



South Portland, Maine 04106

Emergency Medical Services Department

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<b>Title: Clinical Practicum I</b>	<b>Catalog Number: EMSP-200-01</b>
<b>Credit Hours: 3</b>	<b>Total Contact Hours: 200</b>
<b>Lecture (or Lab): Clinical</b>	<b>Instructor: Eric Wellman</b>
<b>Office Hours – Location: Off Site/Various</b>	<b>Contact Information: ewellman@smccme.edu</b>

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**COURSE SYLLABUS**

**COURSE DESCRIPTION**

Paramedic students will be scheduled for 200 hours of clinical experience in their second clinical practicum. Students will continue to gain clinical experience integrating cognitive and psychomotor skills under the supervision of a preceptor. Students will complete clinical rotations in a variety of medical related facilities to include paramedic services, emergency divisions, critical care units, anesthesia, psychiatric, pediatrics, and labor and delivery. Students will be required to document all clinical time and complete a minimum number of patient assessments, intubations, medication administration, and IV cannulations.

**PREREQUISITES**

Anatomy & Physiology I with Lab, Anatomy & Physiology II with Lab, Cardiology I, Introduction to Paramedicine, Paramedic Procedures I, Paramedic Procedures II with Lab, and Pharmacology.

**COURSE OBJECTIVES**

**After successfully completing the course, the student will be able to:**

1. Perform a comprehensive patient assessment on pediatric, adult and geriatric patients.
2. Demonstrate ongoing competency in skills as indicated in the clinical manual.
3. Demonstrate proper documentation methods.
4. Demonstrate increasing levels of confidence and competence as documented by the ongoing and final preceptor evaluations.

**TOPICAL OUTLINE OF INSTRUCTION**

Students may schedule clinical assignments from **0600 hours May 29<sup>th</sup> – 2359 hours August 9<sup>th</sup>, 2015.**

Students will need to have minimum cumulative totals of **126 clinical hours** (green shifts), **50 field hours** (blue shifts) and **28 Laboratory hours** (Gold shifts) for the semester. Hours do not roll over from semester to semester. See appendix A of the Clinical Manual.

Attend all meetings and trainings as indicated by the Clinical Coordinator.

- Mandatory attendance meetings:
  - All shifts as indicated in Fisdap
  - **May 28<sup>th</sup>, 2015 @ 0830 hours** – SMCC ETC Room 102 – Clinical I Orientation
  - **Select one meeting time in the Fisdap system:**
    - **YOU MUST COMPLETE A SELF ASSESSMENT EVALUATION (See LMS) & BRING IT TO THE MEETING WITH YOU! NO EVALUATION = NO CREDIT**
  - **August 14<sup>th</sup>, 2015 @ 0800 hours** – SMCC HSC Room 216 – EMT Practical Skills Exam

**No FIELD or HOSPITAL activities may occur past the date of Sunday, August 9<sup>th</sup>, 2015 for Clinical I without Instructor Permission**

### COURSE REQUIREMENTS

See the 2015-2016 SMCC Paramedic Clinical Manual & Appendices for requirements & expectations.

### **CLINICAL DOCUMENTATION & PAPERWORK SUBMISSION**

Data entry must be completed within the 72-hour window allotted by Fisdap. Shifts must be marked complete before submitting paperwork. **Any shift that receives two (2) late notices will be removed from Fisdap, and all hours, assessments & skills will need to be completed again.**

All **original and signed** clinical forms must be submitted to the Clinical Coordinator's office by the specified date and time. **No faxing or copies of forms will be accepted.**

On **Wednesday, August 12<sup>th</sup>, 2015 by 1500 hours** all clinical paperwork must be entered into Fisdap and the remainder of the clinical paperwork submitted to the Clinical Coordinator's Office (this will include all quality assurance paperwork also). **Shifts, assessments, and skills with paperwork or data-entry that is not completed by the date & time will not receive credit.**

### **HOURS, SKILLS & ASSESSMENTS**

#### **Minimum Required Hours**

- 126 clinical hours (green shifts)
  - 98 hours Emergency Room, Urgent Care & IV Team
  - 8 hours Respiratory Therapy
  - 8 hours Intensive Care
  - 4 hours Labor & Delivery
- 50 Field hours (blue shifts)
- 28 Laboratory hours (Gold shifts)
  - 20 hours of Educational Leadership
  - 8 hours Simulation Lab

#### **Minimum Required Skills:**

- 10 Successful IV/IO (See Eureka Graph)
- 10 Medication Deliveries (not oxygen)
- See Appendix A of the Paramedic Clinical Manual Appendices

### **Minimum Required Assessments:**

- 50 Documented Patient Assessments
- See Appendix A of the Paramedic Clinical Manual Appendices

### **Learning Management System Access & Log-In:**

Computer usage and internet access is a required component of this course. If the student does not have internet access at home, the campus has multiple computer labs available for access. Lack of home access is not an acceptable reason to not complete assignments.

Students will be required to complete assignments through the SMCC learning management systems. Assignments will be posted weekly with expected completion dates on the learning management system.

The SMCC learning management system is accessed by going to <https://my.smccme.edu/ics/>.

