



2020

Emergency Medical Science (EMS-Paramedic) Continuing Education & Associate Degree Program Student Handbook



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**Emergency Medical Science (Paramedic) Program Handbook
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Welcome

Congratulations on being accepted into the Emergency Medical Science program at McDowell Technical Community College. The faculty welcomes you! We will be working together to help you attain your goal of becoming eligible to apply to sit for either the state or national exam for certification as a Paramedic.

A. Introduction

McDowell Technical Community College (MTCC) is a state supported community college. The MTCC College Catalog provides policies and guidelines for the student to follow during enrollment at MTCC. The Emergency Medical Science program provides additional policies and guidelines for EMS and Paramedic Students.

Teaching and learning constitute the central mission of MTCC. The college seeks to create a community of scholarship in which the activities of its members are consistent with the highest standards of knowledge and practice in their disciplines. As a public resource for McDowell County and surrounding, the college assists agencies in the region through the expertise of its faculty and staff.

The college catalog contains authoritative information concerning the college, student services, academic regulations, the calendar, and degree requirements. Students are to obtain a copy of the catalog and refer to it for guidance.

This handbook will serve as a reference for EMS Paramedic students throughout enrollment in the program. Paramedic program policies will be followed to address issues and concerns that may arise. It is expected that the student will become familiar with and abide by the policies of the MTCC college catalog and the Paramedic program for satisfactory completion of the program.

Updates may be provided periodically to this document. It is suggested that students maintain this handbook in a manner that makes it easily accessible for future use.

B. Program Oversight & Accreditation

The Emergency Medical Science program is a health science curriculum administratively directed by the Dean of Health Sciences. All programs at McDowell Technical Community College are reviewed and approved by the North Carolina Department of Community Colleges & Southern Association of Colleges and Schools (SACS).

The Emergency Medical Science program at McDowell Technical Community College is in the initial planning stage of seeking accreditation by (CoaEMSP). This accreditation is based on the academic program's ability to meet the Standards established by the accrediting body.

Students in the EMS program are expected to follow the policies, schedules, and standards of McDowell Technical Community College. In addition, by enrolling in and declaring a major in Emergency Medical Science, whether it be the Continuing Education Certificate, Curriculum Certificate, Diploma or Associate Degree Programs, students are expected to follow the policies of this program as stated in this handbook.

C. Goals and Standards of the Emergency Medical Science Program

Program Needs Analysis: The EMS program at MTCC was started as a result of the Needs Analysis performed in Fall of 2018. The first class of students is anticipated for acceptance in the Fall semester of 2020.

These goals and standards are set forth as required for CoaEMSP accreditation.

Our goal:

"To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels"

Our faculty:

Is dedicated to providing training to new and current technicians at all levels of the EMS profession. We offer the Emergency Medical Technician, Advanced Emergency Medical Technician and the Paramedic programs for new students and an array of different continuing education opportunities for experienced providers.

Our EMS Program strives to:

- provide a learning environment that offers students the cognitive and technical skills necessary to become a competent, entry level paramedic
- prepare competent, entry level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- provide leadership in the emergency medical care community
- provide students with the ability to effectively communicate, orally and in writing

Our EMS Program:

Prepares professional paramedics at the certificate level to address the health care needs of diverse populations in our region. In accordance with the college's teaching mission, our EMS Program provides a scholarly atmosphere that stimulates service and creative activities by our faculty and students.

SACSCOC Accreditation: As part of the SACS (Southern Accreditation of Colleges and Schools) visit preparation in 2020, the EMS Program has identified the EMS Program Student Learning Outcomes and those are listed on the individual core course syllabi in addition to the course learning outcomes. These outcomes and the assessments for each are reviewed on an annual basis.

Program Student Learning Outcomes (SLOs):

1. The Emergency Medical Science Student will demonstrate through an appropriate didactic evaluation the retention of knowledge of medical and trauma care through the lifespan of the patient. (Cognitive)

2. The Emergency Medical Science Student will perform the appropriate procedures for both a medical and trauma adult and pediatric patient. (Psychomotor)
3. The Emergency Medical Science student will demonstrate appropriate behavior and professional skills to be successful as a paramedic. (Affective Domain)

- **D. Definition of Community served by the Emergency Medical Science Program**

- **Students**

The majority of students enrolled in the EMS program are residents of McDowell County and the average age of students in the EMS Program is 25 years of age.

- **Employers**

Potential places of employment within the geographical area include local emergency management and public safety agencies operated by private or public entities.

- **Health Care Agencies/Institutions**

Many of the health care agencies/institutions most likely to be the employers of the graduates of this program also serve the role of as a Clinical or Practicum site Professional site for the training of students in the EMS curriculum. The health care agencies/institutions in the area should provide a variety of clinical experiences from which the student can better understand his role as a EMT or Paramedic.

- **Prospective Students**

Individuals currently employed in public safety organizations health throughout the area have expressed interest in this program. The EMS faculty attends the local high school's Career Days to recruit high school students for the EMS program.

- **Community**

The designated service area for the College and the EMS program is McDowell County, but the program may draw from the geographic area as students can choose the program they wish to attend at their local community college.

- **The College: McDowell Technical Community College**

McDowell Technical Community College was established as the Marion-McDowell Industrial Education Center in 1964. In 1971, the school was designated a Technical Institute. In 1988, McDowell Technical College changed its name to McDowell Technical Community College to accurately reflect the comprehensive educational opportunities available to students.

McDowell Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award certificates, diplomas, and associate degrees. The most recent accreditation (2000-2010) was approved at the December 2001 Annual Meeting of the Commission on Colleges.

- **E. Faculty Information & Availability**

Hours of faculty availability are posted on the door of the individual instructor's office and will differ each semester. Other hours are available by appointment only.

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- **F. Description of the Profession**

The EMS Program at MTCC is a rigorous and intense program that places specific requirements and demands on the students enrolled in the Program. An objective of the Program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals. The technical standards set forth by the Program establish the essential qualities considered necessary for students admitted to this Program to achieve the knowledge, skills, and competencies of an entry-level paramedic. The following abilities and expectations must be met by all students admitted to the EMS Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the Program.

Compliance with the Program's technical standards does not guarantee a student's eligibility for the state and national certification exams.

- **G. The Educational Process, Policies and Procedures**

- 1. Admissions Procedure and Curriculum framework:**

To gain admission into the EMS program, a prospective student must follow a series of steps in a standardized review process. These are listed in the MTCC College Catalog.

To gain admission into the EMS program, a prospective student must follow a series of steps in a standardized review process. In addition to the policies within the MTCC catalog, the following are the policies of the EMS Program regarding Program Progression and Transfer Credit, which are in addition to the NC System Comprehensive Articulation Agreement for most College Transfer and General Education Majors.

Submit to the college:

- An [online MTCC application for admission](#)
- Official high school transcripts or equivalency

- A partial transcript if currently enrolled in high school. A final transcript must be submitted at the time of graduation.
- Official transcripts from all colleges attended.

Submit to the EMS Program Director:

- A completed EMS admissions-intake form

Continuing Education and Certificate Applicants are fully accepted upon:

- Meeting the admission GPA required according to the certificate to which application has been made.
- Take the MTCC placement exam or be exempt. Contact the Program Director for specific requirements depending on your program.
- Completion of any developmental coursework required based on placement testing results. (View the [MTCC Students Track Own Progress-STOP form](#) for further admissions information.)
- Maintaining an overall 2.0 GPA on all attempted courses at MTCC, if applicable.
- Earning a grade of 'C' or better in all BIO, EMS, MED and General Education Prefix courses.
- Students who plan to apply for a scholarship, loan, or Pell grant should check with Financial Aid to determine eligibility after applying for a FAFSA.
- Provided disabilities counselor with appropriate documentation, if applicable. Located in Student Services.
- Scheduled an appointment with the VA Advisor, if you are eligible for VA benefits. Located in Student Services.
- Completed face-to-face or online mandatory New Student Orientation via www.mcdowelltech.edu.
- Attended face-to-face or online Distance Learning orientation. http://www.mcdowelltech.edu/dist_learn.html (visit if taking online course(s) for the first time)

Each applicant is responsible for ensuring the requirements have been met and all materials have been received by the admissions office and the program director.

2. Progression Policy:

- a. Students must achieve a “C or better” on all EMS, MED, BIO and General Education curriculum courses and maintain at least a 2.0 GPA after being accepted and enrolling in the program to satisfy the progression policy.
- b. If a student makes less than a compliant grade of “C or better”, or does not maintain a 2.0 GPA, the student will be dismissed from the program.
- c. **Readmission to the EMS Program:** Any student who is dismissed or withdraws from the EMS Program must submit an application for readmission. Readmission to the EMS Program is competitive and depends on the applicant’s qualifications. Prior admission to the EMS Program does not guarantee or give priority for readmission. The EMS Program may specify probationary conditions for readmitted students.
 - i. To be reinstated into the program, the student must request readmission in writing to the program director and submit a written improvement plan to his/her advisor for approval. If approved, the student may enroll the next semester with the understanding that all future grades in the program must be compliant. Without approval of both the request for readmission and

improvement plan, the student will be ineligible to progress in the program and will not have his/her Advisor Hold lifted for future enrollment until the student submits a Change of Major Form.

a. One dismissal and one readmission is allowed after initial admission. The noncompliant grade constitutes a dismissal.

b. Approval of a request for readmission and an improvement plan constitutes one allowed readmission.

c. To be approved, the improvement plan must incorporate strategies to be successful such as tutoring, or reducing the course load from full-time to part-time as discussed with one's academic advisor.

d. The student who is readmitted will be on probation until a compliant grade is achieved, which must occur in the next consecutive semester that the course is offered to continue in the program.

d. If the student makes two noncompliant grades within a single semester, the second noncompliant grade will fall under the one allowed dismissal. The procedure for requesting readmission and submitting an improvement plan must address strategies to be successful in both courses.

e. A second or third non-compliant grade in a second semester constitutes dismissal with no option to request readmission. (If the student was readmitted after receiving two noncompliant grades in the same semester, the student has no remaining readmission left; if the student makes a single noncompliant grade in two separate semesters, the student has no remaining readmissions left.)

f. If the student received three or more noncompliant grades in a single semester, he/she is not eligible for readmission for five years.

g. If the student has been readmitted once, and then makes a noncompliant grade, he/she is not eligible for readmission for five years.

h. A student who has not met the Progression Policy and has been dismissed from the MTCC EMS program due to non-compliant grades may reapply for a second readmission to the program 5 years after the last semester of enrollment. If accepted, the student will remain on probation for 3 semesters. A single noncompliant grade will constitute dismissal with no allowed readmissions.

i. To maintain accountability to program outcomes, students must take all courses in the EMS curriculum at MTCC once admitted.

j. It is recommended that the EMS degree program be completed in five (5) consecutive semesters. Degree students must complete the EMS curriculum within eleven (11) consecutive semesters; for students not following the full-time program of study to complete the EMS degree program all general education and related courses must be taken prior to taking EMS prefixed courses. This will provide a greater opportunity for students to maintain the body of knowledge needed for success on the national and state exam.

k. If the student does not complete the degree program within 11 semesters, the student must start repeating courses that were taken outside of these time limits.

