

# Columbia State Community College Columbia, Tennessee



## EMS Education Student Handbook

Columbia State Community College does not discriminate on the basis of gender, race, color, religion, age, mental, or physical disability, veteran status, or national origin in educational employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries and/or complaints should be directed to the Director of Human Resources (Affirmative Action Officer), room 113 in the Pryor Administration Building, Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401. Columbia State Community College is a Tennessee Board of Regents Institution.

Individuals needing this material in an alternative format should contact the EMS Education Program Director.

TDD Relay Number for the hearing impaired: 1-800-848-0298

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# Table of Contents

<b>Program Information</b>	
EMT-Basic/IV Program	3
Admission Requirements	4
Course Outline and Syllabi	4
Program Completion	5
Skills Proficiency Verification	5
Paramedic Program	5
Admission requirements	6
Admission Process for the Paramedic Program	6
Course Syllabi	7
Program Completion	7
Licensure in Other States	8
Skills Proficiency Verification	8
<b>EMS Education Program Policies and Procedures</b>	8
Student Rights and Responsibilities	8
Professional Code of Conduct	9
Academic and Clinical Dishonesty	11
Classroom Conduct	12
ADA Services for Students with Disabilities	13
Attendance	13
Clinical Rotations	13
Clinical Guidelines and Policies	14
Dress Code Policy	15
Clinical Attendance Policy	16
Healthcare Services	16
Immunizations	17
Infection Control	17
Exposure to Potentially Infectious Fluid	17
Student Employment	17
Student Travel Policy	18
Program Progression and Course Grading	18
Communicating with Instructors	18
Disciplinary Action	19
Readmission to the EMS Education Program	21
Grievance Procedure	21
Student Conferences	21
Confidentiality	22
Tobacco Use	22
Disclaimer Clause	22

# Program Information

## EMT-IV Program

Columbia State Community College offers EMT-IV programs during all three academic semesters (Fall, Spring, and Summer). These class offerings rotate between campus locations as needed to meet the demands of our communities. Generally, however, the classes will be offered at the Columbia and Franklin campuses.

The program is divided into two classes, which are taken concurrently. EMT 1010 is the didactic portion of the class, which encompasses lecture and skills lab for both EMT-Basic and EMT-IV. EMT 1050 is the clinical experience portion. The student will be required to complete a minimum of 60 hours of clinical experience on an ambulance and 36 hours of experience in an emergency room for EMT 1050. Students who successfully complete all course requirements will be eligible to take the National Registry of EMTs' EMT-Basic Written Exam and the State of Tennessee's EMT-IV Practical Exam. Successful completion of these exams will make the student eligible for licensure in the state of Tennessee as an EMT-IV.

## Admission Requirements

Admission to the EMT-IV program is limited and is done through the EMT-IV Program Coordinator. Applicants are admitted on a first to qualify, first admitted basis. These are the qualifications for admission to the Program:

1. Admission to Columbia State Community College by submission of the following to Enrollment Services:
  - a. Completed Application for Admission.
  - b. All high school and college transcripts.
  - c. Proof of MMR Immunizations or Immunity. You will not be allowed to register for a full-time class load or attend clinicals unless this is provided. **THIS IS VERY IMPORTANT.**
2. Satisfy all placement exam requirements. For further information on placement exams, contact Testing Services at (931) 540-2821.
3. Applicants must be 18 to enroll in the course.
4. Once admitted to the program, the applicant **MUST** submit the following documentation:
  - a. Background check and 10-panel drug screen.
  - b. Titers for MMR, Varicella Zoster, and Hepatitis B. If the student has not started or completed the Hepatitis B series, documentation of status of Hepatitis B vaccination must be provided.
  - c. TB skin test and/or Chest x-ray less than six months old. The chest x-ray is needed only if the skin test is positive.
  - d. Proof of Tetanus booster within the last ten years.
  - e. Proof of medical insurance.

- f. Completed Physical Examination form **signed by a licensed physician with their license number**. Physician's assistants and nurse practitioners signatures will not be accepted.

