



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 5-2 Soft Tissue Injuries

Continue with the information taught in Bleeding and Shock, discussing the anatomy of the skin and the management of soft tissue injuries and the management of burns. Techniques of dressing and bandaging wounds will also be taught in this lesson.

## 5-3 Musculoskeletal Care

Review the musculoskeletal system before recognition of signs and symptoms of a painful, swollen, deformed extremity and splinting are taught in this section.

## 5-4 Injuries to the Head and Spine

Review the anatomy of the nervous system and the skeletal system. Injuries to the spine and head, including mechanism of injury, signs and symptoms of injury, and assessment. Emergency medical care, including the use of cervical immobilization devices and short and long back boards will also be discussed and demonstrated by the instructor and students. Other topics include helmet removal and infant and child considerations.

## 5-5 Practical Skills Lab: Trauma

Provide practice of the assessment and management of patients with traumatic injuries.

## 5-6 Evaluation: Trauma Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 6

### 6-1 Infants and Children

Present information concerning the developmental and anatomical differences in infants and children, discuss common medical and trauma situations, and also covered are infants and children dependent on special technology. Dealing with an ill or injured infant or child patient has always been a challenge for EMS providers.

### 6-2 Practical Skills Lab: Infants and Children

Provide the EMT-Basic student with the opportunity to interact with infants and children, and to practice the knowledge and skills learned thus far concerning this special population.

### 6-3 Evaluation: Infants and Children

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 7

### 7-1 Ambulance Operations

Presents an overview of the knowledge needed to function in the prehospital environment. Topics covered include responding to a call, emergency vehicle operations, transferring patients, and the phases of an ambulance call.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## 7-2 Gaining Access

Provide the EMT-Basic student with an overview of rescue operations. Topics covered include roles and responsibilities at a crash scene, equipment, gaining access, and removing the patient.

## 7-3 Overviews

Provide the EMT-Basic student with information on hazardous materials, incident management systems, mass casualty situations, and basic triage.

## 7-4 Evaluation: Operations

Conduct a written and skills evaluation will be done to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

## MODULE 8

### 8-1 Advanced Airway

Instruct students on how to maintain an airway by means of combitube. Included is a review of basic airway skills, nasogastric tube insertion for decompression of the stomach of an infant or child patient, and combitube insertion of adults and small adults. This lesson should be presented prior to the medical and trauma modules.

### 8-2 Practical Skills Lab: Advanced Airway

Demonstrate the skills of advanced airway techniques for the EMT-Basic. This includes insertion of the nasogastric tube in infant and child patients and combitube insertion of adults, and small adults.

### 8-3 Evaluation: Advanced Airway

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction. Whenever possible, supervised clinical experience will be provided to the students.

## COURSE DESIGN EMT-INTERMEDIATE

### MODULE 1

At the completion of this module, the EMT-Intermediate student will understand the roles and responsibilities of an EMT-Intermediate within an EMS system, apply the basic concepts of anatomy and physiology to the assessment and management of emergency patients, and safely use and administer emergency medications.

1-1 At the completion of this unit, the EMT-Intermediate student will: understand his or her roles and responsibilities within an EMS system, and how these roles and responsibilities differ from other levels of providers; understand the role of medical direction in the out-of-hospital environment; understand and value the importance of personal wellness in EMS and serve as a healthy role model for peers; be able to identify the importance of primary injury prevention activities as an effective way to reduce



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

death, disabilities and health care costs; understand the legal issues that impact decisions made in the out-of-hospital environment; and value the role that ethics plays in decision making in the out-of-hospital environment.

1-2 At the completion of this unit, the EMT-Intermediate student will understand basic anatomy and physiology and how it relates to the foundations of medicine.

1-3 At the completion of this unit, the EMT-Intermediate student will be able to understand the basic principles of pharmacology and be able to develop a drug profile for common emergency medications.

1-4 At the completion of this unit, the EMT-Intermediate student will be able to safely and precisely access the venous circulation and administer medications.

## MODULE 2

At the completion of this module, the EMT-Intermediate student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.

2-1 At the completion of this unit, the EMT-Intermediate student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.

## MODULE 3

At the completion of this module, the EMT-Intermediate student will be able to take a proper history and perform an advanced physical assessment on an emergency patient, and communicate the findings to others.

3-1 At the completion of this unit, the EMT-Intermediate student will be able to use the appropriate techniques to obtain a medical history from a patient.

3-2 At the completion of this unit, the EMT-Intermediate student will be able to explain the significance of physical exam findings commonly found in emergency situations.

3-3 At the end of this unit, the EMT-Intermediate student will be able to integrate the principles of history taking and techniques of physical exam to perform a patient assessment on an emergency patient.

3-4 At the end of this unit, the EMT-Intermediate student will be able to apply a process of clinical decision making to use the assessment findings to help form a field impression.

3-5 At the completion of this unit, the EMT-Intermediate student will be able to follow an accepted format for the dissemination of patient information in verbal form, either in person or over the radio.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

3-6 At the completion of this unit, the EMT-Intermediate student will be able to effectively document the essential elements of patient assessment, care and transport.

## MODULE 4

At the completion of this module, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.

4-1 At the completion of this unit, the EMT-Intermediate student will be able to apply the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury.