3. Candidates for selection to the EMS Program must demonstrate:

a. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;

b. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately,

safely and efficiently use equipment and materials during the assessment and treatment of patients; (students must complete a Physician's Statement of Health Status form prior to admission into the EMS Program Appendix H)

- c. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively to patients, clinical instructors, fellow students, faculty and staff, and all members of the health care team. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
- d. the ability to record the physical examination results and a treatment plan clearly and accurately;
- e. the capacity to maintain composure and continue to function well during periods of high stress;
- f. the perseverance, diligence and commitment to complete the EMS program as outlined and sequenced;
- g. the ability to adapt to changing situations and uncertainty in clinical situations;
- h. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care;
- i. the ability to participate actively in all demonstrations, laboratory exercises, clinical and field experiences in the professional Program component, to assess and comprehend the situation, and, where appropriate, the condition of all patients assigned for examination, diagnosis, and treatment;
- j. the emotional health required for full utilization of the applicant's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of patients; and the development of mature, sensitive and effective relationships with instructors, classmates and all health care workers. Applicants must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Compassion, integrity, concern for others, interest and motivation are personal qualities which each applicant must possess.

Candidates for selection to the EMS Program will be required to verify they understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards. MTCC Student Support Services will evaluate a student who states he/she could meet the Program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

In addition to the following Bridge program requirements, the NC System Comprehensive Articulation Agreement (CAA) for most College Transfer and General Education Majors.

If a student states he/she can meet the technical standards with reasonable accommodation, then the college will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the

institution, including all coursework, clinical experiences and internships deemed essential to graduation.

A full synopsis of the Associate Degree Program A45340, Bridge Program A45340B and Continuing Education Coursework are provided in the MTCC College Catalog and Appendix I. The Continuing Education Coursework can be found in Appendix I.

The Emergency Medical Science bridge program has been established for students that have completed portions of their EMS requirements through NC Community College Continuing Education program. Currently credentialed Paramedics would receive 45 semester hours of credit toward the AAS degree. The remaining course work to complete the degree will require 29 additional semester hours of work outlined below.

○ **4. Academic & Attendance Standards:**

A. Academic Grade Standards

It is expected that the student will perform at his/her optimal level in all coursework. Because of the nature of any type of health career, it is important that the student be well prepared in the biological sciences, medical terminology, and competency skills. Therefore, minimum grades of “C” are required in all courses required to complete the degree, diploma or certificate. See the MTCC Catalog for further specifications of grade requirements and prerequisites.

Students must remember that their grades will be an indication to future employers of their ability to perform in the work setting. Often, employers establish minimum grades which must be met before an individual can be considered for certain areas of employment.

A minimum grade of “80” is mandatory in all Emergency Medical Science courses (those with a prefix of EMS). A student may not progress to the next course in the sequence without having made a “80” in the prerequisite course. Because of the sequential order of the courses and the fact that each course is taught once annually, the student must realize the implications of delays caused by less than “80” level work.

A student must maintain a grade point average of 2.0 to continue taking EMS courses. A student whose cumulative average falls below 2.0 at the end of any semester while taking EMS courses will be allowed one semester in which to raise his/her cumulative average to 2.0. The student may not enroll in further EMS courses until a cumulative grade point average of 2.0 is reached. The student may not be able to enroll in the Clinical courses unless a grade of “80” or better is maintained in the EMS and courses. Also, prior to clinical, appropriate medical personnel must have completed MTCC’s physical examination and immunization forms. These completed forms must indicate that the student is capable of meeting the health requirements of the program **(Appendix H)**.

The grading system of McDowell Technical Community College is:

LETTER GRADE	NUMERICAL EQUIVALENT	QUALITY POINTS PER SEMESTER
A	93-100	4

B	85-92	3
C	77-84	2
D**	70-76	1
F	Below 70-Failing	0
W	Withdrawal prior to 30% point	0 (Non-punitive)
WP	Withdrawal Passing after 30 % point	0 (Non-punitive)
WF	Withdrawal Failing after 30% point	0(Punitive)
I	Incomplete (unless removed prior to start of subsequent semester)	Treated as "F"
AU	Audit	0
NS	No Show (never attended class)	0

**Does not apply to EMS students for whom the lowest grade is C.

B. Attendance Policy

Attendance is the responsibility of the student, and is necessary in order to evaluate the student's developing skills. Due to the nature and importance of all emergency medical science content, it is within the student's best interest to attend each scheduled class, laboratory, and clinical session. Class roll will be taken daily to provide documentation of attendance. In accordance with the College's Attendance Policy, students who are absent for five consecutive class sessions or two consecutive weeks of classes will be administratively withdrawn from class. Also students', whose absences exceed

10% of the totaled scheduled hours of a class, lab period, or clinical session may be administratively withdrawn from the program. In the event of extenuating circumstances (including medical conditions), students who are absent 20% or more of any emergency medical science course component (theory, clinical or lab) will be withdrawn from the course regardless of circumstances. Please refer to the MTCC catalog for further information. Students who receive a grade of "W", "WP, or WF" in any emergency medical science or corequisite course will not be permitted to progress in the PNE Program.

Tardiness

Students are expected to attend all scheduled learning activities on time. Every effort should be made to notify the appropriate faculty member when unavoidable circumstances will cause lateness. Since late arrival is disruptive to a class/clinical setting, the faculty member has the option to exclude the student from the learning activity. Exclusion from a class/clinical learning activity due to tardiness results in absence and will be treated as such. Three tardies is equivalent to an absence. If the student finds that it is necessary to be absent or tardy, **she or he must contact the appropriate faculty member as soon as possible and preferably before the class/clinical session begins.** If unable to speak directly with the appropriate faculty member, the student may leave a message with the Administrative Assistant to Continuing Education or Arts & Sciences. **Sending word with a classmate is an unacceptable alternative and does not excuse the student from notifying the appropriate person.** Failure to give prior notification will be considered a serious violation of responsibility. The student is expected to cultivate those behaviors, which characterize professional conduct.

Absences

When absence from a scheduled learning activity cannot be avoided, the student must notify the appropriate faculty member. **Notification of faculty prior to the absence is expected**, but when that is not possible, notification should be carried out as soon after the absence as possible. Absences from any scheduled learning activity may delay the student's progress in the EMS Program. If any scheduled learning activities are missed, the student will need to make up these learning activities or withdraw from the course. The decision regarding making up learning activities or consequent withdrawal from the course will reside with the instructor. **All absences from assigned clinical or field rotations require a conference with the Clinical Coordinator to arrange for rescheduling. The absence will be documented in the student file. A pattern of absences may result in a penalty and an unsatisfactory grade for the course.**

A student who has been subpoenaed for court purposes shall be permitted to attend each function. A copy of the subpoena shall be placed in the student's file and the student shall be required to make up the time of instruction.

Absences for Religious Observances

The EMS program faculty recognizes the right of the student to practice their religion freely and to be excused from course/clinical attendance to observe their individual religious practices. To obtain permission to be absent for religious reasons, a student must get permission from the lead instructor. Students are encouraged to discuss these absences with the faculty member prior to the event. When the student has notified the instructor prior to he/she shall be given the opportunity to make up any tests or other work missed due to an excused absence for a required religious observance.

C. Clinical Education

1. Health Insurance Coverage

Accidents or illness may occur as a result of coming in contact with the clinical and field internship environments. Medical evaluation, treatment, and follow-up care following an accident or incident are the *financial responsibility of the student*. Students must comply with the health insurance requirements of the college.

2. Incident Reporting

All incidents, injuries, and unusual occurrences on campus are to be reported immediately no matter how minor they seem. Notify the instructor responsible for the course. All incidents, injuries, and unusual occurrences in the clinical or field setting are to be reported immediately no matter how minor they seem and followed with written documentation.

3. Pregnant Student Policy

Any student that is pregnant is encouraged to notify the Clinical Coordinator, Program Director, and Medical Director of her condition. Confidentiality will be maintained concerning the student's condition. Pregnancy will not preclude a student from participation in all courses and/or clinical activities. A pregnancy will be treated as a medical condition or "leave of absence." This includes pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery

for as long as deemed necessary by the student's obstetrician and the Program Medical Director.

Pregnant students will not be allowed to participate in clinical rotations without seeking clearance from the Program Medical Director and their personal obstetrician. Any student that is unable to complete clinical rotations due to pregnancy or its complications will receive an incomplete and will be required to complete the clinical course at a later time.

4. Criminal Background Checks, Drug Screen and Immunizations

Prior to attending a Clinical Experience, the third party clinical agency requires students to have a physical exam by appropriate medical personnel and all immunizations must be up-to-date as defined in the STUDENT MEDICAL FORM, NCCCS Regulations, and Clinical Agency. The Student Medical Form for North Carolina Community College System Institutions (Appendix A) should be used. Students may pick-up the medical form from the Health Sciences Department MTCC Student Services. The cost of the physical exam and immunizations is the responsibility of the students.

****Students should be aware upon admission to a program with a professional practice/clinical component that criminal background checks and/or drug testing may be required by the health facilities used for clinical sites. McDowell Technical Community College is an open door college and will not refuse admission to anyone based on a criminal record. However, the clinical site reserves the right to refuse someone with a criminal record, positive drug test, and/or visible tattoo the use of its facility. If a student does not complete the clinical portion, he or she will not be able to successfully complete a health science program at McDowell Technical Community College. (The Program Director will provide a specific date-usually August 1 of each year if not earlier). The cost of the criminal background check is the responsibility of the students.**

Definitions

“Drug testing” means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol. “Pre-placement testing” means drug testing conducted on all students prior to engaging in a clinical experience and/or providing direct patient care at an affiliated clinical agency if the agency requests such testing. The clinical agency reserves the right to conduct reasonable suspicion testing.

“Reasonable suspicion testing” means drug testing conducted on a student because individualized and objective evidence exists to support the conclusion that a student (1) has engaged in the use of alcohol and/or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug or alcohol use; an

arrest or conviction for a drug or alcohol related offense; positive pre-placement or other drug tests; or newly discovered evidence of drug test tampering.

“Illegal drug” for purposes of this policy means (a) any drug which is not legally obtainable; (b) any drug which is legally obtainable but has not been legally obtained; (c) any prescribed drug not being used for the prescribed purpose, in the prescribed dosage and manner, or by the person for whom it was prescribed; (d) any over-the-counter drug being used at a dosage other than the recommended dosage, or being used for a purpose other than the purpose intended by the manufacturer; and (e) any drug being used in a manner that is not consistent with established medical practice standards. Examples of illegal drugs include, without limitation, stimulants, depressants, narcotics, analgesics, hallucinogenic, and cannabis substances such as marijuana and hashish.

“Impaired” means that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for disability). An impaired student, by virtue of his/her use of alcohol or illegal drugs, exhibits deteriorated motor/psychomotor function, reduced conceptual/integrative/synthetic thought processes, and/or diminished judgment and attentiveness compared with previous observations of the student’s conduct and performance.

■ **D. Confidentiality Statements**

Throughout the educational experience of the EMS student, in the classroom, lab and clinical setting, actual patient records will be utilized for training purposes. While the identity of records used in the classroom has been altered, the identity of the records in the clinical setting is that of the individuals whose names appear on them.

As the confidentiality of patient information is of the highest priority, the student must realize that any action resulting in the release of unauthorized information can result in disciplinary action. The Confidentiality Statement (see Appendix C) includes information regarding this disciplinary action and this statement must be signed by the student prior to contact with or use of actual medical information.

Confidentiality of Student Records

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act (FERPA), the Program vigorously protects the privacy of students’ education records. The Program does not release private records without prior written consent of the student or guardian if the student is less than 18 years of age. Any copies of records should be obtained prior to graduation. Students and former students have the right to review their official records. Student records will be maintained for four years. After the four year period, records will be destroyed in accordance with Privacy standards.

■ **E. Healthcare Professions Certification & Licensure Requirements**

Students in the EMS Program shall be familiar with applicable legal and ethical requirements set forth in North Carolina state licensure laws and regulations pertaining to healthcare professions and occupations.

North Carolina healthcare professions and occupations licensing boards may initiate an investigation upon receipt of information about any practice that may violate any provision of the licensing statute or any rule or regulation of the board. Boards generally have the power to: (i) refuse to issue a license; (ii) refuse to issue a certificate of renewal of a license; (iii) revoke or suspend a license; and (iv) invoke other such disciplinary measures, censure, or probative terms against a licensee if the board finds that an applicant or licensee:

- has given false information or has withheld material information from the board
- in procuring or attempting to procure a license;
- has been convicted of or pleaded guilty or nolo contendere (“I do not wish to contend”) to any crime which indicates that the applicant/licensee is unfit or incompetent to practice his/her occupation or that the applicant/licensee has deceived or defrauded the public;
- has a mental or physical disability or uses any drug to a degree that interferes with his/her fitness to practice his/her occupation;
- engages in conduct that endangers the public health;
- is unfit or incompetent to practice his/her occupation by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established; or
- engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services.

■ **F. Academic Action Appeal Policy**

A student has the right to appeal a final assigned grade or dismissal from a program. A student may only appeal a final grade or program dismissal if he/she can show the grade or Program dismissal was assigned **arbitrarily or impermissibly**. A student who wishes to appeal a grade on a particular assignment or exam can do so if it affects their final assigned grade or dismissal from a program.

A final grade or Program dismissal is deemed to have been assigned arbitrarily or impermissibly if, by a preponderance of the evidence, a student establishes that:

1. The final grade or dismissal was impermissible based in whole or in part upon the student’s race, color, religion, national origin, age, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor’s reasonable exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
2. The final grade or Program dismissal was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, the program, the college, in the course syllabus, or during the class/Program in written or oral communications directed to the class/Program as a whole; or
3. The final grade or Program dismissal was the result of a clear and material mistake in calculating or recording grades or other evaluation.
4. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a final grade are generally NOT subject to appeal or subsequent review during a final grade appeals procedure. However, individual elements may be appealed under these procedures providing **all** of the following conditions are met:

- a. The student presents compelling evidence that one or more individual **elements** were graded on arbitrary or impermissible grounds;
- b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
- c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

If a student is appealing dismissal from the Program, or a final assigned grade that results in dismissal, the student shall be allowed to continue taking courses until the appeal is resolved (with the approval of the Program instructor in which the classes are taken), with the exception of clinical placements or internships, or when the students' continued participation is deemed by the EMS Program Director, Medical Director or Department Chair to be harmful or disruptive to other students and/or the program. If the appeal is unsuccessful and the dismissal stands, the student will be removed from any classes in which he or she is registered and will be responsible for any tuition and fees accrued as a result of registration during the appeals process.

■ **G. Academic Action Appeal Procedure Overview**

Students who wish to appeal a final assigned grade or dismissal from an academic program for any reason other than academic dishonesty should follow, in order, the academic appeal procedure outlined below. Appeals of a final assigned grade and appeals of dismissals from an academic program follow similar procedures:

- 1) Appeal to Instructor;
- 2) Program Director;
- 3) Appeal to Department Chair;
- 4) Appeal to Dean

○ **5. Student Conduct**

Personal conduct that detracts from the educational process will not be tolerated. The College reserves the right to dismiss any student who in its judgment conducts him or herself in a manner that detracts from or does not benefit the purpose of this college.

The EMS Program believes in uncompromising legal and ethical behavior based on the standards and codes of EMS professional conduct and the laws of our community, state, and country. EMS students have the opportunity to participate in a worthy, purposeful, and progressive profession. This opportunity is not without obligation. The viability of the profession rests on the integrity as well as the capability of its members.

Further, we are dedicated to excellence as our basic performance standard. We affirm that all tasks and services provided in the context of EMS care shall be delivered in a consistently superior manner. Working together, we will approach everything we do as an opportunity for continuous quality improvement.

Students are expected to conduct themselves professionally at all times when representing themselves as students of the EMS Program and interns associated with clinical and EMS agencies. Professionalism may be demonstrated in a variety of ways, and therefore, the student must be conscious of appearance, punctuality, attitude, flexibility, courtesy, compassion,

empathy, and respect and consideration of others. The EMS agencies that provide experiences and clinical sites for students are public service organizations and as such provide a service for their customers, the citizens and visitors of the counties and regions which they serve. Students serving as interns are expected to behave in the same professional manner expected of employees of the organization and abide by the rules of conduct governing those employees.

Professional conduct objectives are applicable to classroom, lab, field and clinical settings, and will include, but are not limited to, the following items.

The EMS Program Student will:

1. Comply with the rules, regulations, policies, and ethical standards of the EMT Code of Ethics. (See Appendix B)
2. Comply with the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations protecting the confidentiality of personally identifiable patient health information.
3. Establish effective rapport with clinical personnel, field personnel, MTCC faculty members, and peers.
4. Seek appropriate clarification about responsibilities from appropriate sources.
5. Ask for assistance when unsure how to proceed.
6. Follow through with assignments in a timely manner.
7. Practice learned skills.
8. Strive for adaptability.
9. Perform tasks that are within the limits of competence and are necessary for the assigned area.
10. Maintain the cleanliness and safety of the work area and stock appropriate supplies for lab, clinical, and field assignments.
11. Attend class and be prompt.
12. Comply with the clinical dress code.
13. Be prepared for class and clinical course work.
14. Contribute to class discussions.
15. Exhibit the highest standards of integrity and honesty.
16. Exhibit behavior which inspires the confidence of patients, peers, and faculty.
17. Treat patients, staff, faculty, and others with kindness, respect courtesy, and concern for the preservation of their privacy.
18. Maintain the highest standards of professional ethics at all times.
19. Maintain the highest standards of health, welfare, and safety for patients, faculty, staff, and other students.
20. Conduct self at all times in a dignified and exemplary manner.
21. Strive toward academic and clinical excellence.
22. Encourage and assist colleagues in the pursuit of academic excellence and improvement through team/group activities.
23. Refrain from statements that defame any person and/or the work of colleagues.
24. Respect and protect the rights, privileges, and beliefs of others.

The following conduct occurring at MTCC, at any location designated for clinical or field practice, or while attending MTCC events will result in disciplinary action, including but not limited to the possibility of Program dismissal:

1. Arson;

2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Cheating;
4. Commission of a violent offense;
5. Conduct that threatens or jeopardizes the safety of others;
6. Disruption of the educational process or operation of the EMS Program;
7. Extortion;
8. Failure to attend assigned remediation, required study hall, alternative EMS Program or other disciplinary assignment, without approval;
9. Fighting;
10. Forgery;
11. Hazing (initiations);
12. Immorality;
13. Inappropriate attire;
14. Inappropriate behavior or gestures;
15. Inappropriate public behavior;
16. Indecent exposure;
17. Obscene language or gestures;
18. Physical or verbal abuse of another person;
19. Plagiarism;
20. Possession or distribution of obscene material;
21. Possession, threat or use of a dangerous weapon, including firearms, knives, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
22. Use, possession, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or a controlled substance while indirectly or directly participating in any EMS Program class, laboratory, clinical rotation, field rotation, program workshop, function, activity, or component thereof;
23. Use, possession or distribution of, or conspiracy to use, sell or possess, a drug or illegal chemical substances;
24. Testing positive for drugs or alcohol or refusing to fully participate in or cooperate with a drug or alcohol test when instructed to do so by EMS Program faculty;
25. Possession of illegal and/or drug related paraphernalia;
26. Demonstration of insubordinate or inappropriate behavior towards any instructor;
27. Sexual or other harassment of individuals including, but not limited to, students, faculty, guests, volunteers, preceptors, and patients;
28. Sleeping or refusing to work in class;
29. Unauthorized entry to, possession of, receipt of, or use of any Program services; equipment; resources; or properties.
30. Threatening behavior (whether involving written, verbal or physical actions);
31. Use of tobacco in any form in an unauthorized location. Students are reminded that all college buildings and campus properties are smoke and tobacco free;
32. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, faculty member, or the EMS Program;
33. Using racial, religious, ethnic, sexual, gender or disability-related epithets;

34. Use of the EMS Program's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by EMS Program faculty or in violation of law;
35. Vandalism;
36. Willful or reckless damage to college or EMS Program property;
37. Conviction of a felony or of crime involving moral turpitude under federal or state law;
38. Conduct that evinces a conscious disregard for indifference to the health, safety, or welfare of a patient;
39. Conduct that is unprofessional, including but not limited to (a) inaccurate recording, falsifying or altering of patient records; (b) administering medications and/or treatments in a negligent manner; (c) misappropriating supplies, equipment, and drugs; (d) leaving an assignment without properly advising appropriate personnel; (e) violating the confidentiality of information or knowledge concerning a patient; (f) conduct detrimental to the public interest; or (g) discriminating against a patient on any basis in the rendering of emergency medical services;
40. Conduct that has an immediate negative effect on the educational process, or the effectiveness or reputation of the EMS Program.
41. Written information found on a student's person, clothing, personal effects or property, book edges, notebook covers, etc. that could provide information about exam content.
42. Students found to be using any outside source to obtain an answer on a closed book in class or online quiz or exam.
43. Removal of an examination from the testing site.
44. Students shall not engage in, assist in, nor condone disruptive behavior that is defined as student-initiated acts that range from tardiness to violence. It may consist of behavior that is argumentative, disruptive to class activities, disrespectful, offensive, or threatening and may present itself physically, verbally, or psychologically. It has a negative impact in any learning environment and interferes with the learning activities of the perpetrator and other students.
45. Failure to meet the education and training requirements prescribed by the Program.
46. Forgery, alteration, or misuse of any Program document, record, key, or electronic device.
47. Theft or abuse of program electronic resources such as computers and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement.
48. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the Program to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the program to serve no legitimate purpose.