**Failure to meet any of these requirements will prevent the applicant from being admitted to the program. The applicant must then reapply to the program the next semester and begin the process again. The program does not keep a "waiting list" from one semester to the next. The application process starts over again for each semester.**

## **Course Outline and Syllabi**

At the beginning of each semester, students are presented with the outline for the course. Course syllabi are available online at [www.columbiastate.edu/ems](http://www.columbiastate.edu/ems) under the "Incoming Students" button. The syllabus contains, along with the Orientation PowerPoint presentation, the rules, policies, and procedures of the EMS Education Department. The outline includes a schedule of classes, exams, special projects, and assigned reading. There is a tremendous amount of information presented to the student during this program; therefore, **the student is responsible** for coming to class prepared. If changes in scheduling become necessary, the instructor will inform the students as soon as possible. **It is important that the student understand that lectures will expand on the information presented in the textbook. The student is responsible for being prepared before the lecture starts. The instructor WILL NOT be "going over the textbook". Exams will cover material in both the textbook and lecture/lab presentations.**

## **Program Completion**

To successfully complete the EMT-IV program and be eligible for licensure exams, the student must:

1. Complete all classroom requirements with an average grade of 80 for EMT 1010.
2. Complete the minimum hours required for clinical experience with the minimum number of patient contacts and IV cannulations for EMT 1050.
3. Demonstrate competency in skills to the satisfaction of field preceptors.
4. Complete the requirements for documentation of field experience in a manner that is satisfactory to the instructor.
5. Demonstrate skills competency as required by the syllabus.
6. Discharge all financial obligations to Columbia State Community College.
7. Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies.

## **Skills Proficiency Verification**

Students will be expected to demonstrate proficiency in all skills applicable to the course before completing the course. Students will learn to recognize the indications for a

particular skill based on a patient assessment, the proper technique for the skill, and what constitutes proficiency. Students will have ample time to practice these skills before being checked off as part of the Laboratory section. Students must be checked off on a particular skill in the Laboratory setting before being allowed to perform that skill in a clinical setting.

## **Paramedic Program**

The Columbia State Community College Paramedic Program offers both an EMT-Paramedic Technical Certificate and an Associate of Science in General Technology. The Paramedic Program admits students once per year, and is 12-months in length with classes beginning in August. Students are expected to attend 2-4 days of class or clinicals per week.

### **Admission Requirements:**

In compliance with the State of Tennessee EMS (Emergency Medical Services) Regulation 1200-12-1-.13 and the Americans with Disabilities Act, all applicants and admitted students must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed **ONLY** by a licensed medical doctor, physician's assistants or nurse practitioners are not acceptable. Please also ensure the physician's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
  - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
  - b. Mumps, Rubella, and Rubeola (IGG) titer and/or MMR immunizations if no immunity.
  - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
  - d. Seasonal flu immunization.
  - e. Hepatitis B series immunizations and/or titer.
  - f. Current CPR card.

### **Admission Process for the Paramedic Program:**

The State of Tennessee Emergency Medical Services Regulation 1200-12-1-.13 governs the application process for the Paramedic Program. Seating is limited. Applications will be accepted between January 1<sup>st</sup> and March 15<sup>th</sup> of each year. Applicants must do the following to be considered for a seat in the next paramedic class:

1. Submit college admission application.
2. Meet the general requirements of admission to the college.
3. Complete any required remedial or developmental coursework as required by the placement test or ACT scores.
4. Submit an application to the Paramedic Program **between January 1<sup>st</sup> but no later than March 15<sup>th</sup>**. The application must include:
  - a. Copy of current EMT license.
  - b. Two letters of reference. One letter should be from a current employer. The second letter should be a character reference. Two letters of character reference may be used if unemployed. Family references are not acceptable.
5. Once the application is received by the Paramedic Program, the applicant will be notified of and required to complete the following:
  - a. Written EMT-Basic exam.
  - b. Psychological profile exam.
  - c. Interview with admissions screening committee.

**Admission decisions will be made by May 1<sup>st</sup>.**

### **Course Syllabi**

At the beginning of each semester, students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Since a tremendous amount of information is discussed in all courses, students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to a syllabus be necessary, instructors will inform students of the changes as soon as possible. When applicable, special class meeting days are identified in the syllabus. **It is important for students to understand that classroom and laboratory sessions will include instruction in material that expands and enhances the information presented in the textbook. Class will NOT consist of the instructor simply "going over the textbook" and course exams will include content both from the textbook and from classroom/laboratory presentations.**

## **Program Completion**

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

1. Successfully complete all applicable classroom, clinical, and field internship requirements.
2. Complete and document all applicable patient contact requirements.
3. Demonstrate and document skills competence as required in the laboratory, clinical, and field settings.
4. Demonstrate and document overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty and clinical/field internship preceptors as specified in course syllabi.
5. Demonstrate and document all critical thinking, communication, and analysis course objectives as specified in course syllabi.
6. Discharge all financial obligations to Columbia State Community College.
7. Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies.

## **Licensure in Other States**

Licensure requirements for EMS vary significantly from state to state. Students who anticipate practicing in another state should contact the agency responsible for credentialing EMS personnel in that state as soon as possible to obtain information regarding requirements for licensure.