4-2 At the completion of this unit, the EMT-Intermediate student will utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with hemorrhage or shock.

4-3 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement the management plan for the patient with a burn injury.

4-4 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for a patient with a thoracic injury.

4-5 At the completion of this unit, the EMT-Intermediate student will be able to demonstrate the practical skills of managing trauma patients.

## MODULE 5

At the completion of this module, the EMT-Intermediate student will be able to formulate a field impression and implement the treatment plan for the medical patient.

5-1 At the end of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory emergencies.

5-2 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression, implement and evaluate the management plan for the patient experiencing a cardiac emergency.

5-3 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for the patient with a diabetic emergency.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

5-4 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for the patient with an allergic or anaphylactic reaction.

5-5 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement a treatment plan for the patient with a toxic exposure.

5-6 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with a neurological emergency.

5-7 At the completion of this unit, the EMT-Intermediate student will be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with non-traumatic abdominal pain.

5-8 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement the treatment plan for the patient with an environmentally-induced or exacerbated emergency.

5-9 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement a management plan for patients with behavioral emergencies.

5-10 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement the management plan for the patient experiencing a gynecological emergency.

## MODULE 6

At the completion of this module, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement the treatment plan for obstetric, neonatal, pediatric, and geriatric patients.

6-1 At the completion of this unit, the EMT-Intermediate student will be able utilize the assessment findings to formulate a field impression and implement the management of a normal or abnormal labor.

6-2 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement the treatment plan for the resuscitation of a neonatal patient.

6-3 At the completion of this unit, the EMT-Intermediate student will be able to utilize assessment findings to formulate a field impression and implement the treatment plan for a pediatric patient.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

6-4 At the completion of this unit, the EMT-Intermediate student will be able to use assessment findings to formulate a management plan for the geriatric patient.

## MODULE 7

At the completion of this module, the EMT-Intermediate student will be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

7-1 At the completion of this unit, the EMT-Intermediate student will be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

## **COURSE DESIGN EMT-PARAMEDIC**

### MODULE 1

At the completion of this module, the paramedic student will understand the roles and responsibilities of a Paramedic within an EMS system, apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, and communicate effectively with patients.

1-1 At the completion of this unit, the paramedic student will understand his or her roles and responsibilities within an EMS system, and how these roles and responsibilities differ from other levels of providers.

1-2 At the completion of this unit, the paramedic student will understand and value the importance of personal wellness in EMS and serve as a healthy role model for peers.

1-3 At the completion of this unit, the paramedic student will be able to integrate the implementation of primary injury prevention activities as an effective way to reduce death, disabilities and health care costs.

1-4 At the completion of this unit, the paramedic student will understand the legal issues that impact decisions made in the out-of-hospital environment.

1-5 At the completion of this unit, the paramedic student will understand the role that ethics plays in decision making in the out-of-hospital environment.

1-6 At the completion of this unit, the paramedic student will be able to apply the general concepts of pathophysiology for the assessment and management of emergency patients.

1-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

1-8 At the completion of this unit, the paramedic student will be able to safely and precisely access the venous circulation and administer medications.

1-9 At the completion of this unit, the paramedic student will be able to integrate the principles of therapeutic communication to effectively communicate with any patient while providing care.

1-10 At the completion of this unit, the paramedic student will be able to integrate the physiological, psychological, and sociological changes throughout human development with assessment and communication strategies for patients of all ages.

## MODULE 2

At the completion of this module, the paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.

2-1 At the completion of this unit, the paramedic student will be able to establish and/ or maintain a patent airway, oxygenate, and ventilate a patient.

## MODULE 3

At the completion of this module, the paramedic student will be able to take a proper history and perform a comprehensive physical exam on any patient, and communicate the findings to others.

3-1 At the completion of this unit, the paramedic student will be able to use the appropriate techniques to obtain a medical history from a patient.

3-2 At the completion end of this unit, the paramedic student will be able to explain the pathophysiological significance of physical exam findings.

3-3 At the end of this unit, the paramedic student will be able to integrate the principles of history taking and techniques of physical exam to perform a patient assessment.

3-4 At the end of this unit, the paramedic student will be able to apply a process of clinical decision making to use the assessment findings to help form a field impression.

3-6 At the completion of this unit, the paramedic student will be able to effectively document the essential elements of patient assessment, care and transport.

## MODULE 4

At the completion of this module, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

4-1 At the completion of this unit, the Paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury.

4-2 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with shock or hemorrhage.

4-3 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with soft tissue trauma.

4-4 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the management plan for the patient with a burn injury.

4-5 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the trauma patient with a suspected head injury.

4-6 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the patient with a suspected spinal injury.

4-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for a patient with a thoracic injury.

4-8 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with suspected abdominal trauma.

4-9 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with a musculoskeletal injury.

## MODULE 5

At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.

5-1 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory problems.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

5-2 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease.

5-3 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with a neurological problem.

5-4 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with an endocrine problem.

5-5 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with an allergic or anaphylactic reaction.

5-6 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with a gastroenterological problem.

5-7 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the patient with a renal or urologic problem.

5-8 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with a toxic exposure.

5-9 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles of the hematopoietic system to formulate a field impression and implement a treatment plan.

5-10 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with an environmentally induced or exacerbated medical or traumatic condition.

5-11 At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a management plan for the patient with infectious and communicable diseases.

5-12 At the end of this unit, the paramedic student will be able to describe and demonstrate safe, empathetic competence in caring for patients with behavioral emergencies.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

5-13 At the end of this unit, the paramedic student will be able to utilize gynecological principles and assessment findings to formulate a field impression and implement the management plan for the patient experiencing a gynecological emergency.

5-14 At the completion of this unit, the paramedic student will be able to apply an understanding of the anatomy and physiology of the female reproductive system to the assessment and management of a patient experiencing normal or abnormal labor.

## MODULE 6

At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients.

6-1 At the completion of this lesson, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the neonatal patient.

6-2 At the completion of this lesson, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the pediatric patient.

6-3 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles and the assessment findings to formulate and implement a treatment plan for the geriatric patient.

6-4 At the completion of this unit, the paramedic student will be able to integrate the assessment findings to formulate a field impression and implement a treatment plan for the patient who has sustained abuse or assault.

6-5 At the completion of this unit the paramedic student will be able to integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for diverse patients and those who face physical, mental, social and financial challenges.

6-6 At the completion of this unit, the paramedic student will be able to integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement a treatment plan for the acute deterioration of a chronic care patient.

## MODULE 7

At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

7-1 At the completion of this unit, the paramedic student will be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

## MODULE 8

At the completion of this unit, the paramedic student will be able to safely manage the scene of an emergency.

8-1 At the completion of this unit, the paramedic will understand standards and guidelines that help ensure safe and effective ground and air medical transport.

8-2 At the completion of this unit, the paramedic student will be able to integrate the principles of general incident management and multiple casualty incident (MCI) management techniques in order to function effectively at major incidents.

8-3 At the completion of this unit, the paramedic student will be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, trenches, highways, and hazardous terrain.

8-4 At the completion of this unit, the paramedic student will be able to evaluate hazardous materials emergencies, call for appropriate resources, and work in the cold zone.

8-5 At the completion of this unit, the paramedic student will have an awareness of the human hazard of crime and violence and the safe operation at crime scenes and other emergencies.

## TIMELY COMPLETION OF COURSE REQUIREMENTS

Students enrolled in EMS initial education courses are expected to complete all class requirements in a timely manner. Keeping track of class requirements in clinical and field internship is the responsibility of the student. No student will be allowed to take the state or national examination for licensure until all class assignments, clinical hours and field internship are successfully completed.

**Any student who does not complete the required clinical and field internship within 6 months after the last scheduled class session, will have to repeat the entire course.**

If any student is unable to complete the required clinical and/or field internship due to unexpected circumstances such as serious illness of the student or serious illness and/or death of a close relative he/she may request a three month extension. Requests for extensions are reviewed on a case by case basis and approved or disapproved by the Lead Instructor, EMS Coordinator and the Medical Director. If the student has completed all the required clinical (hospital and field internship) minimum hours + 10% but has not been able to accomplish the minimum specific patient type encounters and/or procedures, a formal written request may be submitted to the MCAEMS System Medical Director requesting that the competency of missing specific patient types and/or procedures be accomplished within a simulation environment to evaluate competency.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## COURSE COMPLETION REQUIREMENTS

In order to successfully complete the EMS Course, the student must fulfill the following:

1. Completion of all classroom and clinical requirements.
2. Achieve an 80% average on all quizzes, homework, and exams. A student is allowed to retake a total of two written examinations. The original exam score and the retake score will be averaged together and recorded. All quizzes will be added together to obtain an average and recorded as one exam. If a student is absent on the day of an examination, the examination must be made up prior to the following week's class or will be scored as a zero. It is the student's responsibility to make arrangements with the EMS Lead Instructor to retake the examination.
3. Satisfactory attendance (no more than 2 classes missed for any reason). A written request from the student to the EMS Lead Instructor may be submitted to the EMS MD for consideration of a waiver of this requirement. If approved by the EMS Lead Instructor and EMS MD, the student must arrange for making up all missed course/clinical requirements.
4. Satisfactory evaluation on clinical (including field) experiences.
5. Satisfactory rating on all practical examinations. Practical examinations are scored as pass/fail. Students will be allowed to retake two practical examinations.
6. Maintain compliance with all MCAEMS System policies.

## DISCIPLINARY PROCEDURES

It is the policy of the McLean County Area EMS System to make every effort to provide the opportunity for education to students whose performance and conduct are satisfactory. Students who appear to have difficulties in performance areas will be assisted as much as possible on an individual basis by the EMS Lead Instructor. However, if after repeated attempts the student remains unable to improve his/her performance, he/she will be dismissed from the training program.

A student whose conduct is not considered proper and of a professional manner may deserve the opportunity to correct his/her conduct. To assist in this effort, the Lead Instructor will discuss and discipline the student based upon the nature, seriousness, and surrounding circumstances of the student's misconduct. In cases where the misconduct is of a serious nature, the EMS Medical Director may bypass the warning steps and immediately dismiss the student from the EMS training program.

Where appropriate, normal progressive disciplinary action shall be as follows:

**FIRST - Verbal Warning:** The Lead Instructor or designee will inform the student of the reported misconduct, discuss with the student a possible means of correction and further action that will follow if the misconduct continues. The Lead Instructor or designee will also document (for the student's file) that a verbal warning had been given.

**SECOND - Written Warning:** The Lead Instructor shall inform the student; in writing, of the misconduct; the student shall sign the warning indicating that he/she received the warning. The Lead Instructor will explain the misconduct, possible means for correction, and the consequences of continued misconduct. Documentation of the above shall be forwarded to the McLean County Area EMS System and also to the students file.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

**THIRD – Dismissal:** Dismissal shall follow the written warning in most instances. The final decision for dismissal from the EMS training program will be made by the EMS Medical Director.

**FOURTH – Appeal:** The student may appeal being dismissed from the EMS training program by writing a letter to the McLean County Area EMS System Medical Director for consideration. If the EMS Medical Director agrees to reverse the decision for removal from the EMS training program, it will be the sole responsibility of the student to make up any training material that was missed. If the EMS Medical Director does not agree to reverse the decision for removal from the EMS training program the student will be required to complete the application process into another EMS training program at a future date.

## **STUDENT PRIVACY**

The McLean County Area EMS System policy on the collection, maintenance, release, and disclosure of student records is as follows:

1. All EMS students have the right to inspect and review their educational records at a scheduled time.
2. A reasonable time must be allowed following a request to view one's record (allowing at least two working days).
3. EMS students may designate third parties that may have access to or disclosure of their educational records.
4. Students have the right to challenge the contents of their records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.
5. Students have the right to obtain a response from the EMS Lead Instructor to reasonable requests for explanation and interpretations of the records.
6. Students have the right to obtain copies of their educational records with exception of examinations. No copies of examinations will be released by the EMS training program records of student's grades on examinations will be released. Students requesting copies of their records will be charged a minimal fee to cover copying expenses.
7. The EMS Lead Instructor must have written consent from the student to release or disclose educational records and/or personally identifiable information to third parties.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

**McLean County Area EMS System**

**Policy and Procedure**

---

## **Title: EMT Course Student Attendance Policy (PP110)**

### **Policy Statement:**

The Mclean County Area EMS System requires all students enrolled in a (an) EMT basic, intermediate, or paramedic course, will be expected to maintain a high class room attendance level. In compliance with EMS System Act [77Ill Adm code 515.500, 515.510, and 515.520 (d)] all students will be allowed a maximum of 2 excused absences and no unexcused absences in a course. It will be the responsibility of the student to obtain the information from the lead instructor for any missed classes.

### **Goal/Purpose:**

To help ensure that EMT students have obtained the core knowledge and skills needed for proper treatment of the sick or injured in the pre-hospital setting.

### **Policy/Procedure:**

- A. A student that is enrolled in an EMS course approved by the Mclean County Area EMS System is required to attend all didactical (class room) hours that are listed on the course agenda.
- B. A student that misses more than 2 excused absences or any unexcused absence will be referred to the EMS system for review.
- C. It is the responsibility of the lead instructor to contact the EMS system if a student misses more than the maximum allowable classes stated above.
- D. The EMS Medical Director or his designee will make the final determination if the student will have to retake the course or other action is to be taken.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## EMS STUDENT CLINICAL EVALUATION PROGRAM

- I. All clinical time scheduled through the EMS Course Coordinator.
- II. EMS Educator visit didactic class to review expectations/ written objectives
- III. EMT-B Student Clinical Documentation
  - Attendance/ Hours Record
  - Shift Summary Report (signed by site preceptor)
  - Skills Check Sheets
    - Patient Assessment, Vital Signs
  - Student Evaluation of Preceptor
- IV. EMT-I and EMT-P Clinical Documentation
  - Prerequisites to clinical experience
    - Hospital clinical experiences can begin following coverage of the appropriate material in didactic class. The didactic instructor will inform the students and the hospitals when they have completed the appropriate classroom requirements to perform particular skills with patients.
    - Meet with Mentoring Preceptor (can be concurrent with 1<sup>st</sup> Field clinical)
      - First several shifts in the field should be with Mentoring Preceptor
  - Clinical Attendance Record
  - Shift Summary Report (signed by site preceptor)
    - Run reports attached for Field experience
  - Student Evaluation of Preceptor
  - Skills Check Sheets
    - Patient Assessment, Medication Administration, IV Access, Intubation, Call Management/ Team Leader
    - ALL attempts documented
    - Completion requires minimum number and a 65% success rate
    - Comments on objectives for those skills, especially with failures
  - Clinical Evaluation Tool
    - With Preceptor (Mentoring Preceptor, if possible) every 12 calls
    - With EMS Education Coordinator monthly (student to schedule)
    - Any skills missing due to lack of contact or failure to satisfactorily perform, competency may demonstrated in the simulation lab or additional clinical time
- V. Grievance process for students who feel unfairly held back by preceptor
  - Site Preceptor
  - Mentoring Preceptor
  - EMS Education Coordinator
  - EMS Coordinator
  - Medical Director



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## GOALS

- Become oriented to the hospital and EMS system in which field internship experiences will be completed.
- Become familiar with the location, operation of medical, safety and communication equipment.
- Participate in BLS, ILS and ALS patient care skills.
- Demonstrate the ability to perform as a team member while caring for patients. As a team member, the student should work on history taking, patient assessment skills, and perform invasive and noninvasive procedures under the *direct supervision* of the EMS Preceptor or RN.
- Demonstrate the ability to perform as a team leader on BLS, ILS and ALS calls (EMS unit only).