49. Harassment by a student of any person. Potential definition of harassment may include: a) the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in program activities, or use of program facilities; b) must target a specific person or persons; and c) must be addressed directly to that person or persons.
50. Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the Program in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.
51. Abandoning or neglecting a patient during the provision of emergency care.
52. Performing or attempting emergency care, techniques or procedures without proper permission, authorization, licensure, education or supervision.
53. Discriminating in rendering emergency care because of race, sex, creed, religion, national origin, medical condition, sexual orientation, or ability to pay.
54. Medical misconduct or incompetence, or a pattern of continued or repeated medical misconduct or incompetence in the provision of emergency care.

EMS Program students are prohibited from:

- Using a Weblog to criticize or embarrass the EMS Program or any stakeholders, preceptors, hospitals, EMS agencies faculty, students, etc. Do not post information, photos, or other items online that could embarrass you, your fellow classmates, clinical preceptors, clinical sites, EMS faculty, or the college. This includes photos and items that may be posted by others on your page or other selective membership pages.
- Posting photos, videos, or images of any kind which could potentially identify patients, addresses, vehicle license plate numbers, or any other Protected Health Information (PHI). PHI includes, but is not limited to the patient's name, address, age, race, extent or nature of illness or injury, hospital destination, and crew member names.
- Posting any written or photographic patient information or description of EMS calls, occurrences in clinical settings, preceptor criticisms within any social networking service.
- Posting or other online activities which are inconsistent with or would negatively impact the EMS Program's reputation
- Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups
- Posting statements which may be perceived as derogatory, inflammatory, or disrespectful
- Adding faculty, preceptors, other hospital or EMS employees, or patients as "friends" on their social networking sites

The faculty, clinical preceptors, and field preceptors in the EMS Program have a responsibility to prepare students to become competent, safe, and ethical practitioners. This responsibility extends to protecting the public from unsafe and unprofessional conduct of its students.

A. Classroom Behavior:

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Disruptive behavior during classroom, laboratory, clinical, and field settings will not be tolerated. Disruptive behavior includes, but is not limited to, talking while the instructor is talking, making inappropriate or excessive comments, sleeping, and distracting other students during the session. Instructors have the right to remove offending students from class. The dismissal will result in an absence and will be treated as such. Repetition of the offense may result in removal from the course and the EMS Program.

B. Removal from a Learning Experience

If the problem behavior is detrimental to a classroom, seminar, clinical, field, or laboratory experience, the student will receive a written warning that will be provided and asked to leave and at such time a conference will be scheduled between the faculty and student as soon as possible to discuss the behavior problem. A written record of this conference will be placed in the student's file, and the student will be given the opportunity to make written comments of his/her own. A copy of the form will be placed in the student file and a copy of the signed form will be provided to the student. During the conference, possible alternate experiences that will guarantee both safe practice and accomplishment of course objectives will be discussed. The student may be referred to professional resources available to assist with the behavior program. The entire cost of such help shall be the student's responsibility. The student must give the person providing help permission to report to the EMS Program that the student is receiving help.

C. Improper Conduct

The EMS Program faculty has an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practice. It is within this context that students can be academically sanctioned, disciplined, or dismissed from the Program.

Improper conduct is defined as:

1. an act or behavior of the type that is prohibited by any North Carolina statute regulating the practice of the profession;
2. an act or behavior that violates the Code of Ethics established by the National Association of Emergency Medical Technicians;
3. an act or behavior that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of the patient, a family member or substitute familial person, a bystander, another student, a faculty member, or other health care provider;
4. an act or behavior that constitutes practice that a student is not trained or authorized to perform at the time of the incident;

5. use of alcohol during the eighteen (18) hours prior to an assigned clinical or field rotation and during the eight (8) hours prior to a class, lab, or other didactic setting.

Investigation and Evaluation

Should a student, while in a clinical or field rotation or while in a classroom or laboratory setting, be judged by the clinical faculty member, EMS preceptor, hospital staff preceptor, or unit director/supervisor, or faculty member to demonstrate improper conduct, that student will be required to leave the area immediately.

A written warning is warranted during the following:

1. failure to maintain an over 80% average;
2. Absences exceed 10% or more;
3. an initial incident of improper clinical, field, classroom, or laboratory conduct when deemed inappropriate by the faculty member(s) to warrant such action;
4. any academic, legal and ethical violation that results in unsafe or unprofessional practice

Program Director, Medical Director, Clinical Coordinator, and/or other EMS faculty members will meet with the student to discuss the incident.

This meeting will be documented in a summary report. A copy of the report will be placed in the student's EMS Program file. For the initial incident, it will be the responsibility of the Program Director, Medical Director, Clinical Coordinator and EMS faculty members to determine what action will be taken. They may:

1. require the student to return to the laboratory for review and practice before returning to the clinical or field site;
2. make other assignments deemed appropriate to upgrading of the student's skills and/or behavior;
3. set restrictions on the scope of clinical and field practice once the student returns to the clinical facility or EMS agency;
4. require an immediate drug testing specimen be submitted at any time in a clinical or field rotation that a student is suspected of being an impaired clinician; or,
5. if the act or behavior is deemed serious enough, dismiss the student from the EMS Program.

The decision shall be in writing with copies given to the student, the Program Director, Medical Director, and a copy placed in the student's EMS Program file.

Any safety or professionalism violation that results in severe actual or potential harm to individuals encountered in the clinical setting may warrant a failing grade in the clinical course at the discretion of the EMS Program faculty.

■ **6. Photographs**

Students are prohibited from taking photographs while in clinical and/or field settings.

Violation of this policy will result in disciplinary action, up to and including Program dismissal.

■ 7. Insubordination

All students in the EMS Program are expected to comply with all college rules, regulations, and policies including the Code of Student Conduct and this policy statement.

1. Students are expected to be honest and truthful, to act with integrity, to respect both college and community standards, and to have ethical responsibility. Examples include but are not limited to:
 - a. falsification of documentation
 - b. misrepresentation of facts in oral, written, or electronic communication
 - c. making false accusations against another person in either oral, written, or electronic communication
 - d. threatening, intimidating, or creating a hostile environment for other students, faculty, staff, or preceptors
 - e. misrepresentation of the student's academic or certification status at MTCC, the EMS program, or with any state/federal certification agency
2. Academic Authority: Students must accept and follow the directions of their instructors in their courses/classrooms, their academic advisors, the deans of their academic units, and other legitimate campus authorities. By enrolling at MTCC, the student inherently accepts the rules of the institution and the directions of the faculty and administrative staff. This includes accepting academic policies and procedures with regard to course schedules, registration, financial aid, payment arrangements, enrollment in specific courses, following course sequences, prerequisites and all related academic matters. The deans of the academic units and the provost have broad final authority to resolve student academic issues. Insubordination, which is the refusal to follow a legitimate direction, may be grounds for disciplinary action up to and including dismissal from the EMS Program.
3. Students enrolled in the EMS Program have special professional conduct expectations. Students in professional programs and on internships must comport themselves according to all of MTCC's policies as well as according to the norms and standards of their professional associations and industries. Students who violate professional standards or workplace rules will incur disciplinary action up to and including Program dismissal, for violations of professional conduct norms. Insubordination, unprofessional, and/or unethical behavior towards peers, EMS faculty, MTCC faculty, staff, or preceptors will NOT be tolerated.

Students will receive written reprimands for improper behavior. Students receiving written reprimands may face disciplinary action up to and including EMS Program dismissal. Written reprimands are cumulative across all EMS Program faculty members, courses, clinical rotations, and activities as well cumulative across semesters. For grievous infractions disciplinary action may be taken immediately. All warnings will be reviewed by the EMS Program faculty. Students will be informed of their infractions and will meet with the faculty to review the written reprimand. Students will be allotted the opportunity to voice their concerns and views. All infractions will be signed by EMS Program faculty as well as the involved student and placed in the student's EMS Program file.

○ **8. Program Dismissal and Non-academic Criteria For Continuation in the EMS Program**

A. Code of Ethics

Students are expected to be familiar with and adhere to the professional and ethical guidelines in the Emergency Medical Technician Code of Ethics. (See Appendix B) Failure to do so may result in immediate dismissal from the EMS Program. Students may also be dismissed for violating academic honesty policies as described in the MTCC Catalog. Students are expected to demonstrate the ability to meet technical and professional performance standards outlined in the EMS Program Student Handbook. All students will be evaluated by these standards by the EMS Program Committee each semester. The EMS Program Committee will consist of the Program Director, Medical Director, Clinical Coordinator, and all EMS Program faculty members. If it is determined that the student has issues of concern that are presently hindering his or her performance, or will potentially hinder his or her performance in the future, he or she will be notified in writing of the issue(s) by the EMS Program Director. The student will be invited to present his or her views to the Program Director depending on the nature of the issue.

Decisions of the Committee may include:

1. Continuance in the EMS Program
2. Provisional continuance in the EMS Program. Continuance will be permitted provided specific criteria are met within a specified time frame. The criteria will be specified in writing and a follow-up meeting will be held to consider whether the criteria have been met
3. Dismissal from the EMS Program

A student who is dissatisfied with the decision of the Committee may appeal the decision in writing to the Program Director within five days of the decision. The student must specify reasons for disagreement with the Committee's decision. The Director of the Program will review the appeal and will make the final decision. A student who is dismissed from the EMS Program may choose to appeal to the Department Chair or Dean.

B. Prohibited Conduct and Duty to Notify of Charges/Convictions

1. Under no circumstance should a student participate in Program courses or clinical experiences while he/she is impaired.
2. Under no circumstance should a student manufacture, use, possess, sell or distribute illegal drugs in violation of applicable federal and state laws and/or applicable college policies, including the MTCC Code of Student Conduct.
3. Under no circumstance should a student purchase, consume or possess alcohol in violation of applicable state laws and/or applicable Program and college policies of MTCC Code of Student Conduct.
4. A violation by any student of applicable federal or state laws or regulations pertaining to the manufacture, use, possession, sale or distribution of an illegal drug, or a violation by any student of applicable state laws pertaining to the purchase, consumption or possession of alcoholic beverages is strictly prohibited. Students have an affirmative duty under this policy to report any criminal charges, convictions or plea agreements that are related to the

manufacture, use, possession, sale or distribution of an illegal drug, or the purchase, consumption or possession of an alcoholic beverage. Such violations, if substantiated, will result in disciplinary action, up to and including dismissal from the Program

5. A student who violates any provision of this Section will be deemed to be **unable to meet the essential functions and technical standards** of the Program and will be subject to disciplinary action, up to and including dismissal from the Program.

■ **C. Agreement to Submit to Drug and Alcohol Testing**

1. A student participating in a Program must agree to submit to pre-placement testing and reasonable suspicion testing when circumstances warrant such testing. The student shall sign an acknowledgment and consent form that evidences the student's consent to:
 - (a) comply with the College and Program policies pertaining to alcohol and illegal drugs;
 - (b) comply with all policies and regulations of affiliated clinical agencies pertaining to alcohol and illegal drugs;
 - (c) submit to pre-placement testing, reasonable suspicion drug testing under this policy, and in the event an affiliated clinical agency requires random drug testing pursuant to its policies, to submit to random drug testing. Refusal to sign the acknowledgment and consent form shall be grounds for non-placement in clinical experiences and subsequent dismissal from the Program.

■ **D. Pre-Placement Drug and Alcohol Testing**

1. Pre-placement drug testing will be coordinated through the Program director or designee, and will be conducted by a qualified vendor. The cost of drug testing shall be borne by the student. The student shall be provided with a list of drugs for testing as may be required by either the Program or an affiliated clinical agency.
2. Positive pre-placement drug tests will be confirmed by additional tests.
3. The Program Director will notify a student of a confirmed positive drug test.
4. A student having a confirmed positive drug test will be subject to disciplinary action, up to and including dismissal from the Program. Positive drug tests will also be referred to the Continuing Education Director for investigation and college discipline.
5. A student's failure to submit to pre-placement drug testing, or any attempt to tamper with, contaminate or switch a sample will result in disciplinary action, up to and including dismissal from the Program.

■ **E. Reasonable Suspicion Drug and Alcohol Testing**

1. Reasonable suspicion drug testing may be conducted when individualized and objective evidence exists to support the conclusion that a student (1) has engaged in the use of alcohol and/or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired.
2. Evidence of a student's use of alcohol and/or illegal drugs or impairment may be provided by any individual, including employees of affiliated clinical agencies. Reasonable suspicion drug testing will be coordinated through the Clinical

Agency, and the determination of whether drug testing is warranted under the

facts and circumstances shall be made by the Clinical Agency, Program Director, Health Sciences Department Chair and Dean of Health Sciences or the Dean of Continuing Education & Workforce Development. The cost of drug testing shall be borne by the student. The student shall be provided with a list of drugs for testing as may be required by either the Program or an affiliated clinical agency.

3. Positive reasonable suspicion drug tests will be confirmed by additional tests.
4. The Program Director will notify a student of a confirmed positive drug test.
5. A student having a confirmed positive drug test will be subject to disciplinary action, up to and including dismissal from the Program.
6. A student's failure to submit to reasonable suspicion drug testing, or any attempt to tamper with, contaminate or switch a sample will result in disciplinary action, up to and including dismissal from the Program.

■ **F. Program Dismissal**

A situation of program dismissal following a written warning will be evaluated by the Program Dismissal Committee. This committee shall consist of three (3) or more members:

- Program Director,
- Medical Director,
- Lead Faculty,
- Clinical Coordinator,
- Health Sciences Faculty

Dismissal from the EMS Program may result from the following:

1. a second incident of improper clinical, field, classroom, or laboratory conduct during a single semester following a written warning of the initial incident;
2. insubordination to any MTCC faculty or staff member, EMS Program faculty, clinical preceptors, invited guests, or fellow students in accordance with the insubordination policy
3. failure to abide by the Academic Dishonesty Policy
4. any academic, legal and ethical violation that results in unsafe or unprofessional practice

At the dismissal meeting, a faculty member shall present the information which has resulted in the convening of the committee. The student may request to be heard at the meeting. The committee may vote to:

1. dismiss the student from the EMS Program;
2. allow the student to continue in the EMS Program;
3. allow the student to continue in the EMS Program with provisions.

A written copy of the committee's decision will be forwarded to the student and placed in the student's file.

If the student is dismissed from the EMS Program for improper clinical conduct, a grade of "Below 80%" (unacceptable clinical work) will be recorded in the appropriate clinical course. This may occur at any time during the semester, even during the course withdrawal period.

If the student is dissatisfied with the outcome of the committee's decision, they may reference the MTCC Grievance Policy located in the College Catalog

■ **G. Children on Campus**

Due to safety factors, students' children are not allowed in lab, clinical, or field settings. Due to disruption of the group process, children are not allowed in lectures. Children may not be left in college buildings without direct adult supervision.

■ **H. Pagers/Cell Phones/Calculators/Laptop Computers**

Pagers, cell phones, IPOD's, PDA's, etc. are **not allowed** during class time. Students must **turn them off** and have them stored at all times while in class. Laptop computers may be used to take class notes if the instructor permits. Students may use a non-programmable calculator.

■ **I. Use of Tobacco**

MTCC is a tobacco-free campus. It is expected that students under the legal age of 21 will not partake in the illegal consumption of alcohol or tobacco or vaping. Any student who chooses to consume alcoholic beverages will not be under the influence of substance during any academic or clinical education experience.

○ **9. Examinations:**

Students are expected to complete examinations on the scheduled dates. If a student is unable to complete a scheduled exam, for whatever reason, he or she must notify the instructor of the anticipated absence prior to the exam. Failure to notify the instructor will result in a grade of zero for that exam. Patterns of missed exams will be evaluated by EMS Program faculty. The student must make arrangements to make up the exam when he or she notifies the instructor that the exam cannot be completed as scheduled. Class time will not be used for make-up exams. At the discretion of the instructor, the exam generally must be made up within one week of the original scheduled exam time. Failure to make up the exam at the rescheduled time will result in the grade of zero for the exam. The format of the make-up exam is at the discretion of the instructor. The allocated time period for an exam will not be extended for a student who is late.

The following examination policies have been implemented to limit academic dishonesty, to assure exam integrity and to maintain a fair testing environment for all students enrolled in the EMS Program. Students who require testing accommodation(s) should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. Food and drinks (including water) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be left in the area designated by the exam proctor prior to being seated for the examination.
2. Electronic devices (including, but not limited to, cell phones, MP3 players, iPads, iPods, cameras and calculators) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be turned off and left in the area designated by the exam proctor prior to being seated for the examination. If a

calculator is required for the examination, the exam proctor will notify students of this prior to the beginning of the examination.

3. Personal items such as hats, scarves, jackets and outerwear must be removed and stored in the area designated by the exam proctor prior to being seated for the examination.
4. If necessary, during computerized testing, the examination proctor will supply students with blank scratch paper. At the conclusion of the examination, all notes taken by the student during testing will be turned in to the exam administrator.
5. Students may be asked by the test administrators to empty your pockets.
6. Students will not have access to your personal items during the test.
7. Students are not permitted to leave and re-enter the classroom, laboratory or computer lab where the exam is being administered without permission of the exam proctor. In general, students should plan to remain in the classroom, laboratory or computer lab where the exam is being administered throughout the examination period. Therefore, students should attend to all personal needs prior to initiating the exam.
8. At the conclusion of the examination, all exam materials (including test booklets, exams, scratch paper, answer sheets, etc.) will be returned to the exam proctor. Under no circumstances, may any examination materials be removed from the classroom, laboratory or computer lab where the exam is being administered.

Violation of any of the examination policies is grounds for dismissal from the testing area, failure of the examination, failure of the course and dismissal from the EMS Program.

Make-up tests will be given for reasons of illness, death in one's family, or a circumstance deemed by the instructor to be of such critical nature that it shall be allowed. Notification of inability to take a test or complete a graded assignment must

be made in advance through contact with the instructor. Voice mail and email are available 24 hours daily for student notification to the lead instructor.

Credit by Examination/Experiential Learning

Credit may be awarded from MTCC or other colleges upon approval of the Program Director and Department Chair or Dean. If the candidate was enrolled in an accredited paramedic program within the last 6 months and dropped for an excusable reason he/she may be eligible to test out of modules formerly completed. A successful re-entering candidate shall score a minimum of 80% on each module. The candidate shall also show competency, by scenario-based testing, as determined by the program director and an instructor, of modules that are being tested. The candidate shall be responsible for obtaining all documents from previous institutions, to include but not limited to entrance documents, didactic and skills scores, and completing MTCC documents prior to admission. No credit for Experiential Learning will be offered for the paramedic program. The program will begin where the EMT class ends and continue through the full Paramedic Education.

- **10. Textbooks and Supplemental Course Materials**

Students are responsible for obtaining the required textbooks and supplemental course materials from the MTCC Book Store and/or the appropriate sales agency.

- **11. Academic Counseling**

While counseling of a general nature is available through the Counseling Office, the EMS lead faculty shall serve as the main provider of academic counseling. This shall be accomplished by EMS lead faculty participation in the preregistration and registration processes as well as through regular individual reviews of students' academic progress held throughout the academic year. It is the intent of the EMS faculty to serve as a referral source for students having academic or personal difficulties in an attempt to assure that a student has a reliable resource for information or counseling.

- **12. Financial Aid**

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions. Financial aid may consist of grants, scholarships, campus employment, student loans or any combination of these as determined by the policies of the Financial Aid Office. Students are encouraged to reference the MTCC Website Tuition & Financial Aid link for further information contributions. Financial aid may consist of grants, scholarships, campus employment, student loans or any combination of these as determined by the policies of the Financial Aid Office. Students are encouraged to reference the MTCC Website Financial Aid link for further information (http://www.mcdowelltech.edu/fin_aid.html)

- **13. Earning and Maintaining Accreditation**

The goal of the graduate of the EMS program is to be eligible to sit for the national qualifying examination for certification as an EMT or Paramedic.

While the ideal method to complete the curriculum as it is currently designed is to be enrolled as a full-time student, it is recognized that for a variety of reasons, this is not possible for all students. Therefore, it is the intent of this program to work, in every possible way, to meet the needs of the student seeking part-time program completion without compromising the level and intensity of the educational process.

The student must realize that like most other health care professions, emergency medical science courses must be taught in a specific sequence to follow a logical pattern of thought and training. Because of this, numerous courses have prerequisites. Additionally, the EMS courses are currently taught once per year in the day program and less frequently in the night program. This means that if a student misses or elects not to take one of the sequential courses, completion of subsequent course work may be delayed for a year or longer. To pursue this degree at a less than full-time basis, a student may take related and general courses according to his/her preferred schedule in accordance with prerequisite requirements.

○ **14. Course Scheduling**

EMS Course Sequencing

EMS courses are sequenced; that is courses must be successfully completed in order, ex: first semester course is to be completed before enrolling in second semester courses. Paramedics may take EMS courses out of sequence with Program Director approval. All sections are required for graduation.

Semester Completion

The student must have had an 80% average and a 90% attendance for the semester and passed the end of semester exam to include didactic/cognitive, psychomotor and affective evaluations. The student must have completed all clinical and internship skills, leads and assessments for the semester. Upon successful completion the student should be recommended to continue to the next semester.

