Instructor Information

Instructor: Timothy Rinehart, M.Ed., NRP
Office: AHEC 130
Mailbox: AHEC Building
Hours: Monday 9:00 am 11:00 am; Tuesday & Thursday 1:00 pm 3:00 pm and by appointment
Phone: 501-812-2200, ext. 4043 or (501-686-6860)
Email: trinehart@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Harold D. Shray 501-812-2200, ext. 4042 or (501-686-8125) hshray@uaptc.edu
Dean: Dr. Marico Bryant Howe 501-812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This course is designed to allow the student to develop the skills necessary to function as an entry-level Paramedic. The Paramedic serves as a vital link in the public health system.

AHEC Classroom #127
January 11 – May 9, 2019
9:00 am – 4:30 pm

Catalog Description

This course consists of supervised rotations through selected clinical and field areas. Emphasis is on developing and improving psychomotor skills which reinforce classroom presentations. An integral part of paramedic training is the introduction into different clinical areas. As a supervised participant in patient care, the paramedic student will develop the knowledge and skills necessary for prehospital emergency care.

Course Materials

There are no required texts for this course. Students are expected to utilize the library as well as other resources as directed.
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

This course utilizes Blackboard Learn 9.1 and classroom application. Material will be offered in a lecture/discussion format, with demonstration of clinical skills as needed. Active student participation is required, both in the classroom setting and in online assignments, discussions, and other online activities.

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

A. Demonstrate personal behaviors consistent with professional and employer expectations of an entry-level provider.
B. Demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level provider.
C. Comprehend, apply, and evaluate information relative to the role of an entry-level provider.
Student Learning / Course Outcomes

Upon completion of this course, the student will be able to:

1. Demonstrate the procedure for eliciting a medical history, and properly document information.
2. Properly conduct and record the findings of a physical exam.
3. Start peripheral IVs and draw blood using aseptic techniques.
4. Transfer patient information to appropriate personnel.
5. Demonstrate the administration of medications by the following routes:
   A. IV  
   B. IM  
   C. Subcutaneous  
   D. Oral  
   E. Inhalation  
   F. Sublingual  
   G. Gastric Tube  
6. Correlate pathophysiology with physical findings.
7. Perform endotracheal intubation atraumatically.
8. Demonstrate appropriate professional behavior and interactions with staff, patients and other students.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint
**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Departmental Attendance Policy**

In order to maximize learning opportunities, attendance will be taken at all class sessions. Attendance is required in all lecture and laboratory sessions. In case of an emergency absence, it is the student’s responsibility to notify the department (501-686-5772) or the instructor (501-686-6860) and to procure the material that was missed. Makeup (skill practice or check off, specific presentation material, or examinations) requiring instructor interaction will be scheduled at the instructor's convenience. If the department or the instructor is not notified concerning an emergency absence, the absence from class, clinical, or field internship will be considered unexcused, and the required coursework, scheduled rotations, or examinations cannot be made up.

*It may not be possible to make up absences that occur during clinical or field internship courses due to the complexity of scheduling; grades and/or opportunities for licensure may be affected accordingly.*

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

During all portions of the course, students must demonstrate acceptable behavior, appropriate hygiene, and wear their UA-PTC identification badges at all times.
Grading Policy

A final percent score will be determined based on the accumulated points divided by the total points possible in each area. The final letter grade will be derived as follows:

\[
\begin{align*}
A &= 90 - 100 \\
B &= 80 - 89 \\
C &= 75 - 79 \\
D &= 70 - 74 \\
F &= < 70
\end{align*}
\]

A grade of “C” or better is required in this course in order to continue in the paramedic program. Students who achieve a grade of less than “C” will be dismissed from the program.

*Students who are evaluated by their preceptor on a majority (51% or greater) of their evaluations throughout the semester as “requiring close supervision” or “only able to function with full supervision” will be assigned a course grade of “F”.

Failure to clock in and out of the clinical site utilizing a landline phone from the clinical or field site using department clock in number can cause you to lose credit for time and/or procedures performed. Make sure you call the department clinical line at (501-570-6331) at the beginning and end of each shift.

Students are responsible for monitoring their progress in this course as well as their grades. Students who feel they need assistance in remediation are encouraged to contact the course instructor within the seven day period in order to remediate and be successful in the program.

Once a graded item has been returned, you have 48 hours to appeal to the instructor when you suspect an error in grading has occurred. To appeal a grade you must clearly state in writing (including email) what you feel is the basis of your appeal.
The semester grade will be calculated based upon completing these requirements of the clinical period:

<table>
<thead>
<tr>
<th>Clinical Practicum I</th>
<th>% of Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Clinical Contact Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td><strong>Due Date</strong></td>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>60 hours of clinical shifts are due to be completed and the following information entered into FISDAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Uploading Daily Summary Form with the preceptor’s signature and evaluation of the student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Preceptor evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Data entry into FISDAP</td>
<td>20%</td>
<td>April 24th at 0800</td>
</tr>
<tr>
<td>60 hours of clinical shifts are due to be completed for the semester at this point (30 hours past the last deadline) and the following information entered into FISDAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Uploading Daily Summary Form with the preceptor’s signature and evaluation of the student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Preceptor evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Data entry into FISDAP</td>
<td>20%</td>
<td>May 8th at 0800</td>
</tr>
<tr>
<td>Documentation complete and on time in FISDAP without the need to reopen shifts to correct data. -2% for each shift needing reopened.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calling the clinical line to document the start/end of each shift.</td>
<td>10%</td>
<td>Within 36 hr. of end of shift</td>
</tr>
<tr>
<td>Maintain current American Heart Association (AHA) Healthcare Provider (HCP) CPR certification and Arkansas EMT licensure throughout the entire course.</td>
<td>10%</td>
<td>Continuous</td>
</tr>
</tbody>
</table>

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

*Use the remainder of this space to outline any other policies you may have that will affect student grades, such as plagiarism, participation, attendance, peer editing, etc.*

The student will be required to participate in scenario situations as team leader, team member, or patient. The student is also required to act as a team member in the clinical and field observation areas and complete the objectives on the clinical and field forms.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The
The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.” The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

UAPTC has established guidelines for scholastic integrity, which are published in the UA-PTC Student Code of Conduct. Scholastic integrity, including plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of any report, experimental results, or research data, is subject to disciplinary action, including probation, suspension, or dismissal from the program.

As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use plagiarism detection systems for this course by submitting students’ written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted for this course is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors’ prior knowledge and approval; to do otherwise constitutes scholastic dishonesty and will be addressed as such in this course.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Performance, Lab, Clinic, and Project Evaluation

Students are evaluated by the preceptor with an overall score each shift and a technical skill rating where appropriate. The student reports the physical examination and interview on FISDAP and records the same information on a paper form that is audited.

Makeup and Retake Examinations

All clinical and field internship shifts must be made up in order to complete the program. Periodically students will have a life event come up that prevents the completion of a clinical period. When this happens it is the student’s responsibility to request an incomplete (“I”) for the course otherwise the student will receive the grade that has been completed by the end of the semester.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information,
then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Clinical Practicum II at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone