

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 during your Clinical/Field Orientation, on Blackboard and in your Clinical/Field Handbook. The Clinical/Field Handbook will provide a wealth of information pertaining to your clinical and field internship courses. Although you will be given a Handbook during orientation, it will also be available on Blackboard.

## Clinical/Field Orientation

- Clinical/Field orientation 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 and is a pre-requisite for beginning any clinical or field assignments.
- Orientation will include: an overview of the clinical and field internship, along with the objectives, policies and procedures, pre-clinical/field requirements, testing eligibility requirements, hospital forms, and scheduling. HIPAA training will be included. The OSHA training will be completed on-line via Blackboard.
- Orientation will take place via the classroom and via the Blackboard Learning System.
- The “new student orientation class” 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 one semester or more.
- For those students *continuing on* in the Program, an orientation class is held every semester as well. The class consists of a review, any changes in policies, updates on clinical sites, and field information.
- 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.
- In order to expedite the orientation process, please log on to Blackboard (via the TCC website), and go to **My Organizations; EMS-ALS: Clinical and Field Internship (click the specific semester in which you are enrolled)**. This should be done prior to orientation. There you will find the orientation dates and times, instructions for completion of forms and information regarding assignments. The Clinical/Field Handbook and the OSHA training will also be available on this site. There will also be an on-line orientation test which all students will complete prior to the start of clinical and/or field rotations. **Please note:** you will not be able to access this information until you are registered for the internship course/s. If you have difficulty accessing the Blackboard courses on line, please contact the coordinator for your course.

## 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**
- **Current physical exam to include a respirator fit test/respiratory exam (within 2 years) (use of TCC's physical exam form meets this requirement)**
- **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 two vaccines)**
- **Proof of two MMR (measles, mumps, rubella) vaccines or proof of immunity by lab results**
- **Proof of tetanus (TDAP) vaccine within ten years**
- **Proof of Hepatitis B vaccines or immunity level or declination**
- **Copies of your current EMT and CPR certification and military identification if applicable (The Program will need copies of your driver's license and proof of high school graduation or GED)**
- **OSHA Training (to be completed via Blackboard)**
- **HIPAA Training (done in orientation)**
- **Completion of all TCC Internship forms, hospital forms, agency forms (these can be found on the EMS-ALS-Clinical and Field Internship Course for the current semester or will be available during your orientation)**
- **Successful completion of drug calculation exam (for any new student to the program or those who have missed 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 stationery, 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 completed his/her criminal background check will need to be seen before the student can begin clinical rotations in the hospitals. These results 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/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.

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).

**Blackboard**, which is located on the TCC website, is a primary means for faculty to post announcements, assignments, quizzes or tests, and additional resources for the student. It is also used for communication. Once you are registered for your courses you should be able to access your Blackboard courses. You can then click the appropriate Course listing and check for information posted by your instructor and coordinator. If you are enrolled in multiple courses, then you will most likely have multiple courses listed on Blackboard. All students enrolled in a clinical or field internship course will also be enrolled in another course, called **EMS-ALS Clinical and Field Internship under My Organizations**. It is important to check both of these Blackboard sites. The individual internship course site will have information specific to that

course and the **EMS-ALS Internship** site will have general information that is applicable to all students enrolled in any internship course.

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 via the clinical request form which can be found on Blackboard. Your coordinator will then schedule your hospital time. It is important that you submit your available clinical dates on dates that you can commit to. 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. You will be submitting your available time (dates you can commit to) for field scheduling by the 15<sup>th</sup> of the month for the following month. 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. Students with agency affiliations and/or sponsorship should submit a letter from the agency to the field coordinator at the time of 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). Please allow several weeks for your shirts to arrive; plan accordingly.
- You will also be required to wear navy blue, khaki or black long pants (no jeans) and black, closed-toed shoes.
- A complete list of uniform requirements can be found in your Clinical/Field Handbook.

## 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. It is recommended that this be completed 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 Internship**”.

Once the “**EMS Clinical & Field Internship**” 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 “**OSHA Presentation**”.

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 you will 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 **(Blood Borne Pathogens: Exposure Control Plan)**. 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 three 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 three 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”**. **There will be three forms that you will want to print out: The Checklist, Documentation of Individual Training, and the Hepatitis-B Declination Form.** Please submit these forms to your coordinator.

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,

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