



TIDEWATER COMMUNITY COLLEGE  
From here, go anywhere.™

DIVISION OF HEALTH PROFESSIONS

Academic Year 2008-2009

Dear ALS Student,

I would like to take this opportunity to welcome you to the EMS Program of Tidewater Community College. I am sure you will find the academic, clinical, and field preparation you will receive to be a very positive and rewarding experience. Your educational experience will consist of classroom lecture, practical laboratory experience, clinical preparation in area hospitals, and field time with agencies. Your clinical time will be done in a variety of clinical settings in the Hampton Roads area. The number of clinical and field hours you will be required to complete will be determined by your level of course of study and the competencies required. You will receive this information at your Clinical/Field Orientation.

- This Clinical/Field orientation class is a requirement for all students enrolled in the clinical and/or field internship courses. This includes both new students and those who are continuing in the program.
- This orientation class is a pre-requisite prior to beginning any clinical or field assignments. This includes both new students and those who have been previously enrolled in the internship courses.
- The orientation will include: the objectives, pre-clinical/field requirements, testing eligibility requirements, a review of hospital required forms, administrative guidelines, policies and procedures, and scheduling. HIPAA training will be included. The OSHA training should be completed on-line prior to orientation.
- The initial orientation class, which is 3-4 hours in length, is held for 1<sup>st</sup> semester students, new students attending our program for the first time and for those students who have been out of the program for a year or more.
- For those students *continuing on* in the Program, an orientation class is held every semester and is approximately one hour in length. The class consists of review or changes in policies, updates on clinical site requirements, as well as field information and forms completion. If you have missed two consecutive semesters, however, you will need to attend a *new* student orientation.
- Attendance at one of the orientation classes is a requirement to begin clinical and/or field assignments. It is important that you are on time for the start of the orientation class or you may be asked to reschedule your orientation. **Orientation dates and times will be posted on Blackboard (via the TCC website) and available at the start of the upcoming semester.**

### **Pre-Clinical/Field Requirements**

In accordance with the affiliating hospitals' and agencies' legal agreements, all students in the EMS Program of Tidewater Community College must complete specific requirements prior to beginning clinical/field internship. These include:

- \* **Clinical/Field Orientation attendance**
- \* **Current physical exam to include a respirator fit test/respiratory exam (within 2 years)**
- \* **Current PPD (tuberculin) skin test is required. For students who already get yearly PPD skin tests, the one-step PPD is acceptable. For new students who have not received a PPD skin test for two years or greater, then a two-step PPD is required. The initial PPD is administered and read, and the second PPD is administered one-three weeks later. The results of both PPDs will be required.**
- \* **Proof of Varicella (chickenpox) immunity (by lab results or by proof of having the vaccines)**
- \* **Proof of two MMR (measles, mumps, rubella) vaccines or proof of immunity by lab results**
- \* **Proof of tetanus toxoid vaccine within ten years**

- \* **Proof of Hepatitis B vaccines or immunity level or declination**
- \* **Copies of your current EMT and CPR certification AND proof of high school graduation or GED equivalent AND a copy of your Driver's License**
- \* **OSHA Training (to be completed on-line prior to attending orientation)**
- \* **HIPAA Training (done in orientation)**
- \* **Successful completion of Drug calculation exam (for any new student to the program or those who sat out one semester or more)**
- \* **Criminal and child/sex offender background checks for students entering the Enhanced, Intermediate, Paramedic, and Critical Care programs**

These requirements will need to be submitted at the beginning of the program. You will not be permitted to begin your clinical/field affiliations without completing the above requirements.

## **Criminal Background Checks**

All Emergency Medical Services Technology students entering the Enhanced, Intermediate, Paramedic, and Critical Care programs will be required to submit to a Criminal Background and Child/Sex Offender Background check at your own expense prior to beginning the clinical portion of the course work. The cost to the student is \$33.00. This background check will be valid through completion of the course of study *unless* the student stops attending for a semester. Once there is a break in the student's attendance, the criminal background check will need to be resubmitted.

Letters from rescue agencies, federal agencies, military investigative agencies confirming students' completion of having a background check will be accepted on letterhead stationary, provided that the background check has been done *within 6 months* of entering the program.

Background checks can be obtained by following these instructions **explicitly**:

- (1) First go to the TCC Website at [www.tcc.edu](http://www.tcc.edu) or you may go to the [www.certifiedbackground.com](http://www.certifiedbackground.com) website directly.
- (2) Look for Academics on the scroll bar & access the Health Professions Division web page
- (3) There is a direct link on the Health Professions Division web page to [www.certifiedbackground.com](http://www.certifiedbackground.com)
- (4) Please review the attached CertifiedBackground.com Student Instructions
- (5) Next, you will click on "**Students**"
- (6) The Service will acknowledge you as a TCC EMS student and will prompt you to enter a package code
- (7) In the Package Code box, enter the package code for EMS Students  
**ID29**
- (8) Select a method of payment: Visa, MasterCard or Money Order
- (9) Once submitted, be sure to print off your receipt and show it into the clinical coordinator

Once your order has been submitted, you will receive a password to view the results of your background check. The results will be available to you in 48-72 hours by going back to the website [www.certifiedbackground.com](http://www.certifiedbackground.com) and entering your password.