○ **H. Social Media Policy**

Students must be concerned with any behavior that might embarrass themselves, their fellow students, preceptors, clinical sites, the EMS Program/faculty, and /or the college. **This includes any and all activities conducted online.** MTCC recognizes individual's expression of first amendment rights of free speech, including participation in online social networking sites (including but not limited to: Myspace, Facebook, Xanga, Bebo, Zoogs, Friendstar, Twitter, etc.). The college does not place any restrictions on the use of these sites by students. We remind you that as an EMS student completing clinical rotations, you are a representative of the EMS Program, the profession, and the college and you are always in the eye of the public (even online). Please keep the following in mind:

- Understand that anything you post online is available to anyone on the planet. Any text or photo is completely out of your control the moment you place it online (even if you limit access to your site).
- Do not post information, photos, or other items online that could embarrass you, your fellow classmates, clinical preceptors, clinical sites, program faculty, or the college. This includes photos and items that may be posted by others on your page.
- Students will face disciplinary actions up to and including dismissal for violation of the standards of philosophies of the college and/or the Program.
- Students should be aware that by posting identifying photos of patients and/or patient belongings they are violating federal rules and regulations (HIPAA). Students who violate HIPAA can face disciplinary action up to and including Program dismissal as well as legal recourse if a patient is determined necessary.

Additional information can be referenced in the Social Media Policy provided in the MTCC College Catalog.

○ **I. Academic Dishonesty Statement:**

Plagiarism and cheating will not be tolerated. McDowell Technical Community College is responsible as an accredited institution for guaranteeing academic integrity.

Cheating is the intent to deceive the instructor in his or her effort to evaluate an academic assignment. Cheating includes copying another student's homework, classwork, or project (partly or entirely) and

submitting it as his or her own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the essay or any written work of another student. Plagiarism occurs when a student uses direct quotations without proper credit and proper punctuation and when a student uses the ideas of another without giving proper credit.

Academic Dishonesty

Honesty and integrity are fundamental values for the EMS Program and the college. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the students' responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on his/her standing in the EMS Program, the college, and in his/her career.

To maintain the public's trust in paramedics, dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test to failure of the entire course and dismissal from the EMS Program. Circumstances of the act of academic dishonesty and consequent penalties will be documented in the student's academic file and reported to the Director of Continuing Education. Students may appeal the program director's decision through the college appeals process.

MTCC, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at MTCC because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity. Academic dishonesty includes:

- a. **Cheating**—Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b. **Fabrication**—Intentional falsification of information or citation in an academic exercise.
- c. **Plagiarism**—Intentionally or knowingly representing the words or ideas of someone else as one's own in an academic exercise.
- d. **Facilitation of Academic Dishonesty**—Intentionally or knowingly helping or attempting to help someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

Academic dishonesty includes falsification of clinical documentation in any form (procedures performed, time in, time out, etc.). This behavior will not be tolerated. Any student found falsifying clinical documentation will receive a grade of "0" (unacceptable clinical work). This may occur at any time during the semester, even during the course withdrawal period. Subsequently, the student may also be dismissed from the EMS Program.

In the event of any potential violation of Academic Dishonesty Policy, the student and incident will be reported to the Department Chair or Dean. In addition, if necessary the student and incident will be reported to the North Carolina Office of Emergency Medical Services, and the National Registry of Emergency Medical Technicians.

○ **J. Non-Discrimination Policy**

It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact the Director of the Student Enrichment Center, MTCC, 54 College Drive, Marion, NC 28752 Phone (828)652-0631. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316, P.O. Box 14620, Washington DC 20044-4620; (202)786-0500.

○ **K. Disability Services Provisions**

McDowell Technical Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. It is the responsibility of the student to make his or her disability known and to request academic adjustments or modifications. The MTCC Special Needs Counselor advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities. Requests for modifications, adjustments or accommodations should be made five working days before events or activities and submitted to the Director of the Student Enrichment Center. Every reasonable effort will be made to make reasonable adjustments.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accommodations or modifications. Documentation should be submitted to the Director of the Student Enrichment Center and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974. College procedures for application and admission apply to students with disabilities. For additional information, contact the Director of the Student Enrichment Center.

Disability Services Contact Any students in this course who have a documented disability which may prevent them from fully demonstrating their abilities should **contact the Special Needs Counselor in Student Services at 652-0602**. The Special Needs Counselor will collaborate with the student and instructor to discuss what, if any, reasonable accommodations may be necessary to complete the course requirements.

○ **L. Learning Resources Center**

The Learning Resources Center (MTCC Library) and Academic Resource Center is available for student usage on weekdays. The LRC & ARC contains journals and books recommended for required and suggested reading. Audiovisual aids and individualized learning media are also available. Computers are available for student use. The Academic Resource Center (located above the Library) is also available during designated hours for student use, tutoring services, and assistance with courses in which students are having difficulty. **The Academic Resource Center (ARC)** Lab located above the Library in Building 11 has computers with lab assistants present from the hours of 8 am to 8 pm on Mondays through Thursdays and from 8 am to 4 pm on Fridays. Classroom labs are not available for

student use outside of regularly scheduled classes. These times are subject to change, so please verify current posted schedules the first week of this semester. **Tutorial Services** Contact the Student Enrichment Center above the Library in Building 11, Telephone 652-0653.

○ **M. Title IX: Sexual Harassment and Sexual Violence:**

McDowell Technical Community College is committed to providing and promoting an atmosphere in which students can engage fully in the learning process. Incidents of sexual harassment or violence that disrupts the learning process may be reported to the college Title IX Coordinator, Mr. Ryan Garrison, Vice President of Finance, phone [\(828\) 652-0627](tel:8286520627), ryang@mcdowelltech.edu Reports will be confidential.

○ **N. Student Employment Policy**

Although the ideal situation would be that students not be employed during their enrollment in the EMS program, it is recognized that for many students this is impossible due to financial and other constraints.

The employed student should realize that the demands of employment cannot interfere with the demands of student activity in any way, and that scheduling of courses shall take precedence over the scheduling of work activities.

Students should also note that they will generally not be assigned to a clinical site in which he/she is currently or has been previously employed. To do so would put both the student and the various personnel involved in the professional practice experience at the site in a potentially difficult situation for evaluation purposes.

Students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. All activities required in the program must be educational and students must not be substituted for paid staff.

○ **M. Expenses**

Current information regarding tuition and student activity fees, etc. can be obtained from the most recent edition of the MTCC Catalog or other official publication. As with all health science programs, texts are very costly and because of their importance and future use, the student will not likely desire to resell them. Additional expenses specific to the EMS program include, but are not limited to:

Program Fees	Curriculum (EMT)	Continuing Education (EMT)
Tuition	\$76.00 per credit hour	\$180.00
Student Activity Fees	\$20/semester	N/A
Student Success Fee	\$5/semester	N/A

Campus Parking	\$5	\$5
ID badge	\$5	\$5
Computer Use & Technology	\$25/semester	N/A
Liability Insurance	\$14.50/year	\$14.50/year
Accident Insurance	\$1.30/semester	\$1.30/semester
Lab Fee	\$100/year	N/A
Core Textbooks	Appx. \$165	Appx \$165
Polo Shirt with MTCC Logo	\$40 approximate	\$40 approximate
Uniform Shirt	\$55 approximate	\$55 approximate
EMS Pants	\$60 approximate	\$60 approximate
Immunization Tracking, Criminal Background Check, and Drug Screen	\$110	\$110
Immunizations/Titers	\$25-\$250 approximate	\$25-\$250 approximate
Total (estimated)	\$1,272.80	\$623.80 \$443.80 (If meeting fee exemption)
Program Fees	Curriculum (EMS-Paramedic)	Continuing Education (EMS-Paramedic)
Tuition	\$76/credit hour \$5472 Total	\$180/semester \$360 Total
Student Activity Fee	\$20/semester	N/A
Student Success Fee	\$5/semester	N/A
Campus Parking	\$5/semester	\$5/semester
ID Badge	\$5/year	\$5/year
Computer Use & Technology	\$25/semester	N/A
Liability Insurance	\$14.50/year	\$14.50/year
Accident Insurance	\$1.30/semester	\$1.30/semester
Lab Fee	\$100/year	\$100/year

Core Textbooks	\$375 approximate	\$375 approximate
ACLS, PALS, ITLS	\$350 (last semester)	\$350 (last semester)
EMS Testing	\$100	\$100
Platinum Planner	\$85	\$85
Immunization Tracking, Criminal Background Check, and Drug Screen	\$110	\$110
Polo Shirt with Logo	\$40 approximate	\$40 approximate
Uniform Shirt	\$55 approximate	\$55 approximate
EMS Pants (2 pair)	\$120 approximate	\$120 approximate
Immunizations/Titers	\$25-\$250 approximate	\$24-\$250 approximate
Total (estimated)	\$7503.50	\$1947.60 \$1,587.60 (if meeting fee exemption)

○ **N. Medical and Liability Insurance**

Medical Insurance - All EMS students are encouraged to carry hospitalization and medical insurance. It is frequently necessary to conduct educational and/or training sessions in and/or around patient care areas.

Liability Insurance - All EMS students are **required** to purchase liability insurance prior to the clinical affiliation. Arrangements for this shall be made during the Fall Semester of the each academic year with the college business office and is directly associated with EMS Program Courses

○ **O. Infectious Disease Policy**

Because of the nature of the healthcare profession, students participating in required clinical experiences may find themselves at risk for exposure to infectious diseases. Even though the risk is extremely small, the possibility of exposure cannot be totally eliminated. Health professions not usually requiring patient contact have less risk. Staff members responsible for the activities of emergency medical science students, will, at all times, use techniques to minimize exposure.

Prior to assignment to the clinical site, the student must provide medical documentation to verify that he/she is free from and immunized against infectious diseases. No student shall be placed at a clinical site without this documentation having been received by the EMS Program Director and Clinical Coordinator. Each student will receive the medical form at the program orientation. Specific information will be given as to when the completed form is to be turned in to the EMS Program Director. Students are responsible for making sure physicians/mid-level healthcare providers follow all directions regarding: completion of all required vaccinations, testing, information/documentation dates, and signatures as indicated on the medical/physical exam forms. This information must be complete. Failure to follow these directions by the deadline date will be considered an incomplete application, and the student will not be allowed to participate in their clinical practice experience.

Any student with an infectious disease must report this promptly to the faculty member in charge of the clinical experience. As necessary, consultation will be made with the staff of the infection control department of the professional practice site to which the student is assigned or to the responsible party to determine the student's eligibility to participate in the professional practice experience. Students cannot participate in professional practice experiences when it has been determined that a significant risk of transmission occurs.

○ **P. Contact with Patients Infected by HIV**

As the clinical experiences involved with Emergency Medical Science require patient contact, the possibility of exposure to patients infected with HIV is expected. With the possibility that exposure should occur in the clinical setting, efforts will be made by the staff of the infection control department of the facility to handle the situation in an urgent manner and to provide the necessary guidance and instructions to the student and the EMS Program Director.

