EMT
STUDENT HANDBOOK
2014-2015

Currently Seeking National Accreditation

www.osuokc.edu
ATTENTION

The OSU-OKC EMT Student Handbook presents the program and requirements in effect at the time of publication, but is not a guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This packet is not intended to state contractual terms and does not constitute a contract between the students and the school.

The EMS Program reserves the right to make changes as required in course offering, curricula, academic policy, and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

This is a supplement to the OSU-OKC Student Handbook and should be used as such. Please refer to the Campus Student Handbook for guidelines not covered in this manual. The Campus Student Handbook and EMT Student Handbook can be found at www.osuokc.edu/ems and D2L (on-line course content management system).
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NON-DISCRIMINATION POLICY

OSU-OKC does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of their operations.

This notice is provided in compliance with Title VII of the Civil Rights Act of 1964, Section 501 and 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Inquiries concerning application of this policy may be referred to:

ADA Questions: Emily Cheng, Academic Advisor/Advisor to Students with Disabilities
900 N. Portland Avenue, SC 142
Oklahoma City, OK 73107
(405) 945-3385

Other Questions: Stacy Morton, EMS Program Director
900 N. Portland Avenue, PSTC 210
Oklahoma City, OK 73107
(405) 945-6716

EMS PROGRAM STATEMENT

The OSU-OKC EMS Program is a higher education program that provides courses at two levels of pre-hospital emergency care. The Emergency Medical Technician (EMT) is 230 hours (194 classroom and 36 clinical hours).

EMS PROGRAM DESCRIPTION

This program meets or exceeds all the requirements as set forth by the U. S. Department of Transportation/National Highway Traffic and Safety Administration (D.O.T./NHTSA). Each course consists of classroom, skills lab and clinical hours. These courses fulfill all training requirements to become certified in the State of Oklahoma and with the National Registry of EMTs (NREMT). Once you successfully complete each course, you will be qualified to take the NREMT computer based test and practical skill test. When you pass the tests, you will receive a certification and may begin work at the level completed.
EMS PROGRAM PHILOSOPHY

The philosophy of the OSU-OKC Emergency Medical Services (EMS) Program is to provide training in practice and experience to those who choose this profession. We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the fulfillment of each person’s accountability to mankind. The purpose of those who teach our classes is to give student the experience necessary to enable them to function adequately as a health care professional in any emergency situation. There is dignity in EMS work and that work is one of our best means of developing the intelligent use of hands and minds. Education is a personality, we wish the students to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of the profession and society as a whole.

It is the integral belief of this program that our surroundings as well as our equipment will aide all students to learn the skills, acquire the experience, and develop their ability as an EMT who can meet any challenge. Our students will be taught skills that will carry them through any given situation. We believe that EMTs offer a vital service to the emergency health needs of the patient and community.

Emergency Medical Services provide the immediate intervention in the time of emergency that may make a difference between life and death. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of the EMT is to restore the patient to optimum functioning or in the case of terminal illnesses, to achieve a peaceful and dignified death. The EMS training program provides a guided learning experience in meeting the needs of the patient.

EMS PROGRAM GOAL

Our goal is to train EMTs in the didactic, psychomotor and affective educational domains, and to meet the entry level requirements of the State of Oklahoma EMS Division and the National Registry of EMTs.

- Have topic scores above the national and state NREMT test scores;
- Have a practical skills pass rate above 75% for first time attempts;
- Have a job placement rate above 95% for our graduates; and
- Have positive comments on 90% of the CoAEMSP student resource surveys.

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the EMS Program Director NO later than the first day of class.
ACCREDITATION

OSU-OKC is state accredited through the Higher Learning Commission of the North Central Association and the EMT course is approved by the Oklahoma Department of Health, EMS Division. The Paramedic Program is a candidate for national accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

RECRUITMENT POLICY

OSU-OKC EMS Program recruits its students from within a culturally diverse community and seeks to reach traditional and nontraditional students, male and female, in a variety of age groups. OSU-OKC EMT course will conduct activities to attract prospective students in the private and public sector of education, as well as, in the general public.
EMT 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.
- The Emergency Medical Technician respects and holds confidence of 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.
- The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.
- The Emergency Medical Technician adheres to standards of personal ethics, which reflect credit upon the profession.
- Emergency Medical Technicians, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the profession.
- The Emergency Medical Technicians 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 nurse, the physician, and other members of the Emergency Medical Services health care team.

- The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

**TECHNICAL STANDARDS**

In order to achieve the EMT curriculum objectives, a student must be able to:

- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath or inside a vehicle, and in vehicles with electrical hazards.
- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
- Stoop, kneel, bend, crouch or crawl on uneven terrain to gain access to a patient.
- Climb stairs, hillsides, and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform fine motor movements within the EMT’s Scope of Practice while in stressful situations and under threatening time constraints.
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick’s Extrication Device, scoop stretcher, traction splint, long bone immobilization devices, etc.
EMT COURSE ADMISSION REQUIREMENTS

1. ADMISSION POLICY:
   • Complete the EMT pre-enrollment packet (available on OSU-OKC website: www.osuokc.edu/ems).
   • Applicants who misrepresent/omit information on the application become ineligible for admission or subject to dismissal after admission has been granted.
   • Student must have a current AHA BLS Health Care Provider card or Red Cross equivalent.
   • Documentation of childhood immunization, and Hepatitis B (recommended) and negative PPD (tuberculosis) within the last 12 months. This section must be completed before entering the clinical setting (some clinical sites may require more information or immunizations.)
   • Tuition/financial arrangements must be made prior to enrollment.
   • Completion of COMPASS Reading exam with a score of 80 or higher.
   • Students should be 18 years old upon completion of the course, prior to testing for the NREMT computer adaptive exam.

2. APPLICATION DEADLINE*
   • Before students will be enrolled in the OSU-OKC EMT course, all required documentation must be on file in the EMS Office, Public Safety Training Center Room 210, with Rachel Rittenhouse, EMS Secretary.