Once the background checks have been processed, Certified Background.com will notify the EMS clinical coordinator via e-mail the names of all EMS students who have used the service and completed the

background check. If the results are received as “not complete” then the student will be notified in writing to contact and inform CHKD’s Office of Human Resources. Students must obtain official clearance from CHKD’s Office of Human Resources for permission to attend CHKD for clinical rotations.

**Confirmation that the student submitted his/her criminal background check will need to be seen before the student can begin clinical rotations in the hospitals. The results of the criminal background checks will need to be received before Pediatric rotations can begin. All students will be held to the standards of the National and State Certification agencies. Any positive findings will be handled accordingly.**

## **EMPL ID/Use of Blackboard**

The Student Information System (SIS) automatically assigns an EMPL ID number to each student once the application for admission is processed. This number remains your student identification while you are attending Tidewater Community College. During the semester you will be required to know your EMPL ID. Blackboard, which is located on the TCC website, is a popular means for faculty to post announcements, assignments, quizzes, additional resources and for communication. You will also be required to communicate with your instructor via the VCCS email system. Your TCC email address and your Blackboard account can be obtained by going to the [www.tcc.edu](http://www.tcc.edu) website and clicking on “MY TCC”. Follow the prompts in order to set up your password and pin. Once you have been assigned your password and pin # you will be able to access the Blackboard system (Bb). You can then click the appropriate Course listing and check for additional information. It is important that you log into your Blackboard account to be certain that you can access each of the courses for which you are registered and that you are able to send and receive messages to the instructor. Please contact the TCC Help Desk if you encounter any difficulties, at 822-2457.

## **Clinical Scheduling**

Scheduling of your clinical rotations will be explained during the orientation. You will be doing clinical time on days that you are not attending class. Updated schedules are sent to the hospitals weekly, for a 2-week block of time. You will submit your clinical availability to the clinical coordinator who will then schedule your hospital time. The number of hours you will be required to do is dependent on your course of study and the competency requirements. It is very important that you have a personal calendar to help organize, and plan your clinical shifts.

## **Field Scheduling**

TCC maintains field internship agreements with several agencies in the area. The sites and the shifts you are assigned are dependent on agency availability. It is strongly encouraged that you affiliate with a 911-field agency early in your instruction. This will ensure adequate field internship “ride” time, needed in order to reach the level of team leader. Students will most likely need multiple semesters in order to meet both competency and/or the team leader level. This will be discussed in greater detail during the orientation.

## **Uniform Requirements (for ALS students)**

In preparation of your clinical/field rotations, you will also be required to comply with the uniform standards of the program. This includes:

\* White non-decorated polo shirt (without pockets) with the embroidered TCC logo for all EMS students. Critical Care students will order the blue polo shirts with the embroidered TCC logo. These shirts will be ordered, purchased, and picked up by you at Harbison’s Uniform Shop, which is located on 479 South Lynnhaven Rd. in Virginia Beach (Phone # is 463-3241). The shirts are not routinely kept in stock, so you may have to allow several weeks for your order to arrive. Please plan accordingly.

- You will also be required to wear navy blue, khaki or black pants (no jeans) and black, closed-toed shoes.

## OSHA Training

All students entering the Emergency Medical Science Program at Tidewater Community College will be required to complete the online OSHA presentation and take a post test **prior to** attending the clinical and field internship orientation. This presentation can be found on Blackboard under “**My Organizations**” then click on “**EMS Clinical & Field Orientation**”.

Once the “EMS Clinical & Field Orientation” site comes up you will be on the Blackboard class home page. From this page you should see an icon located on the left side of the page labeled “**Assignments**”. Click on “**Assignments**” then click on “**OSHA Blood borne Pathogen and Tuberculosis Training**”.

You should then see a page with five items listed. From here you will need to click on “**OSHA Blood Borne Pathogen and Tuberculosis Checklist**” and print a copy. You will use this to guide you through the required assignment and turn in a signed copy at the completion of the assignment.

The “OSHA Blood Borne Pathogen and Tuberculosis Checklist” will take you step by step through the process to ensure you have completed all of the required assignments and paperwork. You will start off by watching the video under the link labeled “**OSHA Blood Borne Pathogen and Tuberculosis Training Program**”. You will be redirected to the TCC streaming video server and need to locate the presentation. During the presentation pay particular attention to the material being presented. The questions asked later come directly from the presentation.

Once you have completed the online video presentation you will be required to take a twenty question online test. You must score an eighty (80) percent to pass. You will have four chances to make an eighty (80) percent. Your grade will automatically be entered into the online grade book for calculation. You can check your grade status by clicking on your grade book. Students unable to pass the test after four attempts should meet with their coordinator.

Once you have successfully passed the OSHA post test you will then need to complete the online survey and finish the paperwork listed. These required items are listed on the “**OSHA Blood Borne Pathogen and Tuberculosis Checklist**”.

During orientation we will be discussing the presentation and any questions students may have encountered on both the material presented as well as the way presented.

Should you have any questions please contact your coordinator immediately.

All of the above requirements will be discussed in more detail during your clinical/field orientation. I am looking forward to meeting you and being your coordinator this semester. Please feel free to call me at 822-7459 or 822-7335 or by e-mail at [kmasciangelo@tcc.edu](mailto:kmasciangelo@tcc.edu) if you have any further questions. Rich Trent will be your field coordinator and he can be reached by e-mail [rtrent@tcc.edu](mailto:rtrent@tcc.edu)  
Thank you!

Sincerely,

*Kathy Masciangelo*

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