### **To log in**

1. **Username** = your first name + middle initial + last name - WITH NO SPACES AND NO CAPITAL LETTERS (i.e. johnqsmith) - maximum of 20 characters
2. **Password** = your first initial + the first four letters of your last name + the last four digits of your social security # - NO SPACES (i.e. jsmit1234)

If you cannot log on, please e-mail the instructor that you are having problems logging in and then contact technical support through the webpage. **The instructor cannot fix access problems; the student must remedy them with the assistance of technical support.**

### **STUDENT EVALUATION AND GRADING**

The student shall receive a letter grade from the Clinical Coordinator based upon the student's completion of the following objectives:

1. All required clinical site, field internship and educational/leadership hours scheduled and completed in the FSDAP system.
2. All required assessments, skills and procedures completed and in the FSDAP system.
3. Completed verification forms for all complete shifts in the FSDAP system.
4. Complete and accurate patient documentation narratives forwarded to the Clinical Coordinator by FSDAP e-mail.
5. Maintenance of clinical notebook documentation by the student through spot evaluations.
6. Attendance at all scheduled meetings, laboratory, clinical and field internship rotations.
7. Self-evaluations. Complete all self-evaluations as directed by the Clinical Coordinator.
8. All required preceptor evaluations completed and submitted to the Clinical Coordinator.
9. Interaction with preceptors, other field/hospital personnel, patients and bystanders reflecting a positive understanding of the affective concepts of the paramedic profession.
10. Timely and accurate submission of required documentation to the Clinical Coordinator.

### **TEXT, TOOLS AND / OR SUPPLIES**

All students must be appropriately attired for the clinical & field sites that they attend. The clinical attire is specified in the 2015-2016 Clinical Handbook.

Students must also provide their own stethoscope, writing device (black or blue ink pen), drug reference guide and wrist watch

Students are expected to maintain a clinical notebook for the entire semester. **The clinical notebook must be with the student at all clinical rotations.**

Students must maintain access to the FSDAP system.

Students are required to print, photocopy and maintain a supply of documentation forms.

Students are required to access and utilize the MySMCC LMS.

### **ATTENDANCE POLICY**

See the 2015-2016 SMCC Paramedic Clinical Manual & Appendices for requirements & expectations.

### **END-OF-COURSE EVALUATION**

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

### **ADA SYLLABUS STATEMENT**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

### **SMCC PAY-FOR-PRINT POLICY**

#### **Per Page Costs**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

#### **How does it work?**

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

## **Refunds**

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

## **Why is SMCC charging for printing?**

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu).

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

## **ADD-DROP POLICY**

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

## **WITHDRAWAL POLICY**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

## **PLAGIARISM STATEMENT**

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

## **SMOKE- AND TOBACCO- FREE POLICY**

Starting on August 1, 2015, the below policy regarding smoke and tobacco use will be in effect. Please take time to review the [Smoke- and Tobacco-Free Policy FAQ's](#) to help answer any questions that you may have about this policy.

### **Smoke- and Tobacco- Free Policy**

The use, sale, distribution or advertisement of tobacco is strictly prohibited on Southern Maine Community College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds, unless specifically authorized by the College, beginning August 1, 2015.

"Tobacco" includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew or snuff in any form.

Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property.

[https://my.smccme.edu/ICS/My Maine Guide/Smoke- and Tobacco- Free Initiative.jnz](https://my.smccme.edu/ICS/My%20Maine%20Guide/Smoke- and Tobacco- Free Initiative.jnz)

**Southern Maine Community College  
Emergency Medical Services Department**

**Syllabus Acknowledgement**

**Student Name:** \_\_\_\_\_ **Course:** 2015 Summer EMSP-200 Clinical Practicum I

I have been given a copy of the syllabus for the above listed class, and I have reviewed the syllabus and asked the instructor questions clarifying the expectations for this course. Please read and initial each statement below:

- \_\_\_\_\_ I have reviewed and understand the course schedule. I understand that the course schedule may change at the discretion of the instructor and a new syllabus will be made available to me upon the change if necessary.
  
- \_\_\_\_\_ I have reviewed and understand the student grading and evaluation process. I also understand what is required of me for cognitive, psychomotor, affective and clinical objectives and/or evaluation.
  
- \_\_\_\_\_ I understand how to log into the MySMCC portal and/or Blackboard system as needed for the course. I understand this is where my current estimated grade will be maintained for my review.
  
- \_\_\_\_\_ I have reviewed and understand the attendance policies for the course.
  
- \_\_\_\_\_ I understand what textbook and materials are required for this course.
  
- \_\_\_\_\_ I understand that in addition to this syllabus I am also governed by the SMCC code of conduct, SMCC policies as indicated in the current course catalog and compass, clinical handbook and the program handbook all located at [www.smccme.edu](http://www.smccme.edu).
  
- \_\_\_\_\_ I have reviewed and understand the ADA Statement.
  
- \_\_\_\_\_ I have reviewed and understand the Add-Drop Policy.
  
- \_\_\_\_\_ I have reviewed and understand the Withdrawal Policy.
  
- \_\_\_\_\_ I have reviewed and understand the Plagiarism Statement.
  
- \_\_\_\_\_ I have reviewed and understand the SMCC Pay for Print Policy.
  
- \_\_\_\_\_ I have reviewed and understand the process for Course Evaluation.

I acknowledge that I have received the syllabus and that I was afforded an opportunity to ask questions for clarification.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date