   *Students may enroll in the EMT Basic course each fall, and spring semester. Check the website at www.osuokc.edu for enrollment deadlines.
Emergency Medical Technician - Basic Certificate*

Division of Human Services

First Semester

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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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<td>MF P 114 3</td>
<td>EMS Operations</td>
<td>3</td>
<td></td>
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<tr>
<td>MF P 114 8</td>
<td>Emergency Medical Technician - Basic</td>
<td>8</td>
<td></td>
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Total to Graduate 11 Credit hours

Program Description

This certification is designed to prepare students for an entry level career in EMS. The broad-based background in general education prepares students to continue their educational pursuits into the Paramedic Associate Degree Program at OSU-OKC. The curriculum meets and exceeds the Department of Transportation National Standard curriculum for EMT. Students completing the required coursework are eligible to sit for the National Registry of EMTs written and practical exams. The students may then apply for licensure within the state of Oklahoma.

Employment Information

The EMT Certificate is designed to provide the student with the qualifications necessary to function as basic EMS provider in the pre-hospital environment. Graduates of the certificate have the potential to earn salaries between $19,000 and $25,000 a year. Based in the Bureau of Labor Statistics this is one of the top 50 jobs.

Degree Awarded

Certificate

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9173, jba@osuokc.edu.

Program # 113 2014-2015

* As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.
EMS - MUNICIPAL FIRE PROTECTION
COURSE DESCRIPTIONS

MFP 1143 EMS OPERATIONS

The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, helicopter operations, critical care transport and usage, trauma triage guidelines, and medical operations. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT’s or bystanders and describe correct management of these situations. Co-req: Concurrent enrollment in MFP 1148 required.

MFP 1148 EMT BASIC

This course is designed to prepare students to the level of Emergency Medical Technician (EMT). Upon completion of this course students will be eligible to sit for the State approved psychomotor skill exam to be eligible for the National Registry computer adaptive written exam as an EMT and be competent at the level expected of an entry level EMT. The course develops skills in symptom recognition and in all emergency care procedures currently within the responsibilities of an EMT providing emergency medical care with an ambulance service or emergency medical service initial response agency. This course meets and exceeds the most recent U.S. Department of Transportation and National Standards curriculum for EMT.
EMT COURSE TUITION AND FEES:

Current tuition and fees for OSU-OKC: $115.40 per credit hour.
Campus parking fee: Spring/Fall: $25.00
                             Summer: $10.00
Records Maintenance fee: $2.00 per semester
Recreation Fee (Wellness Center use): $10.00 per semester
EMS Student Liability Insurance: $15.00 per semester
*Liability insurance must be paid every semester of being enrolled in the EMT course.

OUT OF POCKET EXPENSES:

Required immunizations: Amount varies depending on where you obtain vaccinations
Stethoscope (for clinical rotations): $20-$80
Uniform (for clinical rotations): $80-$150 (Shirt, slacks, footwear, belt)
EMS Program Patch: $5.00 (purchased from the OSU-OKC Bookstore)
Urine Drug Screen: $30.00 (no personal checks accepted)
*Results must reflect a ‘negative’ or ‘non-positive’. Drug screening is conducted during the two weeks of your course.
Group One Background Check: $45.00
FISDAP on-line registration: $50.00 (to schedule your clinical shifts)
Clinical Portal Fee: $20.00 (due every 12 months you are enrolled in the EMT course and/or the Paramedic program.)
CPR Card: Approximately $45.00
GENERAL GUIDELINES AND COURSE COMPLETION REQUIREMENTS:

1. **Classroom**: The classroom will be left in the same orderly condition in which it was found, and will be arranged as directed by the instructor. Food and drinks are **NOT** allowed in the classroom or lab.

2. **Meeting times**: Classes and labs will be scheduled during day and evening hours. Check with the Division Academic Advisor or the OSU-OKC web page for more information on specific class times (varies by semester.)

3. **Attendance**: In order to meet attendance requirements, you must be present in the classroom ready to learn (not walking through the door) at the scheduled time. You must be present in the classroom 80% of the scheduled class hours or you **WILL BE ADMINISTRATIVELY WITHDRAWN** from the program. **No exceptions!** The student must contact the instructor if s/he is going to be absent. A student who is absent 6 days from the EMT class will be administratively withdrawn from the course by the EMS Program Director. If this occurs, there will be no refund of tuition or fees. Leaving class early is strongly discouraged, if you must leave early, the hours missed will be counted against you. Of course, absences should be kept to a minimum. Attendance for clinical rotations will also be graded. Deadlines will be given for completion of each clinical area. If the deadlines are **not** met the student will be placed on probation and given a plan of action. See Clinical Handbook for further information.

4. **Tardies**: **TWO** tardies will equal **ONE** absence and will count toward the 80% attendance policy. Tardies include being late at the beginning of class, labs and clinicals, and returning late from break or lunch. See affective grading guidelines.

5. **Extended Illness**: If a student misses three class days in a row due to illness then s/he must submit a doctor’s statement.

6. **Skill/Lab Attendance**: It is the student’s responsibility to contact the lab instructor when the student is going to be absent or tardy. When the student exceeds two absences on laboratory skills days, s/he will be placed on probation. If the student misses two more scheduled lab/skill days while on probation s/he will be dismissed from the EMT course.

7. **Instructor: Student Ratio**: EMS laboratory skill sessions will maintain a maximum instructor to student ratio of 1:10.

8. **Class Participation**: A student who demonstrates a lack of appropriate concern for training may be sent home by the instructor(s) with an absence. This includes, but not limited to sleeping in class/clinical or showing up to class/clinical unprepared. See affective grading guidelines.
9. **Clinical Absence:** Failure to be at a scheduled clinical site will result in an absence. Clinical absences will result in disciplinary action with possible write up being placed in the student’s file.

10. **Cell Phones:** Student use of cell phones during class time or clinical rotations is disruptive, unprofessional and will **NOT** be allowed. Cell phones need to be turned off or put on vibrate and not in sight during class time and while in clinical settings. Cell phones may be used during break and lunch periods. NO cell phones or other electronic devices will be permitted in testing areas. If cell phones are accessed during a test, then the student will be dismissed for violating this rule and/or cheating. Cell phones will not be used in lieu of watches. **Text messaging or talking on the phone is unacceptable during class, lab and clinical hours, and will count against the student during the two affective behavior evaluations.**

11. **Other Electronic Devices:** Electronic devices such as, but not limited to iPods and MP3 players are not permissible in the classroom, lab or clinical setting. These items cannot be used in lieu of watches or calculators.