## EXPECTATIONS

- Review the expectations, specific tasks, and terminal objectives with the Preceptor/RN at the beginning of each shift. The student must bring the complete objectives to the clinical experience.
- Demonstrate initiative and interest in all learning activities.
- Assist with all duty assignments, including housekeeping and pre-shift equipment checks.
- Make effective and responsible use of “downtime.”
- Be familiar with equipment and supplies and participate in the pre-shift check.
- Report on time, in appropriate uniform (with name tag) and prepared to work and learn at the beginning of the shift.
- Accept constructive feedback in a positive manner.
- Review the location of medical, safety, and communications equipment in the given clinical setting.
- Review how to use communication systems to summon help in an emergency.
- Review the use of the radio/phone system to notify hospitals with patient information.
- Demonstrate proper use of patient transport devices.
- Provide safe, careful and patient oriented care in all patient encounters.
- Complete comprehensive written patient care report on every patient encounter when functioning in the role of “team leader.”
- Conduct patient histories/interviews and physical exams.
- Perform radio/phone notification to receiving hospital with patient information
- Successfully perform BLS, ILS and ALS procedures as permitted by the Preceptor/RN (including IV placement, medication administration, ventilation, etc.).
- Perform radio/phone notification to receiving hospital with patient information, practice medical direction consults.
- Recite or demonstrate knowledge of all medical standing orders, protocols or guidelines.
- Recite or demonstrate knowledge of appropriate indications, dosage, administration route and method, contra-indications and side effects of any medication within the appropriate scope of practice for the candidate.
- Recognize the severity of the patient’s condition and conduct patient care in accordance to this severity.
- Attempt to team lead calls where the patient is non-critical and will be treated with basic life support (non-invasive skills) only.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

- Serve as a team leader for all calls where the preceptor determines are appropriate.

## **PREREQUISITES PRIOR TO CLINICAL ROTATION**

- The student must provide written proof of student professional and general liability insurance coverage to the McLean County Area EMS System.
- The student must provide written proof of the following healthcare related immunizations to the McLean County Area EMS System:
  - Negative TB skin test and/or negative chest x-ray, if indicated.
  - Hepatitis B series.
  - Up-to-date tetanus.
  - Immunity from Measles, Rubella and Rubeola.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## EMS Student Clinical Shift Summary Report

Name \_\_\_\_\_ Level: (circle) B I P ECRN/PHRN

Date \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_ Total Hours \_\_\_\_\_

Type of Experience: (field unit # or hospital and department) \_\_\_\_\_

Shift Summary (Types of patients, learning opportunities, etc.) \_\_\_\_\_

---

---

---

Skills (documented on separate skill sheets, but include success/ attempts here)

---

---

---

Self Evaluation Comments (Progress, Deficiencies, Needs, etc.) \_\_\_\_\_

---

---

---

---

---

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## Affective Objectives (Preceptor to complete):

Affective Objectives	Competent	Needs Improvement	No Opportunity to Evaluate
<b>Integrity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently honest; is able to be trusted with the property of others; can be trusted with confidential information.			
<b>Empathy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows compassion for others; responds appropriately to the emotional response of patients and family members; demonstrates a calm, compassionate, and helpful demeanor toward those in need; is supportive and reassuring to others.			
<b>Self-Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline, resourceful, takes on tasks and follows through without constant supervision; consistently strives for excellence in all aspects of patient care and professional activities; accepts coaching in a positive manner and immediately modifies behavior as requested; participates in all phases of shift duties; takes advantage of all learning opportunities.			
<b>Appearance/ Hygiene</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Always clean, neat, well groomed, wearing clothing appropriate for a medical professional team member and presents a positive image of EMS within the hospital; good personal hygiene and grooming.			
<b>Self-confidence</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an awareness of own strengths and limitations; exercises good personal judgment.			
<b>Communications</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly; maintains appropriate interactions/language even in difficult situations or when unmonitored; writes legibly; listens actively; adjusts communication strategies to various situations.			
<b>Time Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently punctual; completes tasks and assignments on time.			
<b>Teamwork/ Diplomacy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Places the success of the team above self-interests; does not undermine the team; helps and supports other team members; remains flexible and open to change; communicates with others to resolve problems.			
<b>Attitude</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrains from complaining; demonstrates a positive attitude through verbal and non-verbal communication.			
<b>Respect</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is polite to others; does not use derogatory or demeaning terms; behaves in a manner that brings credit to the profession.			
<b>Patient Advocacy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not allow personal bias to interfere with patient care; places the needs of patients above self-interest; insists on appropriate patient management.			
<b>Careful Delivery of Service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs complete equipment checks; demonstrates careful and safe ambulance operations; makes independent critical judgments supported by ethical, legal and moral standards as specified in system standards; follows orders.			