○ **Q. Career Planning**

Letters of Reference

Letters of reference are ordinarily required for job applications. Although not obligated to do so, faculty are pleased to complete references on request. Students are asked to seek references only for serious employment considerations and/or to develop a file. **References cannot be sent or completed without the student's or graduate's written consent.** The individual who wants a reference letter must first provide a signed consent for release of information. It is a courtesy to request a faculty member to complete a reference before submitting that person's name, and to allow ample time for the request to be completed.

Student Professional Portfolio

Students enrolled in EMS Program are required to complete a Student Professional Portfolio. The Portfolio makes up five (5) percentage points toward the student's final grade in each course. The goal of this portfolio is to prepare students for seeking and achieving employment in the EMS profession.

The Portfolio will include the student's:

- resume/curriculum vitae
- cover letter for achieving prehospital employment
- academic achievements
- professional achievements
- personal achievements
- listing of service activities
- letters of commendation
- other appropriate documentation

The portfolio will be updated during each clinical semester, adding to and building the Portfolio as the student progresses through the EMS Program. Examples of certain documents will be provided and feedback will be given to the student.

The Portfolio will be placed in a three-ring binder for submission. Each section should be separated and labeled.

○ **R. Pinning Ceremony and Commencement**

Pinning Ceremony

A pinning ceremony is held to recognize students who have completed the EMS program during the preceding academic year. It provides an opportunity for students to reflect upon their educational experience, celebrate their graduation, and recognize the contributions of others in helping them achieve their EMS educational goals. Responsibilities of all students/graduates include participating in decision-making, getting a picture taken for the class photograph, ordering class pins, invitations, slide presentation, etc.



**MCDOWELL TECHNICAL COMMUNITY COLLEGE
EMERGENCY MEDICAL SCIENCE PROGRAM**

- **APPENDIX A - Acknowledgment of Accreditation Status**

The EMS Paramedic and EMT Program is seeking accreditation from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoEAMPS) during the 2020-2021 academic year.

Student's Signature

Date

EMS Program Director

Date



McDowell Technical Community College
Emergency Medical Science Program

- **Appendix B - The EMT Code of Ethics**

Professional status as an Emergency Medical Technician and Emergency Medical Technician-Paramedic 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-Paramedic, 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 wellbeing.

The Emergency Medical Technician respects and holds in confidence 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.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.

The Emergency Medical Technician 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 nurses, the physicians, 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.

Adopted by: The National Association of Emergency Medical Technicians, 1978.



McDowell Technical Community College

- **Appendix C - Emergency Medical Science Program Confidentiality Agreement**

Through my association within any of the clinical or field sites during the time spent as a student in the EMS Program, 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 or field site as well as possible civil and criminal penalties. In addition, I may be dismissed from the EMS Program. 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:

Revision Date: July 2020

- 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
 - ▼ **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 placement in said clinical sites. I understand that failure to maintain confidentiality is the basis for disciplinary action, including dismissal from the EMS Program. With my signature, I indicate I have read and understand this Agreement.

Printed Name: _____

Signature: _____ Date: _____



McDowell Technical Community College
Emergency Medical Science Program

● **Appendix D - Authorization for Release of Academic Information**

In compliance with the Family Education Rights and Privacy Act (FERPA), I _____, (printed name) being 18 years of age or over hereby authorize McDowell Technical Community College Emergency Medical Science Program, to release my continuing education transcript, grades, pre-college test scores, academic EMS Program records, and any EMS Program disciplinary information and actions to the North Carolina Office of EMS and the National Registry of Emergency Medical Technicians as needed.

Signature: _____

Date _____



McDowell Technical Community College
Emergency Medical Science Program

- **Appendix E - Invasive Procedure Informed Consent Statement**

I, _____ understand that in the process of learning ALS skills required in the Emergency Medical Program, that certain invasive interventions must be practiced and mastered. To that end, I understand that there will be practical labs in which I will perform peripheral venous access using an IV catheter on manikins, one or more of my classmates, and that one or more fellow students will perform peripheral venous access on me. All venous access attempts will be accomplished under the supervision of a

qualified preceptor and students will use new, sterile equipment and aseptic technique, thus minimizing the risk of complications.

Further, there will be labs in which I will perform intramuscular (IM) injections on one or more of my classmates, and that one or more of my fellow students will perform IM injections on me under the supervision of a qualified preceptor. Students will use sterile equipment and aseptic technique.

Further, there will be labs in which I will perform blood glucose monitoring on one or more of my classmates requiring the use of a lancet to draw a drop of blood, and that one or more of my fellow students will perform blood glucose monitoring on me using aseptic technique.

I understand that a physician, nurse or EMT-Paramedic preceptor will supervise each skill with sufficient ability that they would be considered competent to both perform the skill and teach it to others.

I further understand that mastery of each of these skills is a requirement for the EMS program course completion and consent to participating in these labs as specified above.

Student Printed Name
Date

Student signature
Date



McDowell Technical Community College
Emergency Medical Science Program

- **Appendix F - Photo/Video Release Form**

I, _____ give McDowell Technical Community College Emergency Medical Science Program permission to use my name and/or likeness in advertising and marketing for the Program. Advertising areas can include photographs, websites, brochures, videos, and other marketing tools. I understand that I will receive no compensation for such use.

Student signature
Date

o



McDowell Technical Community College
Emergency Medical Science Program

● **Appendix G - Student Agreement EMS Program Student Handbook**

I, _____, the undersigned student, enrolled in the MTCC EMS PROGRAM, hereby understand and agree to the following conditions, including during my clinical education at assigned FACILITIES:

1 I understand my participation in this program in which I will receive structured clinical experience is contingent upon my satisfactory performance and cooperation with the FACILITY staff, and if at any time I do not abide by the below conditions, I understand that I may be removed from the Program.

1 I understand my clinical performance as it relates to Program objectives will be evaluated on a regular basis by designated faculty and/or FACILITY representatives and that I may be dismissed if my performance is not satisfactory.

1 I understand that the records and documents of the FACILITY are legally confidential, and I will not divulge any personal and/or medical and/or business information concerning any person and/or record which I encounter at any FACILITY.

1 I understand that during my participation in the clinical experience I am not an employee of MTCC and am not entitled to any of the benefits of employment such as worker's compensation coverage, wages, or medical insurance. I understand that I also am not an employee of the FACILITY and am not entitled to any employment benefits during my participation in this Program.

1 I understand that I am responsible for my transportation to and from the FACILITY and to any clinical assignment.

1 I understand that I am responsible for expenses related to my own illness.

1 I have reviewed a copy of the Exposure Control Plan which outlines the Program's requirements regarding vaccinations, precautions, and education concerning blood-borne pathogens, and my responsibilities and options should an exposure occur.

1 I am in compliance with North Carolina General Statute 130A-155.1 and North Carolina Immunization Rules and have provided the college with evidence of the following current immunizations: (a) diphtheria-pertussis-tetanus or tetanus-diphtheria, (b) measles (rubella), mumps, and rubella (MMR is the preferred vaccine), (c) chicken pox (varicella), and (d) a tuberculin skin test (PPD) or a chest X-ray if the skin test is positive. This list is subject to change depending on the clinical site requirements.

1 I understand that I am responsible for following the administrative policies of the FACILITY, and for completing and providing a record of mental and physical health, immunizations, current CPR certification, and other informational forms (using Departmental forms) requested by the FACILITY or the EMS Faculty.

1 I will submit to any additional laboratory tests required by clinical agencies with which the college has an educational affiliation agreement. I will follow the recommendations of a qualified health care provider for corrective measures in instances of a known health problem.

1 I understand that I am responsible for adhering to the dress code of the Program and FACILITY and for any necessary expense in attaining and maintaining appropriate uniforms. I understand that I am responsible for reporting to the designated individual (faculty or FACILITY liaison) at the FACILITY on time during my scheduled assignment, and that I must notify the designated individual of any deviation from my scheduled arrival/departure times.

1 I understand that I am required to adhere to the policies and procedures delineated in the EMS Program Student Handbook.

1 I agree to verbally report promptly to my clinical faculty instructor any incident of which I have actual knowledge which might involve legal liability on the part of myself, a classmate, or licensed nursing personnel.

1 I agree to report promptly in writing to the EMS Program Director any incident of which I have actual knowledge which might involve legal liability on the part of my supervising faculty instructor. Such a report shall be filed within two days after the occurrence of such incident.

1 I pledge on my honor as a professional student in the EMS Program that I will comply fully with the academic honesty policy in the MTCC Student Handbook, which precludes:

1. Cheating--intentionally using or attempting to use unauthorized materials information, or study aids in any academic exercise.
2. Fabrication--intentional falsification or invention of information or citation in any academic exercise.
3. Plagiarism--intentionally or knowingly representing the words or ideas of someone else as one's own in any academic exercise.
4. Facilitation of academic dishonesty--intentionally or knowingly helping or tempting someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

1 The EMS faculty has my permission to keep samples of my written work to use as exhibits for approval and accreditation processes.

1 I understand that EMS Program faculty will consult with each other regarding my clinical and academic performance.

1 **I acknowledge that I have received a copy of the student handbook and I understand the above conditions of acceptance and agree to perform accordingly.**

Student Signature

Date

A copy of this contract will be filed in the student's EMS Program academic folder after it is signed and dated.





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- **APPENDIX H - STUDENT MEDICAL FORM**

**McDowell Technical Community College
54 College Drive
Marion, NC 28752**

Print Full Name: _____ Date *turned in*: _____

ID# (or SS#) _____

Student Medical Form for (Please check one)

Emergency Medical Science _____

Health Information Technology _____

Practical Nursing _____

DO NOT SEPARATE THESE FORMS

It is very important that you read and follow all directions in this packet.

Make sure all information is complete before turning in your packet.

Partial packets will not be accepted.

Thank you.

Copies of records may be attached, but information MUST be filled out and a signature is required by the physician or designee on the forms

**PLEASE MAKE A COPY OF THESE FORMS FOR YOUR RECORDS.
FORMS ARE DESTROYED ONCE A STUDENT GRADUATES OR
LEAVES THE PROGRAM**

GUIDELINES FOR COMPLETING IMMUNIZATION RECORD

IMPORTANT: The immunization requirements must be met; or according to NC law, you will be withdrawn from classes without credit.