12. **Social Networking:** i.e.: Facebook, Twitter, Instagram, etc... Students will NOT put information pertaining to this course on any social networking site that is unprofessional, or may be considered harmful or derogatory towards any person or business associated with this school/program. On-line and cyber bullying guidelines will be strictly enforced. Other student's photos may not be posted without expressed consent in writing from the student. **Patient discussion is strictly forbidden on any social network.**

13. **Transportation:** Students are responsible for their own transportation to class, clinical setting, and any other functions connected with the EMS program.

14. **Equipment:** All equipment and supplies will be returned to the proper area prior to the end of each class session. If equipment is malfunctioning, bring it to the attention of the lab instructor or lab coordinator. NO equipment is to be removed from the classroom by the students without prior approval from the EMS Director, this includes books, manikins, magazines, etc. The instructor does not have the right to loan equipment or supplies out to students or the public without permission from administration.

15. **Gift/Services:** Student cannot give gifts or provide services to faculty or staff members until the final grades have been submitted.

16. **Storeroom managers:** Each semester the instructor will assign one or two students to manage the EMS equipment/storeroom. The manager(s) will be responsible for assuring all equipment and supplies are returned to their proper locations. S/he will report any missing or damaged equipment to the instructor immediately. Students are not to be in the storeroom without permission from the EMS instructor.
17. Areas of Student Responsibilities:
- Information covered in class;
- Skills practice;
- Asking questions on material you do not understand;
- Informing the instructor immediately of any problems;
- Upholding the highest standards in personal appearance, respectfulness, language, dress and demeanor in and out of class; and
- Actively participate in learning labs, clinicals and classroom experiences.

Note: Any violation of the EMT Code of Ethics may result in disciplinary action, including but not limited to the possibility of dismissal from the EMT course.

18. Cheating: Any student caught cheating on test, homework, assignments, skills, clinical, etc., or falsifying documentation will immediately be dismissed from the program! NO cell phones or other electronic devices can be on or visible during testing. If this rule is violated, dismissal from the course will occur.

19. Breaks: Breaks will be given as deemed necessary by the instructor. Break times will not exceed 15 minutes.

20. Misconduct: OSU-OKC has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent or obscene behavior, or lewd and indecent language, including profanity (cursing) on campus, in clinical sites or program sponsored events. Violation may result in immediate dismissal from the class and/or program.

21. Tobacco: The use of tobacco products of any kind is prohibited on campus. At no time will tobacco products be used on campus, and this includes chewing tobacco and e-cigarettes. Individual campus/clinical site rules MUST be followed.

22. Other Substances: The use, possession or distribution of any non-intoxicating beverage, alcoholic beverage, or dangerous controlled substance is prohibited during school hours, on school property, in clinical settings, or any event sponsored by the school. Even an alcohol odor on your breath will be a violation and result in dismissal from the program.

23. Weapons: No firearms or other weapons are allowed on OSU-OKC campus or clinical facilities.

24. Counseling: To inform the student of his/her status in the EMT course, s/he will be counseled at least two times per semester. The affective evaluation will be signed and dated by the instructor and the student. The student has the right to respond in writing on the evaluation. After the instructor and student sign the statement, the student will receive a copy for his/her records. Additional counseling for any reason is at the discretion of the instructor. As always, any problems should be addressed
with the instructor as soon as possible.

25. Poor Weather: When weather conditions make driving unsafe, the OSU-OKC Administration will make a decision regarding the closing of the school. It is the students’ responsibility to stay in contact with your instructor or the campus, in the event of such a closure or cancellation of class. **DO NOT DRIVE IN WEATHER THAT MAKES ROAD CONDITIONS DANGEROUS.**

26. Sexual Harassment Policy: It is the policy that sexual harassment is expressly prohibited by any individual under jurisdiction of OSU-OKC. Persons determined to have engaged in sexual harassment of any kind shall be subject to dismissal from the EMT course. During EMS courses it is required that you touch other students during practical skills training. Remember, this training is preparing you to function in real-life emergency situations with patients. Please be professional at all times during these sessions. Refer to the OSU-OKC Campus Student Handbook on the web site for further information on Sexual Harassment.

27. Felony Convictions: If you have been convicted of a felony (or arrested for a felony), it may affect your national certification process. Please contact the EMS Program Director for more information. National criminal background checks will be completed prior to entering clinical sites, and may exclude a student from clinical rotation or this program. Students who have a felony conviction or questionable background will be required to submit the background history with a written request to a maximum of one hospital and one ambulance clinical rotation site in person. This personal visit will be conducted with a representative from the EMS program. OSU-OKC must receive written approval from the sites before allowing the student to continue in the program and conduct clinicals at that facilities/agency. If approval is not received, the student will be dismissed from the EMT course.

28. Personal Injury: If you are injured or become ill while performing patient care skills or practices, you will be totally responsible for all personal medical costs. It is highly recommended to have (or obtain) personal medical coverage.

29. Health Conditions: Failure to immediately notify the faculty of any condition, either physical or mental, that requires special considerations when assigning clinical rotations or lab skills, or might jeopardize the student’s health and safety, and/or keep the student from meeting the program requirements may result in dismissal from the course.

30. PPE/BSI: Students and instructors must wear gloves and protective eye wear while performing ALL laboratory skills and clinical patient contacts. **No Exceptions!**

31. Course Evaluations: At the midway point and completion of this course, you will be asked to complete a course evaluation/resource survey. Through feedback from you, the student, we can make improvements on what we already feel is an outstanding program. We encourage you to constructively evaluate this EMT course and offer
suggestions for improvement. Please do not wait until the end of class to share your feedback. You will have individual conferences/counseling approximately twice during the course. This is the time to let your instructor know you are having a problem or concern(s).