**Preceptor Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Preceptor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## **CLINICAL PATIENT CONTACTS**

During the course of field and hospital clinical rotations, the student will make various patient contacts. In order to receive credit for a competency, the student must actually perform the skill and perform the skill successfully. For example, credit for an IV access competency would only be granted after the student cannulates the vein and confirms a patent IV site. Merely obtaining flashback does not constitute successful completion of the skill. All patient contacts in the field must occur on a non-transport or transport EMS unit at a minimum of the level of the candidate. Evaluation as the “Team Leader” must be observed by a MCAEMS System preceptor during the entire duration of the EMS emergency call including transport to the hospital on a transport EMS unit (the student must accompany the patient to the hospital and transfer care to the receiving facility). When the candidate is being evaluated as the “Team Leader” includes the patient care report.

## **INSTRUCTIONAL DESIGN**

### **Upon completion, EMS candidate will demonstrate competency in:**

- Assessing and observing appropriate safety precautions and triaging multiple patients.
- Gaining patient access using a variety of extrication tools and techniques.
- Performing patient assessments, recognizing alterations from health, setting patient care priorities and coordinating their efforts with those of other agencies who may be involved in the care and transportation of patients.
- Establishing rapport with patients and significant others to decrease anxiety and meet their emotional as well as physical needs.
- Initiating and continuing emergency care at the basic through advanced life support levels as prescribed by the EMS MD.
- Exercising critical judgment skills where direct communication has been delayed, interrupted or aborted, i.e., cases where initial emergency interventions have been authorized in advance by SOP.
- Communicating patient data to the designated medical command authority.
- Thoroughly documenting patient demographics, history, assessments, interventions, and on-going monitoring on a prehospital medical record.
- Maintaining equipment inventories and preparing emergency care supplies before and after each call.

## **EMS FIELD INTERNSHIP**

*Minimum clinical shifts completed and paperwork must be maintained by the EMS student and submitted to the Course Coordinator and/or MCAEMS System upon request and/or upon completion of all requirements.*

Students integrate the theoretical concepts learned in class and the practical skills mastered during the hospital clinical rotations with guided prehospital patient care on ILS or ALS ambulances to develop contextual, integrative, and adaptive competencies using critical judgment skills. Ambulances on which



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

students are functioning must have telecommunication capabilities with a MCAEMS System hospital.

## **During the field internship, an EMS student will:**

- Apply classroom theory and hospital-based clinical skills to patient care situations in the prehospital environment as measured by the patient care studies completed on all patients.
- Actively participate as a team member or leader under the direct supervision of a Preceptor.
- Organize patient findings and communicate with the hospital via radio or cellular phone.
- Thoroughly and accurately document the call on a computer-generated run report using appropriate medical terminology in accordance with principles of medical documentation. The student's name must be noted as the team member who completed the report.
- Participate in the maintenance of EMS equipment commonly found on an EMS vehicle.
- Demonstrate adherence to affective objectives for paramedic performance.
- Develop effective coping strategies to the stressors inherent in EMS practice.

## **Sequencing of the internship**

The internship is divided into three phases of ascending mastery and accountability with specific objectives to be achieved in each phase. The objectives for each phase are listed on the evaluation forms. Students should progress in responsibility from performing as directed (Phase 1), to participating as a full team member with an emphasis on skill performance (Phase 2) to serving as the team leader (Phase 3). The amount of time spent in each phase will vary based on the student's academic knowledge, skill competencies, motivation, and/or number and nature of patient encounters.

**How long will it take?** That depends...as this may be extended based on patient contact opportunities and student progress. No more than 1/3 of the hours may be completed between 2400 to 0800 hours.

**Phase meetings:** A meeting must be scheduled with the student and their primary preceptor to validate achievement of the objectives in order to complete that phase. During the Phase 1 and 2 meetings, students must be prepared to discuss every ILS or ALS patient's history of present illness and past medical history including all prescribed medications, physical exam findings, the interventions/medications administered by EMS, the prehospital impression, pathophysiology of the disease/trauma condition experienced by the patient, and patient responses to EMS interventions. During the Phase 3 meeting, the student will be expected to fully discuss all leadership runs submitted (BLS, ILS and ALS).

If the student demonstrates mastery of that phase's objectives, they will be promoted to the next phase or recommended for graduation. If they do not demonstrate mastery of the objectives, they will be retained in that phase until objectives have been achieved.

**The preceptor may recommend to the MCAEMS System from three options at the end of the required field internship hours:**

1. **Objectives achieved:** Graduate; recommend taking the state or national exam



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

2. **Objectives mostly achieved:** Graduate; initiating **probationary status** and continue providing ILS OR ALS care under the direct supervision of a preceptor with periodic meetings with the EMS Education Coordinator for an agreed-upon period of time. If this option is selected, the EMS agency chief/administrator must agree to the probationary status.
3. **Objectives not achieved:** Postpone graduation and state or national exam. If this option is selected, a corrective action plan must be established between the student, the primary preceptor, the provider, the EMS Education Coordinator and EMS Coordinator. A copy shall be forwarded to the Course Coordinator.