Acceptable Records of Your Immunizations May Be Obtained from Any of The Following: (Be certain that your name, date of birth, and ID Number appear on each sheet and that all forms remain together. The records must be in black ink and the date of vaccine administration must include the month, day, and year. **KEEP A COPY FOR YOUR RECORDS.**)

- High School Transcripts – These **may** contain some, but not all of your immunization information. Contact your high school for these records if needed for immunization purposes.
- Personal Shot Records – Must be verified by a doctor’s stamp or signature or by a clinic or health department stamp
- Local Health Department
- Military Records or WHO (World Health Organization Documents)
- Previous College or University – **Your immunization records do not transfer automatically. You must request a copy**

Our clinical agencies base their requirements on the Center for Disease Control’s (CDC) Recommendations for Healthcare Providers (HCP). Here are those requirements:

Required Immunizations	
Tdap (Tetanus, Diphtheria, Pertussis)	Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Tdap was received). Get Td boosters every 10 years thereafter. Pregnant HCPs need to get a dose of Tdap during each pregnancy.
MMR (Measles, Mumps, & Rubella)	If you were born in 1957 or later and have not had the MMR vaccine, or if you don’t have an up-to-date blood test that shows you are immune to measles, mumps, and rubella (i.e., no serologic evidence of immunity or prior vaccination, get 2 doses of MMR, 4 weeks apart. If you were born before 1957, you may be immune, but healthcare agencies require either immunity based on a blood draw or 2 MMRs.
Varicella (Chickenpox)	If you have no had chickenpox (varicella), if you haven’t had a varicella vaccine, or if you don’t have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.
Tb Skin Test	Please obtain Tb screen test, screening, or chest X-ray after August 1, 2020.
Flu (Influenza)	Get 1 dose of influenza vaccine annually September 1- October 1, 2020.
Recommended Immunizations	
Meningococcal	Those who are routinely exposed to isolates of <i>N. meningitides</i> should get one dose.
Hepatitis B	If you don’t have documented evidence of a complete hepatitis B vaccine series, or if you don’t have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should <ul style="list-style-type: none"> ● Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). <p>*Highly recommended. See page 5 for required signature.</p>

To learn more about these diseases and the benefits and potential risks associated with the vaccines, read the [Vaccine Information Statements \(VIS\)](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html) at <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

- Centers for Disease Control and Prevention
1600 Clifton Rd
Atlanta, GA 30333
- 800-CDC-INFO (800-232-4636) TTY: (888) 232-6348

IMMUNIZATION RECORD –

(Please print in black ink). To be completed and signed by a physician or clinic. A complete immunization record from a physician or clinic may be attached to this form. Students may be denied clinical privileges for refusing required immunizations, which may result in dismissal from the program.

Last Name _____ First Name _____ Middle Initial _____ Date of Birth (mo/day/year) _____ ID or SS# _____

REQUIRED IMMUNIZATIONS				
	mo/day/year	mo/day/year	mo/day/year	mo/day/year
DTP or Td	(#1)	(#2)	(#3)	(#4)
Td booster				
T-dap				
Polio				
MMR (after first birthday)				
MR (after first birthday)				
Measles (after first birthday)			Disease Date/PCP Signature	Titer Date, Result, Documentation
Mumps			(Disease Date NOT Accepted) -----	Titer Date, Result, Documentation
Rubella			(Disease Date NOT Accepted) -----	Titer Date, Result, Documentation
Varicella (chicken pox) series of two doses or immunity by positive blood titer		(#1)	(#2) (Disease Date NOT Accepted)	Titer Date, Result, Documentation
Tuberculin (PPD) Test within 12 months or risk Please obtain after August 1, 2020 -----OR----- Chest X-ray, if the PPD is positive (or documentation of screening <i>annually</i> on Department of Health and Human Services "Result of TB Screening")		Date read:	(1)	(2)
		mm induration:		
		Date:		
		Results:		
Flu Vaccine – Current Vaccine due by October 1, 2020 . Clinical facilities may require students to wear a mask during clinical rotations or refuse the student a clinical experience if the student has not had the flu vaccine.		September 1-October 1, 2020 mo/day/year	Medical Waiver if Applicable: - Documentation Attached	

RECOMMENDED IMMUNIZATIONS

The following immunizations are recommended for all students.

Meningococcal	Received the meningococcal vaccine? NO _____ YES _____			
If Yes , please indicate date(s) vaccine was received (mo/day/year):				
	mo/day/year	mo/day/year	mo/day/year	

Hepatitis B series only* -----OR----- Hepatitis A/B combination series				Titer Date, Result, Documentation
--	--	--	--	-----------------------------------

*Highly recommended. See page 5 for required signature.

Signature or Clinic Stamp REQUIRED:

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print of Physician/Physician Assistant/Nurse Practitioner

Area Code/Phone Number

Office Address City State Zip Code

PHYSICAL EXAMINATION BY MEDICAL PRACTITIONER

Please print in black ink – **Complete ALL of the following:**

Last Name First Name Middle Name Date of Birth (mo/day/year) ID or SS#

Height _____ Weight _____ TPR _____ / _____ / _____ BP _____ / _____

<p>VISION: Corrected Right 20/ _____ Left 20/ _____ Uncorrected Right 20/ _____ Left 20/ _____ Color Vision _____</p> <p>HEARING: (gross) Right _____ Left _____ 15 ft. Right _____ Left _____</p>	<p>URINALYSIS: Sugar: _____ Albumin _____ Micro: _____</p> <p>COMPLETE BLOOD COUNT: Hgb or Hct _____</p>
--	--

A. Is there loss or seriously impaired function of any single or paired organs? Yes _____ No _____
Explain:

B. Is student under treatment for any medical or emotional condition? Yes _____ No _____
Explain treatment/medication:

C. Recommendation for physical activity (during patient care activities) Unlimited _____ Limited _____
Describe limitation:

Based on my assessment of this student's physical and emotional health on _____, he/she
(date)
appears to be able to participate in the activities of a health profession in a clinical setting and provide safe care
to the public. YES _____ NO _____
If no, please explain _____

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print Name of Physician/Physician Assistant/Nurse Practitioner

Area Code/Phone Number

Office Address

City

State

Zip Code

TO BE COMPLETED BY STUDENT (Please print in black ink)

Last Name (print)

First Name

Middle/Maiden Name

SS#*

email address

Permanent Mailing Address

City

State

Zip

Area Code/Phone Number

Date of Birth (mo/day/yr)

Gender ___M___F

Marital Status ___S___M___Other

Insurance Information:

Hospital/Health Insurance (Name and Address of Company) Area Code/Telephone Number

Name of Policy Holder Social Security Number Employer

Is this an HMO/PPO/Managed Care Plan ___Yes ___No
Policy or Certificate Number Group Number

Emergency Contact Information:

Name of Person to Contact in Case of Emergency Relationship

Address City State Zip Area Code/Telephone Number

ONLY COMPLETE PART A OR PART B, NOT BOTH

PART A – Compliance

I, _____
(Last Name) (First Name) (Middle Name) (Maiden)

Paramedic Functional Job Analysis

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. The paramedic must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anticonvulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other antipsychotics, anticholinergics, cholergerics, muscle relaxants, antidysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, antiinflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind those drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the

geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications are essential. Once medication is stopped or not used, the Paramedic must send back unused portions to the proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, and differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications via gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other worker's well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, government agencies, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon the nature of the call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone, electronic device or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of the patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on the computer from a laptop in an ambulance. Verbal skills and reasoning skills are used extensively.



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- **APPENDIX I -Synopsis of Curriculum**

Emergency Medical Science A45340A (Associate Degree)

Term	Course	Course Title	Credit Hours	Class/Lecture Hours	Lab Hours	Clinical Hours
F1	ACA 115	Success & Study Skills	1	0	2	0
F1	BIO 168	Anatomy & Physiology I	4	3	3	0
F1	EMS 110	EMT	6	6	3	9
F1	MED 121	Medical Terminology I	3	3	0	0
SP1	BIO 169	Anatomy & Physiology II	4	3	3	0
SP1	MED 122	Medical Terminology II	3	3	0	0
SP1	EMS 130	Pharmacology	4	3	3	0
SP1	EMS 131	Advanced Airway Management	1	2	0	2
SP1	EMS 160	Cardiology I	3	2	3	0
SU1	EMS 231	Cardiology II	3	2	3	0
SU1	EMS 221	Clinical Practicum II	2	0	0	6
SU1	EMS 240	Patients w/Special Challenges	2	1	2	0
SU1	ENG 111	Writing & Inquiry	3	3	0	0
FA2	EMS 231	Clinical Practicum III	3	0	0	9
FA2	EMS 250	Medical Emergencies	4	3	3	0

FA2	EMS 260	Trauma Emergencies	2	1	3	0
FA2	ENG 112	Research & Writing in the Discipline	3	3	0	0
FA2	PSY 150 or SOC 210	General Psychology or Introduction to Sociology	3	3	0	0
SP2	EMS 235	EMS Management	2	2	0	0
SP2	EMS 241	Clinical Practicum IV	4	0	12	0
SP2	EMS 270	Life Span Emergencies	4	3	3	0
SP2	EMS 285	EMS Capstone	2	1	3	0
SP2	HUM/ART	Humanities/Art Elective	3	3	0	0

Emergency Medical Science C45340 (Certificate)

Ter m	Course	Course Title	Credit Hours	Class/Lecture Hours	Lab Hours	Clinical Hours
F1	ACA 115	Success & Study Skills	1	0	2	0
F1	EMT 110	EMT	6	6	3	9
F1	MED 121	Medical Terminology I	3	3	0	0
SP1	MED 122	Medical Terminology II	3	3	0	0
SP2	EMS 235	EMS Management	2	2	0	0

Emergency Medical Science Bridge Program A45340B (Associate Degree Bridge Program)

The Emergency Medical Science bridge program has been established for students that have completed portions of their EMS requirements through NC Community College Continuing Education program. Currently credentialed Paramedics would receive 45 semester hours of credit toward the AAS degree. The remaining course work to complete the degree will require 29 additional semester hours of work outlined below:

EMS-110-EMT, EMS-122-Clinical Practicum I, EMS-130-Pharmacology, EMS-131-Advanced Airway Management, EMS-160-Cardiology I, EMS-220-Cardiology II, EMS-221-EMS Clinical Practicum III, EMS-240-Patients with Special Challenges, EMS-241-EMS Clinical Practicum IV, EMS-250-Medical Emergencies, EMS-260-Trauma Emergencies, EMS-270-Life Span Emergencies, EMS 285-EMS Capstone.

Ter m	Course	Course Title	Credit Hours	Class/Lecture Hours	Lab Hours	Clinical Hours
F1	ENG 111	Writing & Inquiry	3	3	0	0

F1	BIO 168	Anatomy & Physiology I	4	3	3	0
F1	MED 121	Medical Terminology I	3	3	0	0
F1	PSY 150 or SOC 210	General Psychology or Introduction to Sociology	3	3	0	0
SP1	EMS 235	EMS Management	2	2	0	0
SP1	ENG 112	Research & Writing in the Discipline	3	3	0	0
SP1	BIO 169	Anatomy & Physiology II	4	3	3	0
SP1	MED 122	Medical Terminology II	3	3	0	0
SP1	HUM/ART	Humanities/Art Elective	3	3	0	0

**Emergency Medical Science Continuing Education Program
EMT**

Ter m	Course	Course Title	Class/Lecture Hours	Lab Hours	Clinical Hours

Paramedic

Ter m	Course	Course Title	Class/Lecture Hours	Lab Hours	Clinical Hours