32. **Clinical**: You must maintain a passing grade (minimum of 80%) to conduct hospital and field clinicals in this program. Documentation of immunizations, Hepatitis B vaccine and negative PPD within the last 12 months must be documented before starting clinical (see pre-clinical requirements for other clinical prerequisites.) Clinical hours and all clinical documentation must be completed and graded two weeks prior to the final practical skills test. Clinical hours must be completed in the timeframe outlined to successfully complete this program. See clinical handbook for other guidelines.

33. **Incomplete Status**: If for some unforeseen reason a student is unable to complete the required clinical or course work, s/he will be listed as incomplete on the final State EMS roster. If a student is unable to complete the requirements by the final written test, s/he must request in writing, for an extension to the EMS Program Director. Once the written request has been reviewed, it will be determined if the student meets the requirements for an “I” grade, based on OSU-OKC policy. If an incomplete grade is extended, contracts must be completed within the specified timeframe set by the instructor.

34. **Academic Advisement and Counseling**: The Human Services Division Academic Advisor will serve as the academic advisory for all the EMS students. It is the student’s responsibility to make appointments with his/her advisor as needed.

35. **Instructor Office Hours**: Office meetings with the EMT instructor(s) should be made by appointment as needed. Questions or concerns about the program should be communicated to the instructor or Program Director by email or phone. Of course, if the student has an emergency, call or email when necessary.

36. **Clinical Scheduling**: All clinical rotation requests must be made through FISDAP by the deadline set by the clinical coordinator. **Clinicals will NOT be scheduled by phone call to the clinical coordinator.** Students are provided ONE CLINICAL DROP without penalty. Any drop requests after one will result in FIVE points being reduced from affective behavior.

37. **Tutoring**: If a student achieves a grade less than 75% on any EMT theory/test, the student is encouraged to seek assistance from the SSOC (located on the second floor of the Learning Resource Center on main campus), EMS faculty or hire a tutor at the student’s own expense.

38. **Libraries/Computer Labs**: OSU-OKC has an open computer lab located on the second floor of the Learning Resource Center and in the Library available to all students. In addition, the Public Safety Training Center and the Human Services
Education Center (located on the south end of campus) both have open computer labs for student use. OSU-OKC EMS Program also has numerous EMS reference materials available to all students.

39. **Appropriate dress:** All students must dress appropriately during the classroom, lab and clinical settings or s/he will be sent home to change, and be considered absent. Please, remember to be professional at all times. No open toed shoes are permitted in the classroom, lab or clinical site. *No graphic tees representing any agency (FIRE or EMS) will be allowed in the classroom, the lab, or on clinical. Any violation will results in disciplinary action.*

40. **Medical Director:** Dr. Alijendro Anzaldua is the OSU-OKC EMS Program Medical Director and oversees most aspects of the program.

41. **Confidentiality:** While in the classroom and clinical setting, students may have access to information regarding patient’s medical information. Students are expected to maintain confidentiality in a professional manner. Breech of patient confidentiality will result in immediate dismissal from the program. See confidentiality form.

42. **Citizens Affidavit:** All students will be required to complete the Affidavit of Lawful Presence by Person prior to applying for an Oklahoma EMT license.

43. **Oklahoma Tax Commission:** OTC will not issue EMS certification to anyone who owes state or federal taxes. Also, licenses will be revoked or not renewed for nonpayment of taxes.

44. **EMT Certification:** Students **MUST** have an Oklahoma or NREMT EMT certification/license before beginning clinical in the Paramedic 1 course – **NO EXCEPTIONS**.

45. **Dismissal from the program:** The following list may be cause for a student being dismissed from the EMT course (but not limited to):
   - Violation of any campus or EMT Student Handbook rules and regulations;
   - Falsification of any information pertaining to this course of study or patient information;
   - Violation of patient confidentiality or HIPPA laws;
   - Being removed or dismissed from a clinical site or class;
   - Discrimination in the rendering of patient care services as it relates to human rights and dignity of the individual;
   - Use of profanity or defamatory statements or disrespect toward instructors, other students, preceptors, patient’s family members or clinical personnel;
   - Indulge in any activity that would jeopardize the health and welfare of a patient;
   - Cheating, or appearance of cheating;
   - Any reports of unethical or unprofessional behavior in class or outside of class while enrolled in the OSU-OKC EMT course;
   - Positive drug or alcohol testing and/or refusing to participate or failure to
cooperate in the testing process;

• Any unprofessional behavior or relationship with program staff or clinical personnel;
• Non-payment of fees and tuition when due;
• Disrupting the classroom or clinical setting with unprofessional or disrespectful behavior;
• Missing too many class, lab or clinicals sessions;
• Not obtaining an 80% on each examination throughout the course; and
• Again, any violation of the Handbooks (campus or EMS) rules and regulations.

46. Withdrawal: Students who withdraw from the EMT course must complete required paperwork with the Division Academic Advisor to be formally dropped from the course. Failure to do so may result in a failing grade in the course. Any student who is out of the program longer than 30 days will be required to complete the urine drug screen and background again and will incur all costs associated with each.
GRADING POLICY

1. **Testing:** Modular exams are scheduled for specific class sessions. If you are not present, you will receive a zero (0). You will receive one chance to make up the missed exam at the discretion of the instructor/proctor within 14 business days. After the first three (3) tests, you must have obtained at least an 80% average. If your average drops below 80% at any time during the program, you will be placed on probation. While on probation, you will have two more test opportunities to achieve the 80% average. If you cannot receive and maintain an 80% average, then you will be dismissed from the program.

A minimum of 80% average must be maintained in all areas (knowledge, behavior, psychomotor) to enter clinical rotations. After beginning your clinical hours, and your average drops below 80%, you will not be allowed to continue rotations until your average meets the 80% guideline.

**Course(s) Completion:** Each area (didactic, lab and clinical) must be passed with an 80% average and a minimum of 75% on the course final. Students will have **two** attempts to score at least a 75%, but they must be taken within 7 days of the original test date. If a student is unsuccessful in passing the final, then the student will be unable to successfully pass the EMT course.