## **Skills Proficiency Verification**

Students will be expected to demonstrate proficiency in all course listed skills before completing each course. Students will learn the indications for each skill and have ample time to practice them. Students will be checked off on each of these skills during the laboratory portion of the course in which the skill is introduced and initially taught. Students experiencing difficulty with a skill and unable to demonstrate proficiency will be offered a remediation session and allowed up to two additional opportunities to demonstrate proficiency. Paramedic students will be responsible for basic as well as advanced skills. The laboratory check-off of skills must be successfully completed prior to the student being allowed to perform the skill in the clinical setting. Demonstrations of proficiency in required skills must be completed before a student is permitted to exit the course/program.

## **EMS Education Program Policies and Procedures**

**PLEASE READ THIS SECTION VERY CAREFULLY.** Each student is required to sign a student contract acknowledging that they have read, understood, and agreed to abide by all EMS Education Program policies, procedures, and academic and behavioral guidelines. It is the belief of the EMS Education Faculty that understanding these guidelines is a major factor in the success of the student. If a student has any questions

or concerns regarding a course or program policy, the student should discuss the policy with their instructor.

## **Student Rights and Responsibilities**

It is our hope that you find our program of study rewarding and enjoyable. As a student, you are investing a great deal of time and money into the program. Therefore, the EMS Faculty will work with you to assure that you get the most from this experience. However, much of what you get is directly related to what you put into the program. To ensure the best possible learning experience for all students, each of you is assured the following rights:

### **You have the right to know:**

1. The learning objectives for each course you are enrolled in.
2. How grades are determined for each of your courses.
3. The established policies, procedures, and academic and behavioral guidelines on which you are expected to base your conduct and performance.
4. That you have the right to file an academic appeal or grievance under policies and procedures outlined in the Columbia State Community College Student Handbook.

### **You have the right to:**

1. Reasonable access to your instructors.
2. Have any and all questions answered to your satisfaction.
3. Access to all the tools available to help you succeed.
4. Expect excellence from your instructors.
5. To be treated as an adult.

### **Just as you have certain rights, you also have certain responsibilities. You are obligated to:**

1. Be respectful to your instructors, classmates, Columbia State Community College faculty, your preceptors, and the public.
2. Represent our College, Program, profession, class, and your classmates with professionalism, dignity, class, and honor.
3. Complete your reading and other assignments before coming to class.
4. Use the tools available to you to the best of your ability.
5. Act like an adult.
6. Abide by all EMS Education and/or Columbia State Community College policies as presented in departmental or college publications.
7. Complete, to the best of your ability, all required courses and activities outlined in this handbook and your course syllabi and outline.
8. Hold in confidence any and all patient information encountered in classroom, laboratory, or field internship instruction. Failure to do so is a violation of local, state, and federal law and may result in stiff Federal penalties and fines beyond College or Program disciplinary measures.

## Professional Code of Conduct

As Emergency Medical Service providers strive to improve the status of their profession, it is incumbent on each of us to demonstrate qualities of true professionalism. EMS students are equally vital to this effort as they are frequently exposed to and evaluated by patients and Allied Healthcare Providers. The attitude, appearance, and performance of students directly impact the perception of the EMS community as a whole in the eyes of others. Students who start now in developing habits, skills, knowledge, and abilities consistent with a Professional Code of Conduct improve the likelihood of their future success in the EMS profession and community. These traits are easily recognized and highly appreciated by prospective employers. Professional Code of Conduct elements are discussed below to assist students in understanding their purpose and value to the EMS system, community, and profession. Students of the EMS Education Program are expected to conduct themselves in a manner consistent with this Code at all times.

1. **The primary purpose of EMS is to respond to persons in need of medical, psychological, and/or social assistance in a compassionate, medically appropriate manner.** EMS provides a public service. EMS professionals are often invited into strangers' homes and lives at the worst time in that patient's life in anticipation of providing compassionate, appropriate care, and safe transportation to an appropriate facility. Although it may be difficult at times, EMS providers must always remember the community's expectation of respectful, dignified, and compassionate care along with timely, efficient, and clinically appropriate treatment. EMS providers demonstrate this through their willingness and desire to assist in all patient care tasks even if those tasks seem menial or inconsequential.
2. **As extensions of the physician, Paramedics and EMTs have a responsibility to respect the medical license under which they are allowed to function.** EMS providers render medical care outside the hospital setting under the license of a Medical Director. This truly is a privilege, and has been earned through years of hard work by many dedicated physicians, paramedics, EMTs, and EMS educators. The Medical Director trusts the paramedics and EMTs with this privilege. The responsible performance of paramedics and EMTs contributes to the continued professional growth and clinical advancement of the practice of EMS. Students demonstrate their respect for the Physician-Provider relationship by following established clinical training guidelines and performing only those procedures that are authorized by their Medical Director and that are within the limits of their scope of practice and level of training.
3. **Respectful interaction with Allied Healthcare Providers is vital to the quality of care the patient receives.** The EMS professional is but one member of a larger team of Allied Healthcare professionals who each play a vital role in the care of the patient. Since the EMS professional is often the first member of the healthcare team the patient encounters, their interaction with other providers is crucial. Effective interaction requires the EMS professionals to

conduct themselves in a respectful, courteous, and knowledgeable manner. It requires that the EMS professional be attentive to and respectful of the ideas of other team members. Respectfully disagreeing when appropriate is acceptable; however, patient care must never be jeopardized. EMS students may demonstrate their gratitude for the opportunity to be part of this team by actively assisting and participating during clinical rotations and classroom learning. Students should take advantage of this tremendous opportunity to learn from other members of the healthcare community.

4. **EMS professionals must recognize and respect the value of teamwork and leadership.** EMS professionals rely on other team members to assist in accomplishing the task of providing care and service. The EMS professional or student who fails to use effective team listening, communication, and delegation skills will most likely be ineffective. Leadership must not be confused with “assuming command.” The effective EMS professional and student will develop and practice skills that convince team members to follow the leader’s plan of action.
5. **The EMS professional must recognize the continuum of education that is characteristic of the science and art of medicine and, therefore, must maintain a personal responsibility for their life-long learning.** Both EMS professionals and students must constantly strive to learn from each and every clinical and educational experience. As the practice of medicine changes, so must the practice of EMS. Students must take advantage of learning opportunities and resources afforded them. The better the student’s educational and clinical opportunities, the better prepared they will be to function as an EMS professional.
6. **Because of their position of public trust, EMS professionals are rightly held to an extremely high standard of moral and ethical conduct.** Honesty, integrity, confidentiality, respect for others, respect for the healthcare profession, a willingness to serve, a willingness to learn, and clinical proficiency are some of the expectations of EMS employers, the patient, and the community. EMS professionals and students must conduct themselves in a manner that leaves **NO QUESTION** as to their high standards of moral and ethical conduct. The privilege of providing medical care under the Medical Director’s license and the consent to provide this care to the public depend entirely on the trust and respect earned by the EMS professional and student through their conduct.

**Students who demonstrate conduct or performance that is contrary to this Professional Code of Conduct may be subject to disciplinary action up to and including expulsion from the Program and/or College, and denial of readmission to the Program.**

## **Academic and Clinical Dishonesty**

An academically dishonest act violates the community of trust. For EMS professionals and students, academic dishonesty violates the standards of moral and ethical conduct established by our profession. More importantly, it violates the trust developed between patients, our Allied Healthcare professionals, and us.

EMS students are required to understand and abide by all policies and guidelines pertaining to scholastic integrity contained in course syllabi, the EMS Education Program Handbook, and the Columbia State Community College Student Handbook. Academic or clinical dishonesty may result in disciplinary action up to and including dismissal from the College.

Following are some examples of academic and clinical dishonesty. These examples are not meant to be all-inclusive.

### **Academic:**

1. Any use of external assistance during an exam, unless permitted by the instructor. Examples include:
  - a. Communicating in any way with another student during the exam.
  - b. Copying from another student's exam.
  - c. Allowing another student to copy from your exam.
  - d. Using unauthorized notes, calculators, or other devices.
  - e. Plagiarism, defined as "the appropriation and subsequent passing of another's ideas and words as one's own." If a student is using the words or ideas of another, they must provide an acknowledgement of the original source. Any inference that such words, works, or ideas are those of the student is plagiarism.

### **Clinical:**

1. Any intentional falsification or invention of data or information in a clinical setting. Examples include:
  - a. Inventing, altering, or falsifying patient data for a run report.
  - b. Submitting information as your own when someone else completed or created the information.
  - c. Communicating false, altered, or incomplete information within the course of clinical care and/or documentation.

## **Classroom Conduct**

Didactic and laboratory classroom activities are an essential part of EMS Education Program courses. Although EMS Education instructors strive to establish a classroom environment conducive to learning, they depend on students to conduct themselves in a manner that facilitates learning. Students may have fun in the classroom while learning. However, students are expected to:

1. Come to class prepared for the scheduled subject or activities.
2. Behave in a manner that does not interrupt classroom or laboratory activities. Examples include, but are not limited to, frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
3. Interact with and address all EMS Education Program and other Columbia State Community College administrators, faculty, and staff with respect.
4. Ensure that all pagers and/or cell phones are set to "silent" or "vibrate" mode and do not disrupt classroom activities. Recording devices are permitted to record lectures.
5. Conduct themselves in accordance with classroom behavior as outlined in the class orientation.

Failure to abide by classroom conduct rules may result in the student being dismissed from the class for the day. Any time missed will count as an unexcused absence.

### **ADA Services for Students with Disabilities**

Each student who feels they need accommodations for a disability is responsible for contacting the Office of Counseling and Disability Services at the beginning of the semester. Their phone number is (931) 540-2821.

For the purposes of individual licensing, the State of Tennessee and the National Registry of Emergency Medical Technicians administer separate processes from the ones used by Columbia State Community College. These agencies establish reasonable accommodations for disabilities on a case-by-case basis. **A student who receives an accommodation during an EMS Education Program course is not guaranteed of receiving an accommodation during the licensure process.**

### **Attendance**

Your attendance and active participation in class are integral components of not only your educational experience but also that of your classmates. Because of this, it is critical that you attend all classes and labs. Since classroom demonstrations and lab skills practice may not be made up, each absence and late arrival represents a missed opportunity to learn. These missed opportunities may impact your success as a student. Exam and quiz makeup policies are defined in each course syllabus provided at the beginning of each semester. Failure to comply with the attendance policy will result in dismissal from the program.

### **Clinical Rotations**

Preparation is the key to successful clinical learning experiences. The more you know about the area and the types of patients you will be interacting with, the more you will learn from the experience. A well prepared student with a working knowledge of the vocabulary, skills, and patient issues involved with a clinical site will have a more

productive interaction with the hospital staff, the patients, and the families of the patients they will be working with.

Some clinical areas such as the Medical Examiner's Office are precepted by the staff of the EMS Education Program. Other areas are precepted by the on-duty staff of that area. Some clinical areas are more "self-directed" than others. This is especially true of areas that have a high volume of private patients such as Labor and Delivery. Preparing for clinical, being friendly and helpful, not being shy about introducing yourself, and asking what you can do to help will go a long way in "breaking the ice" in these areas.

The opportunity to learn in these healthcare settings is a privilege afforded to us by our clinical affiliates. We are fortunate to have a number of excellent sites for our clinical rotations. We encourage you to take advantage of this tremendous opportunity to learn.

### **Clinical Guidelines and Policies**

1. All clinical and field rotations for the EMT and/or Paramedic courses, along with all required skills testing and competency check-off forms must be completed in order for successful completion of the course(s).
2. Students shall wear the appropriate uniform to each clinical site (see **Clinical Dress Code Policy**). The uniform must be clean and neat, and meet the criteria expressed in the dress code. The clinical uniform will be worn to all rotations with the exception of OR and L&D, where students may be issued scrubs. Students are not to leave the clinical site wearing the affiliate provided scrubs.
3. Students should come to each clinical rotation ready to participate. This means you should have the appropriate equipment and relevant clinical documentation forms. You should also be rested and ready to learn.
4. All **ORIGINAL** clinical documentation is due in the EMS Education office within 7 calendar days of the rotation. **Paperwork turned in after the deadline will NOT count towards meeting the required hours and will need to be rescheduled. Failure to turn in paperwork on time constitutes a clinical absence. Copies of clinical paperwork are not acceptable and will constitute the clinical rotation being rescheduled.**
5. Students must read and abide by the Columbia State Community College Student Conduct Policies, including the specific policies with regard to student conduct and health sciences programs. These policies are published annually in the student handbook section of the college catalog.
6. EMS Education student nametags must be worn at all clinical areas without exception. Some facilities may require an additional institutional name tag for identification.
7. Lab coats, if available, must be worn over scrubs when leaving a clinical site (i.e., during lunch breaks, transfer of patients, etc).
8. Appropriate attire will be worn to and from the hospital. **Jeans and T-shirts are NOT appropriate attire.** If the student is attending a rotation in which

he/she will be expected to wear scrubs, he/she must wear their clinical uniform to the rotation where the scrubs will be issued. The scrubs are the property of the hospital and must be returned.

9. Tardiness to clinical is **NOT** tolerated. Hospitals work on a tight schedule and each department expects students to be in the right place at the right time. Tardiness is reported to the on-call EMS Education Faculty for each site. **If a student arrives late, he/she may be sent home. If sent home, he/she will be required to reschedule the rotation. This will count as a clinical absence.**
10. Students will be allowed to work out lunch and/or dinner schedules for each day with the preceptor or staff of the area in which they are working. **Students must remain at the clinical rotation facility during meal breaks.**
11. After every clinical experience, the student will complete necessary paperwork and have the preceptor sign it. The student should make copies of all clinical forms before turning them in to the program.
12. Should the student experience any problems or conflicts at any clinical site, he/she should contact the on-call EMS Education faculty **immediately**.
13. **It is crucial that students remember that what they see, hear, and do during clinical rotations is strictly confidential. Discussion of confidential information may be considered grounds for immediate dismissal from the course.**
14. If an EMT, paramedic, nurse, doctor, or tech is particularly helpful, the student should take a moment to personally let them know that their time and efforts are appreciated.

## **Dress Code Policy**

Students should remember that they are representing Columbia State Community College EMS Education Program and the entire EMS profession. An integral part of how others perceive us is through our appearance. Therefore, students must adhere to the following dress code.

1. Pants will be dark blue or black. Jeans are not permitted. 'Pro-tuff' EMS style uniform pants that have a side pocket are optional for EMT students, but are required for Paramedic students. If BDU style pants are worn, the pant leg must be hemmed and may not have drawstring style closures. The pants must be kept neat, clean, and ironed.
2. The uniform shirt must be purchased as prescribed by the Program. The shirt should be kept clean, neat, and ironed. A clean, white short sleeve undershirt must be worn under the uniform shirt.
3. In the event of inclement weather, the student may wear a navy blue or black EMS style jacket. The jacket must be **plain, without** adornments from other services or affiliations.
4. Shoes or boots must be low-heeled, closed toe, black, and have rubber soles. Shoes should be kept in a neat and clean condition.

5. Students should wear a watch with a second hand (or digital), and bring a stethoscope, pen light, small note pad, black ink pen, and all required clinical forms to each clinical rotation.
6. Nametags must be worn at all times. The nametag shall be issued to each student by the EMS Education Program unless otherwise specified by individual institutions.
7. Hands must be clean and nails trimmed neatly. Acrylic or other artificial nails are prohibited. Only clear nail polish is allowed. Nails cannot extend more than ¼" beyond the fingertips. One ring will be allowed on each hand.
8. Hair must be clean and neat and of a natural color. Hair must be kept off the shoulders at all times. No flamboyant or distracting hair styles such as Mohawks, dreadlocks, fad hairstyles, or unconventional haircuts, as determined by faculty. Facial hair must be neat, clean, and well trimmed; however, students must abide by the facial hair policy of the clinical site.
9. All visible tattoos must be covered.
10. No perfume or aftershave is permitted.
11. You are expected to bathe regularly and wear an effective deodorant.
12. No excessive jewelry should be worn. No earrings other piercings or adornments are allowed. Necklaces should be tucked into the shirt. Rings are outlined in number 8 above. Students must understand that jewelry can be a significant safety and infection control hazard in the clinical setting and should plan accordingly.

**Please note that any violations in the above dress code may result in the student being sent home. This would constitute a clinical absence that would need to be rescheduled according to the clinical absence policy. Violations of the Clinical Dress Code may result in disciplinary action up to and including failure of the course.**

## **Clinical Attendance Policy**

Clinical attendance is critical to the success of the EMS student. Clinical affiliate relationships are vital to the success of the EMS Education Program. **Any absences, tardiness, or early departures from clinical rotations is not acceptable and will not be tolerated. Absences or tardiness, submission of late paperwork, and/or cancellations of rotations will affect the student's clinical grade.** Each course syllabus provides specific information regarding clinical attendance and clinical grade determination.

## **Healthcare Services**

Columbia State Community College and affiliated clinical sites are not financially responsible for providing healthcare services in the event of illness and/or injury during classroom or clinical rotation. Students are required to carry health insurance for these occasions.

## **Immunizations**

**Incoming students must provide evidence of immunity and vaccination for the following:**

MMR (Mumps, Measles, Rubella), Varicella Zoster (Chicken Pox), Tetanus/Diphtheria (within the last ten years), Tuberculosis (negative skin test and/or chest X-ray), and Hepatitis B (if the student hasn't started or completed the series, proof of status of series must be provided).

**Students are responsible for the arrangements, costs, and/or possible complications arising from vaccination procedures.**

## **Infection Control**

Students are required to comply with the infection control policies at each clinical site. As a minimum, students should:

1. Wash their hands before and after contact with patients and/or patient care equipment.
2. Wear gloves when patient contact is expected.
3. Wear gowns, masks, and eye protection when spattering of body fluids may be likely.
4. Clean all body fluid spills promptly with the appropriate agent and technique.
5. Consider all body fluids as infectious.
6. Promptly and properly dispose of all sharps in appropriate containers.

## **Exposure to Potentially Infectious Fluid**

Any student who has a known or suspected exposure to potentially infectious fluid during the performance of their academic or clinical responsibilities will follow the "Employee Exposure Policy" for the facility at which the exposure occurred. In addition to following this policy, the student should notify the EMS Education Faculty immediately. The student will also be referred to their private physician or the appropriate public health facility. **Columbia State Community College and the EMS Education Program assume no financial responsibility for the treatment of a potential infection.** This is the reason that students are required to carry their own health insurance.

## **Student Employment**

The decision to work while enrolled in the EMS Education Program rests with the individual student. To the greatest extent possible, the Program has designed its curriculum to avoid conflicting with regular employment. There is no expressed or implied guarantee that any of the required didactic or clinical experiences will be available at times outside of the hours of a student's employment. **The student bears the responsibility of rearranging their work schedule to assure that they complete the required class and clinical hours.**

## **Student Travel Policy**

To achieve an effective and efficient educational experience, a significant portion of clinical rotations may take place at settings that provide the opportunity to interact with a large number of patients presenting with common problems encountered during the delivery of prehospital care. Additionally, some didactic experiences may require the use of facilities and/or speakers available only outside the "home" classroom setting. Columbia State Community College and the EMS Education Program assume no responsibility for expenses, accidents, or injury of any kind up to and including permanent disability or death that results from travel or transportation arrangements made by the student to satisfy course requirements.

## **Program Progression and Course Grading**

**Progression from one EMS Education course to the following course(s) requires successful completion of ALL academic and clinical course requirements.** Students who fail to meet established requirements for course completion will not be allowed to continue in the EMS Education Program.

Students must also satisfactorily demonstrate skill/procedure proficiency in the laboratory setting before being allowed to perform that skill/procedure in the clinical setting. Students are also expected to participate as patients for a skill/procedure when appropriate in the classroom/laboratory before being authorized to perform that skill/procedure in the field. Before a student completes a clinical course or program of instruction, the program director, clinical coordinator, and/or the student's primary preceptor may require the student to perform additional clinical rotations in order to demonstrate skill/procedure proficiency.

Quizzes are distributed during class to those students present. Quizzes may be either in-class or take-home exercises at the instructor's discretion. Make-up quizzes are not provided.

## **Communicating with Instructors**

Students having questions or concerns are required to address them to the Primary Instructor for the course first. If the student feels they have received an inadequate response, they should then address the question or concern to the Program Coordinator. If this does not resolve the issue, the student and/or Program Coordinator may request a meeting with the Program Director. If this fails to resolve the problem, the student may request a meeting with the Chair of the Division of Health Sciences.

## **Disciplinary Action**

Students may be counseled at any time regarding their conduct, if in the judgment of the EMS Education Program Faculty; the student is at risk of or has committed an act that could lead to disciplinary action. **The following list of actions may result in disciplinary action. This list is not all-inclusive.**

1. Excessive absences or tardiness as outlined in course syllabi.
2. Failure to adhere to the EMS Education Program's dress and/or uniform code.
3. Conduct or attributes that cause distraction to others, detracts from the effectiveness of the learning environment, or is contrary to the Professional Code of Conduct.
4. Violation of any EMS Program rule, regulation, or policy.
5. Violation of any rule, regulation, or policy of Columbia State Community College or any of our clinical affiliates.
6. Violation of the laws of the State of Tennessee or its rules and regulations pertaining to EMS personnel established by the State Board of Health.
7. Unsatisfactory professional behavior evaluations in the clinical setting.
8. Violating any rule or standard that would jeopardize the health or safety of a patient or crewmember, or that may create a negative effect on the health or safety of a patient or crewmember.
9. Failure to meet standards of patient care.
10. Obtaining or attempting to obtain any benefit to which the student is not otherwise entitled by duress, coercion, fraud, or misrepresentation while engaging in activities related to an EMS Education course or activity, or under the guise of engaging in such courses and/or activities.
11. Failure to comply with lawful instructions, orders, or directions given by college staff, faculty, or clinical and field internship site personnel.
12. Failure to act as a professional, reasonable, prudent, or courteous manner, or otherwise engaging in activities that reflect poorly on the EMS Education Program, Columbia State Community College, or the EMS profession.