**Competencies, number of each category will depend upon the level of candidate, which must be demonstrated and validated as a prerequisite to graduation:**

## Assessments

Adult (18-64 yrs)  
Geriatric (65 or older)  
Peds (0-17 yrs)  
Trauma patients (5 multi-systems)  
Cardiac-related complaints  
Respiratory-related complaints (adult)  
Respiratory-related complaints (peds)  
Abdominal pain  
Altered mental status  
Behavioral problems (including intoxicated/OD/Psych)  
OB (observe at least 1 delivery)

## Skills

Medication administration  
Ventilate a non-intubated patient  
Intubations on live or recently deceased patients  
Venous access (successful)

## Leadership

Team leader

**Agreements to ride out-of-System** will be considered on a case-by-case basis. If the internship is not completed on a MCAEMS System vehicle, the student must comply with MCAEMS System internship requirements and the EMS MD of the System in which the internship is completed must grant ILS or ALS (whichever are applicable) privileges to the student for the duration of the experience.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## EMS Student Skill Sheet

Skill \_\_\_\_\_

Name: \_\_\_\_\_

Page: \_\_\_\_\_

### Performance Scale:

0 = Missed one or more critical criteria    1 = Needs improvement/ Poor    2 = Can perform with supervision/ Fair    3 = Performs without supervision/ Good

#	Date	Time	Comments	# Score	Success (Y / N)	Total Success	Total Attempts	% Success	Preceptor

**Success** = score of 2 or 3    **% Success** = (Total Success ÷ Total attempts) X 100



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

Name: \_\_\_\_\_ Page: \_\_\_\_\_

## Clinical Attendance

Date	Time	Accumulative Hours	Clinical Area	Comments	Preceptor



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## CONFIDENTIALITY AGREEMENT

In my role as an EMS student within the McLean County Area EMS System, I recognize the necessity of maintaining the confidentiality of all patient information.

### **I understand and agree that:**

1. Patient information will be discussed only with other hospital and/or EMS professionals as is necessary for patient care and the normal conduct of business.
2. Access to clinical information is limited to EMS students only with a valid need to access that information in the performance of patient care.
3. Under no circumstances may any patient information obtained during the course of my clinical, including field internship, participation be discussed outside the specific clinical area.
4. Specific confidentiality policies from the specific clinical agency and/or McLean County Area EMS System must be followed.
5. The EMS Medical Director does have the authority to dismiss a student from any EMS training program occurring within the McLean County Area EMS System.

**I understand that any violation of the above items will result in immediate dismissal from the admission into any further clinical opportunities and McLean County Area EMS System training program.**

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## WAIVER OF LIABILITY

The purpose of this statement is to indemnify, hold harmless, save and protect the McLean County Area EMS System and any organizations that agree to allow students to complete clinical requirements from any and all liability loss or damage, during specified period(s) of time for the purpose of EMS clinical rotation, including reasonable attorney's fees.

The McLean County Area EMS System or any clinical area organization may suffer as a result of claims, demands, costs or judgments against it arising from any act or injury to the student with respect to injuries or other losses suffered by the student while functioning within the clinical setting.

## INSURANCE

I have provided proof of current student professional and general liability with a lapse date after the anticipated end of clinical rotation requirements.

*By signing below, I hereby agree to the above requirements.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## CLINICAL AREA GUIDELINES AGREEMENT

I, \_\_\_\_\_, (Print Name) have received, acknowledge and agree to all of the following conditions of the EMS training program:

1. Any student under the influence of, or in possession of, any alcoholic beverages and/or illegal drugs during clinical hours will result in immediate dismissal from admission into any further clinical opportunities and McLean County Area EMS System training program.
2. Students must present themselves in a professional and courteous manner.
  - a. Uniforms (squad shirt, navy blue or black dress shirt (No T-Shirts); uniform, navy blue pants (no blue jeans); black belt; black shoes, boots with black shoelaces or uniform shoes (no sandals); black or blue socks.
  - b. Students without a department uniform must wear both blue or green scrubs and white tennis shoes.
  - c. No exposed mid-section of the body.
  - d. No shorts, no short skirts and no tank tops will be permitted within the clinical settings.
  - e. Photo identification badges must be worn during all clinical hours.
  - f. Wedding band, watch and bilateral stud earrings are the only accepted items of jewelry that may be worn while in the clinical settings.
  - g. Hair should be clean, combed and neatly trimmed or arranged not to fall below the top of the shirt collar. Eccentric styles of hair will not be permitted in the clinical settings.
  - h. Sideburns, mustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted in the clinical settings.
3. Students are responsible for appropriate use and care of equipment assigned to them during clinical hours. When in doubt about the correct utilization of equipment, the student must ask the preceptor or RN prior to utilization. Negligence or malicious intent, which results in misuse or damage of clinical organization equipment, is grounds for disciplinary action and the student will be responsible for reimbursement of repair or replacement costs.
4. No clinical organization equipment should be removed from the premises, sold or disposed of without the proper authorization from the clinical organization.
5. All clinical areas are atmospheres free of harassment of any type (e.g. gender, ethnic, etc.). All students are expected to follow clinical organization's policies related to workplace harassment. Any suspected harassment should be immediately reported to the clinical area supervisor and an incident report filed with the McLean County Area EMS System.
6. No solicitation or distribution of material is allowed while on any clinical organization's properties.
7. Students must request permission from any clinical area supervisor prior to utilizing telephone lines. Clinical area organization's telephone lines should only be utilized for emergency purposes.
8. Students may not speak to the media pertaining to any incidents and/or patients encountered during clinical rotations. No patient information should be discussed with anyone outside the hospital.