2. **Assignment Grading:** Students must maintain a minimum 80% average on homework, quizzes, extra assignments, daily work and reports. Assignments should be turned in as scheduled per the syllabus. Five points will be deducted for each day an assignment is late up to 3 days, (15 points). No credit will be given after 3 days and a zero will be entered in the grade book.

3. **Grading:** Didactic (knowledge), lab skills (psychomotor), behavior (affective), and clinical rotations will be graded separately. Students **must** pass each section with a minimum of 80% average to successfully complete this program. See affective evaluation and clinical handbook.

4. **Final Comprehensive Exam:** The final test will be administered on-line through FISDAP. It will consist of a 200-question exam timed at 120 minutes. It is a proctored exam and will be conducted similar to Pearson Vue. You must score a minimum of 68% on this test, and only one retest will be allowed. This test will consist of multiple choice questions consistent with the National Registry of EMT's testing guidelines. **FAILING THE FINAL TEST TWO TIMES WILL RESULT IN THE STUDENT HAVING TO REPEAT THE ENTIRE EMT COURSE.**

5. **Clinical Grading:** Students will receive a grade for clinical rotations. Passing this requirement is mandatory for successful completion in this program. See the EMT Clinical Handbook for the clinical grading policy.
6. **Affective Evaluation & Grading:** Students should strive to maintain a 100% average in the affective (attitudes/behavior) evaluation area. If the affective average falls below 80%, the student will be placed on probation. If the student does not achieve an 80% affective grade average after two weeks of probation, s/he may be dismissed from the program regardless of the overall course average. If a student is placed on probation a second time s/he will remain on probation for the entire program. Students must maintain an 80% in each area (didactic, affective and clinical) to perform clinical rotations to remain in the program. See affective evaluation form.

7. **Skills Testing:** Skills must be successfully demonstrated during assigned practical lab sessions. All skills must be checked-off by the instructor or a designated lab instructor. 100% passing on all skills are required for successful completion of the course. Some specific skills will have to be successfully demonstrated and documented before entering the clinical settings. (Example: cardiac arrest/AED) before starting clinical rotations. Skill competencies required for successful completion of this program will be signed by your instructor and the EMS Medical Director prior to course completion.

8. **End of Course Practical Test:** At the end of the course you will have a class practical skills test set up like NREMT. 100% passing of all skills is required. **If you do not feel comfortable with the skills, you must inform your instructor before the end of the course!** It is your responsibility to practice the skills in and out of class. The course practical skills final test will be held at OSU-OKC in the Public Safety Training Center.

9. **Homework and/or other assignments:** Reading assignments are listed in the course syllabus. **YOU** are responsible for reading the assignment prior to the class session covering that area of study. You are responsible for any handout material issued during class or located on D2L. If you are not in class when material/assignments are issued or assigned, have someone obtain that information for you.

* All assignments and clinical hours/documentation must be completed by their due date to successfully complete this EMT course. All students must complete all course work, have a minimum average of 80%, and successfully passed the comprehensive final exam PRIOR to skill exam day.
HEALTH POLICY

Required immunizations must be up to date and require statement of proof before enrollment include:

- Hepatitis B vaccination form,
- two negative Tuberculosis Skin tests (within the past 12 months),
- Hepatitis B 3 shot vaccination series, positive titer showing immunity (or signed declination form signed within the past 12 months),
- Varicella (Chicken Pox) information (documented medical records, both (2) vaccinations, or positive titer showing immunity),
- two MMR vaccinations OR positive titer showing immunity,
- and Seasonal Influenza vaccination (not applicable to summer semesters).

Each student is required to have his/her own health insurance. OSU-OKC’s EMS Program will not assume financial responsibility for hospitalization, medication, and/or treatment for any type of illness or injury. All medical, dental, emergency, and optometric care is at the student’s expense.

Any accident or illness that occurs during an assigned clinical rotation or lab skill must be reported in the following order: Clinical Instructor or Clinical Preceptor (depending on the clinical location), Clinical Coordinator, and the EMS Program Director. In cases where emergency services must be rendered, the student will be taken to the nearest appropriate hospital emergency room. Any treatment necessary will be administered at the hospital with the consent of the student. If an injury should occur, an incident report must be filled out at the affiliation site and placed in the EMS student file at OSU-OKC. The student is responsible for all costs related to treatment.

BODY SUBSTANCE ISOLATION

Standard Precautions is designed to reduce the risk of healthcare workers from unrecognized sources of blood borne and other pathogens. It applies to:

- Blood;
- All body fluids; and
- Secretions and excretions except sweat.

EMT students should treat all the above sources as infectious.

EMT Student Standard Precaution Expectations

- Gloves must be worn with every patient contact.
- Gloves and protective eyewear should be worn at all times when working with patients where body fluids are evident or likely.
- Gloves should also be worn when cleaning fluids from medical equipment.
- Hand washing should always occur after each patient care activity. If
hand washing is not available, the student would utilize a waterless hand wash.

- Any activity that could possibly expose a student to the above mentioned sources may warrant other personal protective gear including, but not limited to, eye protection or masks.
- Linens that are soiled should be disposed of into appropriate containers. Infectious needles and tubing should be placed in designated sharps containers.
- At no time should the student perform any procedure without proper Personal Protective Equipment. Failure to do so may result in dismissal from the EMT Basic course.

POST-EXPOSURE PROTOCOL

Exposure to infectious diseases must be reported immediately to the Clinical Instructor or the Clinical Preceptor at the student’s clinical site and an incident report must be completed describing the exposure. The student assumes responsibility of disclosure to minimize risk to oneself and others, including patients. Confidentiality will be preserved at all times. Depending on the nature of the incident and the disease exposed to, the student may or may not require treatment or management at the expense of the student.

ANY EXPOSURE BY THE FOLLOWING SHOULD BE REPORTED IMMEDIATELY TO THE CLINICAL INSTRUCTOR OR CLINICAL PRECEPTOR, CLINICAL COORDINATOR AND THE EMS PROGRAM DIRECTOR:

- Needle sticks with used needles;
- Aspiration of blood or blood products into the mouth;
- Mouth-to-mouth resuscitation (At no time should the student perform this procedure); and
- Splashing of bodily fluids into the conjunctiva or mouth.