**Disciplinary action may include one or more of the following:**

1. Oral reprimand by the instructor, preceptor, or program director.
2. Written reprimand by instructor, preceptor, or program director.
3. A period of disciplinary probation that may include special stipulations in the event that there is/are unique problems(s) that need to be addressed.
4. A requirement that the student repeat a clinical rotation or other instructional activity.
5. Suspension from clinical activity either permanently, for a specified time, or until specific academic deficiencies, adjustment problems, or disciplinary issues are addressed.
6. Assignment of a failing course grade.
7. Restitution of damages to or misappropriation of property.
8. Dismissal from the program.
9. Ineligibility for readmission to the program either permanently or for a specified period of time.

**A student may be dismissed from the program for:**

1. Lying, cheating, or other acts of academic and/or clinical dishonesty.
2. Stealing, including but not limited to appropriating or possessing without authorization medications, supplies, equipment, or personal items from Columbia State Community College, the EMS Education Program, any clinical site or affiliate, or any student, employee, or patient of the above facilities.
3. Discrimination on the basis of national origin, race, color, creed, religion, gender, gender orientation, age, disability, or economic status while engaging in activities related to the EMS Education Program.
4. Abandonment of a patient.
5. Misstating or misrepresenting a material fact on the application for admission to the College or the EMS Education Program, or on any document required for admission.
6. Materially altering any certificate or license issued by an EMS licensing agency or any other certification required as a condition of admission to or successful completion of any course offered by the EMS Education Program.
7. Representing themselves to be qualified at any level other than their current level of licensure.
8. Falsification of any records or clinical reports.
9. Attempting to satisfy course requirements or otherwise obtain certification by fraud, forgery, deception, misrepresentation, or subterfuge.
10. Using or being under the influence of, possessing, or distributing alcohol or illegal drugs during any phase of instruction.
11. Conviction of a felony while enrolled in the Program.
12. Failing to maintain confidentiality of information regarding patient care or other events that occur at clinical or field internship sites.
13. Sexual misconduct, including sexual harassment, sexual assault, obscene or offensive jokes or gestures, or inappropriate touching.
14. Disruption of classroom, laboratory, or clinical/field instruction or interference with the orderly operation of the EMS Education Program or the College.

**Readmission to the EMS Education Program**

Readmission is based upon seat availability. Readmission to the EMS Education Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so in writing to the program director within 30 days of dismissal. Readmission decisions will be made on an individual basis. An interview with the program director is required before readmission. Students may request an interview with the readmission committee if readmission is denied. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. Students wishing an interview with the readmission committee must submit the request in writing. Students dismissed for a second time will be required to repeat the entire application process.

## **Grievance Procedure**

Students having a grievance concerning an evaluation, grade, academic, or disciplinary action should follow the Columbia State Community College Academic Appeals and Grievance Procedure listed in the Columbia State Community College Student Handbook. (Refer also to "Communicating with Instructors".)

## **Student Conferences**

Course instructors are encouraged to schedule a mid-term and/or final student conference with each student and to provide written evaluations regarding any deficiencies. Primary objectives for such communication could include:

1. To allow the instructor to:
  - a. Provide an overall evaluation of the student's classroom and clinical performance
  - b. Provide the student with specific performance improvement recommendations.
  - c. Address any concerns the student may have.
2. To allow the student to:
  - a. Discuss overall evaluation of classroom and clinical performance.
  - b. Discuss methods of performance improvement and develop a plan for improvement where and when necessary.
  - c. Communicate course performance concerns to the instructor.

Students are encouraged to request meetings with the course instructor to discuss performance concerns and course questions at any time. The EMS Education Program faculty welcomes the student's sincere interest in their performance and will gladly assist the student with any issues or concerns.

## **Confidentiality**

Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information or clinical situation/experience outside of the classroom setting is **NOT PERMITTED**. Information concerning the clinical or field internship site is not to be discussed with any unauthorized individual under any circumstance. Violation of confidentiality will result in disciplinary action.

## **Tobacco Use**

The use of any form of tobacco is prohibited inside Columbia State Community College facilities. During clinical or field internship rotations, the student will abide by the facility's tobacco use policy.

## **Disclaimer Clause**

The course offerings and requirements of the EMS Education Program are continually under examination and revision. This Student Handbook presents the offerings and requirements in effect at the time of publication, but offers no guarantee that these offerings and requirements will not be changed or revoked. Students enrolled in the EMS Education Program will receive notice of any changes, additions, or revocations as soon as possible. The Student Handbook is not intended to state contractual terms and does not constitute a contract between the student and the EMS Education Program or Columbia State Community College.