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

9. All students are strictly forbidden to take any weapons on to the clinical organization's properties without the knowledge and expressed written permission of the McLean County Area EMS System and the clinical organization's administrative representative.
10. Students must follow the clinical organization's policies and the McLean County Area EMS System's policies related to smoking and/or illegal drugs.
11. Students are not to provide any advice to patients without the presence of a preceptor, nurse or physician.
12. Students are not to give patients food or water or change the patient's position without the prior authorization of the preceptor, nurse or physician.
13. Students are not to enter a patient room where the door is closed.
14. Students are not to provide transportation, in their personal vehicle, for a patient or a family member.
15. Students are not to lean or sit on a patient's bed in the clinical setting.
16. Students must receive permission from a preceptor, RN or physician prior to approaching any patient in the clinical area. Students should discuss the accepted standards within each specific clinical area at the beginning of each clinical rotation.
17. Students are to arrive and leave the clinical area at their scheduled times. Students must complete all clinical requirements. Students may NOT change clinical areas or have paperwork signed before the end of the scheduled time.
18. The clinical areas establish individual policies of how many students may be present at the same time but most only allow for one student at a time in order to allow for the best clinical experience.
19. Students should only park in designated visitor parking when arriving to the clinical setting.
20. If a student is injured while in the clinical setting, notify the on-duty supervisor as well as complete a McLean County Area EMS System incident report. All medical care costs are the sole responsibility of the student.
21. Students are responsible for maintaining their own personal clinical paperwork. The training or clinical organizations are not responsible for tracking or maintaining clinical paperwork until the student submits the completed clinical package.
22. Students must schedule clinical rotations through their EMS training program course coordinator.
23. The EMS Medical Director does have the authority to dismiss a student from any EMS training program occurring within the McLean County Area EMS System.

*By signing below, I hereby agree to the above requirements.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## COURSE COMPLETION REQUIREMENTS

I, \_\_\_\_\_, (Print Name) have received, acknowledge and agree to all of the following conditions of the EMS training program:

In order to successfully complete any McLean County Area EMS System approved EMS training program, the student must fulfill the following:

1. Successful completion of all classroom and clinical requirements. All requirements must be successfully completed prior to recommendation for State or National examinations.
2. Achieve an 80% average on all quizzes, homework, practical exams and written exams. Successfully achieve above 80% on the final written examination and receive a satisfactory evaluation on the final practical examination.
3. Satisfactory attendance (no more than 2 classes missed for any reason). A written request from the student to the EMS Lead Instructor may be submitted to the EMS MD for consideration of a waiver of this requirement. If approved by the EMS Lead Instructor and EMS MD, the student must arrange for making up all missed course/clinical requirements.
4. Satisfactory evaluation on clinical (including field) experiences. Maintain compliance with all MCAEMS System policies.
5. If caught or suspected of cheating or falsification of any course related material and documentation, I will be immediately be dismissed from the class and receive a failing grade.
6. Professional behavior will be demonstrated at all times while in attendance at any course related sessions. Non-professional behavior will not be tolerated and the student will be immediately dismissed from the clinical area and/or training program.
7. I understand that I may appeal being dismissed from the EMS training program by writing a letter to the McLean County Area EMS System Medical Director for consideration. If the EMS Medical Director agrees to reverse the decision for removal from the EMS training program, it will be the sole responsibility of the student to make up any training material that was missed.
8. I am obligated to report any misconduct or violation of the McLean County Area EMS System protocols and/or policies by fellow students or myself to the EMS Course Coordinator for my training program or to the McLean County Area EMS System.
9. I agree to withdraw from the EMS training program if I am unable to complete any of the course requirements within the allotted time frames listed or if I am unable to fulfill the above commitments. I understand that if I refuse to withdraw from the EMS training program and unable to successfully complete the course requirements within the allotted time frames listed that I will receive a failing grade.
10. The EMS Medical Director does have the authority to dismiss a student from any EMS training program occurring within the McLean County Area EMS System.

*By signing below, I hereby agree to the above requirements.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## EMS Training Program Healthcare Prerequisites

I, \_\_\_\_\_, (Print Name) have received, acknowledge and agree to supply written proof of all the following prerequisites prior to any clinical rotations:

1. The student must provide the EMS Course Coordinator with written proof of the following healthcare related immunizations:
  - a. Negative TB skin test and/or negative chest x-ray, if indicated.
  - b. Hepatitis B series.
  - c. Up-to-date tetanus.
  - d. Immunity from Measles, Rubella and Rubeola.
2. The student must immediately disclose any healthcare related information that may be considered dangerous to the public or considered a health hazard in written form to the EMS Course Coordinator and the McLean County Area EMS System prior to the beginning of the EMS training program or as soon as diagnosed. The EMS Medical Director will review the written explanation and make a decision if the student may continue in the EMS training program.
3. The EMS Medical Director does have the authority to dismiss a student from any EMS training program occurring within the McLean County Area EMS System.

*By signing below, I hereby agree to the above requirements.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# McLean County Area EMS System

112 A Southgate Drive  
Bloomington, IL 61704

Phone: (309) 827-4348  
Fax: (309) 827-2017

## **STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, (print name) have been informed and acknowledge a clear understanding of the policies and requirements established within the McLean County Area EMS System EMS Student Handbook related to the EMS training program that I am currently enrolled. I have been provided an opportunity to ask questions related to the EMS Student Handbook prior to signing this document.

*By signing below, I hereby agree to the above requirements.*

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_