Any exposure will require completion of an OSU-OKC EMS Program Incident Report Form within 24 hours.
OSU-OKC SUBSTANCE ABUSE AND DRUG TESTING

The safety of patients served by the Emergency Medical Technician program is of paramount concern to EMS Program staff and faculty. Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of the EMS program and clinical facilities. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual’s ability to perform beyond the time period of immediate consumption or use.

1. Policy

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees at various clinical facilities at which EMS students may perform clinical practice rotations, as well as the adverse effect alcohol and illegal chemical substances can have on a student’s ability to perform in a clinical practice setting, the OSU-OKC EMS Program will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol.

All students will be tested for drugs and alcohol prior to their participation in clinical rotations. Additionally, students may be tested for drugs and/or alcohol at any time on a random selection basis while enrolled in the EMS program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the EMS Program Director and/or the EMS Program Medical Director. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for drugs or alcohol, or refusing or failing to participate in or cooperate with any part of the testing process is a direct violation of the OSU-OKC EMS Program Policy on EMS Student Conduct and Discipline. This violation is taken very seriously. Any student who tests positive for drugs or alcohol or refuses or fails to participate in or cooperate with any part of the testing process will be immediately dismissed from the Emergency Medical Service Program in which they are currently enrolled.

2. Definitions:

Alcohol means ethyl alcohol or ethanol.

Drug or alcohol test means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person’s blood, bodily tissue, fluids, products, urine, breath or hair.

Drug or illegal chemical substance means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law.
Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

Positive when referring to an alcohol or drug test means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

Random selection basis means a mechanism for selecting students for alcohol and/or drug test that results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and does not give the OSU-OKC EMS Program discretion to waive the selection of any student selected under the mechanism.

Reasonable suspicion means a belief that a student is using or has used alcohol or drugs drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

- Observable phenomena, such as:
  - The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
  - The direct observation of alcohol or drug use;
- A report of drug or alcohol use, provided by reliable and credible sources and which has been independently corroborated;
- Evidence that a student has tampered with an alcohol or drug test; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on the OSU-OKC premises or directly or indirectly participating in any OSU-OKC partnering site.
UNIFORM REQUIREMENTS

The student must wear an approved picture ID while in the clinical sites that states EMS Student.

While in the clinical setting the student must wear a minimum amount of jewelry. Only one pair of stud earrings (in lower lobe of ears) will be accepted. Rings should be kept to a minimum due to the safety factor, especially on the ambulance. **ALL facial piercing are NOT allowed in the clinical setting.** No body piercings or tattoos should be visible while in clinical sites.

The uniform must be cleaned and pressed without damage or stains. Uniforms must not be binding or constricting, but allow for ease of movement while bending or reaching. Shoes should be clean and polished.

Hair will be kept neat and clean. Long hair must be worn pulled back from the face while in the clinical setting. Extreme hair fashions or ornaments are not permitted. Men should be clean shaven or neatly trimmed.

Good personal hygiene must be maintained at all times. Cologne/perfume is not permitted. Fingernails must be kept clean and neatly trimmed and must not extend beyond the fingertips. No acrylic nails/extensions or polish is allowed.

Uniforms consist of:

- Black EMS Pants
- White uniform shirts
- Black belt
- Black shoes (tennis shoes or dress shoes may not be substituted for EMS footwear
- School patch (sewn on the right shoulder)

*Some clinical sites may require a special uniform, such as operating room will require scrubs. The EMS Program Director must approve any uniform change.*
OSU-OKC
Emergency Medical Services Program
OSU-OKC Student Code of Conduct: Student Rights and Responsibilities Governing Student Behavior

Notice of Nondiscrimination
OSU does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, veterans' status, genetic information, or age in its programs and activities. The Equal Opportunity Officer is designated to handle inquiries regarding the non-discrimination policies and can be reached at 405-744-9154; 405-744-9154 FREE, eeo@okstate.edu. This e-mail address is being protected from spambots. You need JavaScript enabled to view it, or 408 Whitehurst Hall, Stillwater, OK 74078.

ADA Statement
Oklahoma State University-Oklahoma City supports the Americans with Disabilities Act (ADA) and welcomes requests for reasonable accommodation. For ADA accommodations, please contact the Office of Services to Students with Disabilities at (405) 945-3385 (405) 945-3385 FREE. Oklahoma State University-Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Equal Educational Opportunity Policy
Oklahoma State University - Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

OSU-OKC Student Code of Conduct
Oklahoma State University – Oklahoma City expects all student to adhere to the Code of Student Conduct which can be found at http://www.osuokc.edu/rights/. You may download your copy or obtain a printed copy at the Office of Student Activities and Campus Life, Student Center 102, or the Office of the Vice President, Student Services, Student Center 180.
EMT STUDENT HANDBOOK POLICY

I am knowledgeable of the information provided in the current OSU-OKC EMT STUDENT HANDBOOK. It is my intention to remain familiar with its contents and abide by the rules and regulations of this Student Handbook and the Campus.

My Instructor, or an OSU-OKC Representative, has discussed the contents of the handbook and have provided instructions for locating the handbook online.

A printed copy of this handbook was not given to me at this time; however, I am aware that the EMT Handbook is available to me through my D2L account. If I request a hard copy of the EMT Student Handbook, I may be subject to printing fees and that I will need to allow 48 hours for hardcopy to be available to me upon submitting a written request by indicating in the space provided below.

The online electronic copy is available for viewing or printing by visiting the OSU-OKC/EMS website at www.osuokc.edu/ems.

Check here to request a hardcopy at this time. □

Printed Name: __________________________________________________________

Student Signature: ______________________________________________________

Parent / Guardian Signature: _____________________________________________
(High School Students Only)

Date Signed: _____________________________________________________________

If requested, a hardcopy was provided to the above student on _________________

By _________________________________________________________________
EMT STUDENT CONTRACT

I, ________________________________, have read and understand the rules and regulations of the OSU-OKC EMS Program and agree to abide by these policies. I also understand the following minimum requirements for successful completion of this program.

1. Maintaining a minimum of 80% average in all education domains, pass each individual course, and pass all practical skills with 100%.

2. Minimum of 80% score on the FISDAP final course on-line EMT test (with only one retest allowed). Failing the final test two times constitutes the student retaking the entire class again.

3. Completion of 100% of the clinical hours, competencies and documentation 2 weeks before the final test.

4. Attend 80% of the total classroom/lab hours.

5. Complete all homework and/or other assignments in the required time.

6. Have all financial arrangements concluded with the school.

7. Abide by all EMS Program “Student Cell Phone” usage policy.

8. Abide by OSU-OKC Substance Abuse and Drug Testing Policy.

9. Maintain respectful, professional and ethical behavior, appearance and attitude through the entire class and clinical setting.

10. Read, understand, and agree to abide by the terms of the Student Code of Conduct.

_________________________________________  ________________________
Student’s Signature                      Date

_________________________________________  ________________________
Witness’ Signature                      Date

_________________________________________  ________________________
Instructor’s Signature                   Date
Through my association within any of the clinical sites during the time spent as an employee, agent, independent contractor, volunteer, physician, student, or approved observer, I understand that patient information in any form (paper, electronic, oral, etc.) is protected by law. I also understand that any breach of patient confidentiality can have severe ramifications up to and including termination of my relationship with said clinical site as well as possible civil and criminal penalties. I will only access, use or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties. I will not improperly divulge any information that comes to me through the carrying out of my assigned duties, program assignment or observation.

This includes but is not limited to:

• I will not discuss information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
• I will not discuss any patient information in any place where it can be overheard by anyone who is not authorized to have this information.
• I will not mention any patient’s name or disclose directly or indirectly that any person is a patient except to those authorized to have the information.
• I will not describe any behavior, which I have observed or learned about through association within said clinical sites except to those authorized to have this information.
• I will not contact any individual or agency outside said clinical site to get personal information about an individual patient unless a release of information is signed by the patient or by someone who has been legally authorized by the patient to release information.
• I will not use confidential clinical site business related information in any manner not required by my job or disclose it to anyone not authorized to have or know it.
• I will not access information concerning any patient in whose care I am not directly involved other than as established by my job description.
• I understand my responsibility to take action when faced with a privacy concern or become aware of a potential violation of our policies and standards. This includes:
  RECOGNIZE the concern and nature of the situation,
  RESPOND appropriately, and
  REPORT the issue to someone who can assist in resolving the matter.

I understand that my agreement to maintain the confidentiality of patient information is a condition of my continued position/service by said clinical sites. I understand that failure to maintain confidentiality is basis for disciplinary action, including termination of position/service.

With my signature, I indicate I have read and understand this Acknowledgement.

Printed Name: ______________________________ Signature: ______________________________

Date: ______________________________

*Return signed to instructor*
OSU-OKC
EMS Program
Technical Standards Agreement

I, ________________________________________, have read and understand the following Technical Standards. As a student in the EMT course, I am able to perform each of these requirements without restrictions.

TECHNICAL STANDARDS

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, pull, push and balance in excess of 125 pounds without assistance, (250 pounds with assistance).
- Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient. Climb stairs, hillsides, and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment. Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments implement treatment under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while ensuring patient safety and remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick’s Extrication Device, scoop stretcher, traction splint, and long bone immobilization devices.

Printed Name: ___________________________ Signature: ___________________________

Date: ________________________________

Return signed to instructor
OSU-OKC
EMS PROGRAM
PROGRAM COMPASS PLACEMENT STATEMENT

I, ___________________________, have received and understand my results from the COMPASS test administered at the beginning of the Emergency Medical Technician (EMT) course.

OSU-OKC Staff Comments/Recommendations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student's Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have received and understand the comments and recommendations the EMS Program Staff has given to help me successfully complete the EMS program.

_____________________________                ________________
Student's Signature               Date

_____________________________                ________________
Instructor's Signature            Date
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<td><strong>PROFESSIONAL BEHAVIOR EVALUATION</strong></td>
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<td>Date:</td>
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<td><strong>1. INTEGRITY</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities.</td>
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<td><strong>2. EMPATHY</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.</td>
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<td><strong>3. SELF - MOTIVATION</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities</td>
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<td><strong>4. APPEARANCE AND PERSONAL HYGIENE</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Clothing and uniform is appropriate, neat, clean and well maintained; good personal hygiene and grooming.</td>
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<td><strong>5. SELF - CONFIDENCE</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.</td>
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<td><strong>6. COMMUNICATIONS</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations</td>
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<td><strong>7. TIME MANAGEMENT</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks and assignments on time.</td>
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<td><strong>8. TEAMWORK AND DIPLOMACY</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.</td>
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<td><strong>9. RESPECT</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.</td>
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<td><strong>10. PATIENT ADVOCACY</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity.</td>
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<td><strong>11. CAREFUL DELIVERY OF SERVICE</strong></td>
<td>Competent 5 4 3</td>
<td>Not yet competent 2 1</td>
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<td>Examples of professional behavior include, but are not limited to: Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.</td>
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Use the space below to explain any not yet competent ratings. When possible, use specific behaviors, and corrective actions.

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Faculty/ Preceptor Signature     Date

Faculty/ Preceptor Name (PRINT)     Time & Location

Students
Comments:_________________________________________________________________
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Student Signature     Date
AFFIDAVIT OF LAWFUL PRESENCE BY PERSON
MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE

I, the undersigned applicant, being of lawful age, state that one of the following statements is true and correct: (Check which of the following statements apply.)

☐ I am a United States citizen.

OR

☐ I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States. I understand that this approval may or may not include approval for employment. The issuance of a license, permit, or certificate issued by the Oklahoma State Department of Health is not authorization for employment in the United States.

Write the identification number and the name of the authorizing document below.

ATTACH A COPY OF THE AUTHORIZING DOCUMENT

Admission/Registration #: ____________________________

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct and that I have read and understand this form and executed it in my own hand.

Date ____________________________ Signature ____________________________

City & State ____________________________ Print Name ____________________________
If applying to renew a license, permit, or certificate, please write Current license, permit or certificate #:_____________________________________________

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INSTRUCTIONS FOR USE OF THE AFFIDAVIT OF LAWFUL PRESENCE BY PERSON MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE

The person signing this form must read these instructions carefully.

1. If the person signing this form is receiving services and not making an application for a license, permit or certificate, this form should not be used but rather, either the form titled, “Affidavit of Lawful Presence by Parent or Guardian of Person Receiving Services” or the form titled “Affidavit of Lawful Presence by Person Receiving Services” should be used.

2. If the person signing this form is a citizen of the United States then that person should check the box to the left of the statement, “I am a citizen of the United States.” If the person signing this form is not a citizen of the United States but is an approved alien under the federal Immigration and Nationality Act and is lawfully present in the United States then that person should check the box to the left of the statement, “I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States.”

3. Write the identification number in the space provided after “Admission/Registration #” and write the name of the authorizing document in the space provided after Authorizing Document. For example, INS Form I-551 or INS Form I-94.

4. The person signing this form should write today’s date in the space provided; write the city and state where they are located when they sign this form; sign their name in the space provided for signature; and print their name in the space provided. If applying for a renewal, write the license, permit, or certificate number in the space provided.

5. Within this form, the term “penalty of perjury” means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one’s oath or affirmation and knowing such assertion to be false. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.

Oklahoma State Department of Health
Protective Health Services

ODH Form 301
Revised December 2, 2013
Oklahoma Tax Commission Compliance and EMT Professional Licensing

THE STATUTE:

Effective July 1, 2000, a new law went into effect requiring professional license applicants to be reviewed by the Oklahoma Tax Commission for income tax compliance. This tax review is to be conducted before a state license can be renewed. The Oklahoma Tax Commission has established a section, the Professional Licensing Compliance Unit, to assist taxpayers with this new law. Agencies such as the Oklahoma State Department of Health- EMS Division who issue licenses are to submit a list of individuals who are applying for license renewal or reinstatement. This list must be verified for income tax compliance by the Professional Licensing Compliance Unit. Licensees who appear to be not in compliance will be contacted directly by the Oklahoma Tax Commission in an attempt to resolve any issues prior to notification of the licensing agency. If resolution is not achieved; notification will be made to the licensing agency that a “Tax Hold” is in place. In this event, the individual’s license, including an EMT license, may not be renewed or reinstated until the Tax Commission releases its “hold”.

WHAT DOES “IN COMPLIANCE” MEAN?

An Applicant will be considered “in compliance” if all income tax filing obligations have been met and balances paid in full. If the applicant has an outstanding obligation, they will be considered “in compliance” if one of the following arrangements is made:

• All past due returns are filed and paid.

• Reports are filed and a payment program is arranged.

• The applicant is on a current payment program.

• A legal protest has been filed on an assessment.

• The applicant is making reasonable effort in working with the Oklahoma Tax Commission to resolve an issue.

WE ARE HERE TO HELP……

The Professional Licensing Compliance Unit can be reached by phone at (405) 522-6800. Assistance can also be obtained at the one of the offices listed under “Contact us” on the tax commission website, http://www.oktax.state.ok.us/. Email should be directed to: license-review@tax.ok.gov. Should an emergency or priority issue arise, you can fax the Oklahoma Tax Commission at (405) 522-4275.

Questions regarding EMT licenses should be directed to the EMS Division at (405) 271-4027, or emailed to ems@health.ok.gov.
I, ____________________________, hereby understand and certify to the following:

Waive all responsibility on behalf of the Skills Lab Setting and Clinical Rotation Sites for any liability related to accidents, which said student might incur while in training and/or while participating in any activities related to participation as part of the OSU-OKC EMT course.

Understand that my presence in these facilities is voluntary and for the purpose of training; therefore, I cannot be considered an employee for the purpose of Workman’s Compensation or other insurance.

______________________________________________________________
Signature

______________________________________________________________
Date
# OSU-OKC EMS PROGRAM DOCUMENTATION RECEIPT POLICY

Student Name ____________________________________________

<table>
<thead>
<tr>
<th>Document/Policy</th>
<th>Date</th>
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<tbody>
<tr>
<td>EMT Student Handbook</td>
<td></td>
</tr>
<tr>
<td>Campus handbook can be found on web page</td>
<td></td>
</tr>
<tr>
<td>@ <a href="http://www.osuokc.edu/ems">www.osuokc.edu/ems</a></td>
<td></td>
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<tr>
<td>EMT Program Goals &amp; Objectives</td>
<td></td>
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<tr>
<td>Course Descriptions &amp; Hours</td>
<td></td>
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<tr>
<td>Course Tuition and Other Costs</td>
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<tr>
<td>General Guidelines and Completion Requirements</td>
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<tr>
<td>Grading Policy</td>
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<td>Health Policy</td>
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<tr>
<td>Policy &amp; Post-Exposure Protocol</td>
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<tr>
<td>OSU-OKC Substance Abuse and Drug Testing Policy</td>
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<tr>
<td>EMS Student Conduct and Discipline Guidelines</td>
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### OSU-OKC
#### EMS PROGRAM
##### DOCUMENTATION RECEIPT FORMS

<table>
<thead>
<tr>
<th>Student Name</th>
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<table>
<thead>
<tr>
<th>Forms Received</th>
<th>Date</th>
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<tbody>
<tr>
<td>Course Syllabus</td>
<td></td>
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<tr>
<td>Campus Handbook Request Form</td>
<td></td>
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<tr>
<td>Campus handbook can be found on web page @ <a href="http://www.osuokc.edu">www.osuokc.edu</a> (Available upon request)</td>
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<tr>
<td>EMT Student Contract</td>
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<tr>
<td>Confidentiality Acknowledgement</td>
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<td>Technical Standards</td>
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<td>Pre-testing COMPASS Placement Statement</td>
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<td>9 Week Affective Evaluation</td>
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<td>Criminal Background Forms</td>
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<td>OSU-OKC Forms</td>
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<tr>
<td>Citizenship Form (OSDH-EMS Affidavit)</td>
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<tr>
<td>Oklahoma Tax Commission Compliance</td>
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<tr>
<td>Student Liability Record</td>
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</table>