

Columbia State Community College Columbia, Tennessee



EMS ACADEMY EMT / AEMT Student Handbook

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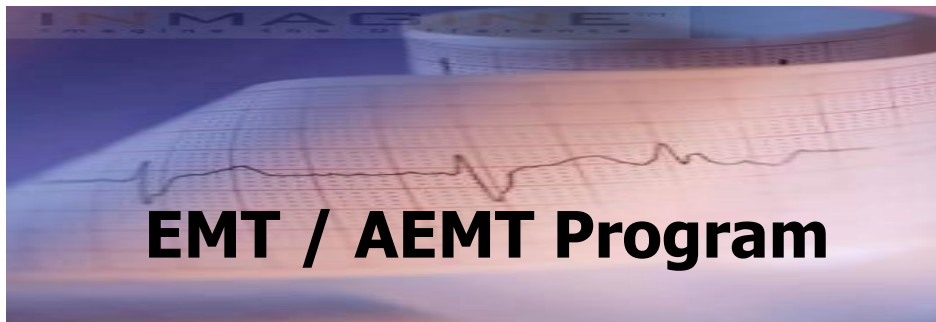
Individuals needing this material in an alternative format should contact the Program Coordinator.

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EMT / AEMT school is the birthplace of Emergency Medical Services licensure. Licensed EMT/AEMTs go through a year-long rigorous process involving didactic, practical instruction and clinical training to deliver basic and advanced life support medical care. Students who successfully pass the program are prepared to sit for the National Registry practical and written exams in order to become fully licensed EMT's and AEMT's.

The Columbia State Community College EMT/AEMT Program counts toward semester credit hours for an Associate of Science in General Technology. The EMT/AEMT Program admits students three times per year, and is 4-months in length with classes beginning in January, June, and August. Students are expected to attend 2-5 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 that the 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 AHA CPR card.

Admission Process for the EMT / AEMT Program:

The State of Tennessee Emergency Medical Services Regulation 1200-12-1.13 governs the application process for the EMT / AEMT Program. Seating is limited and all applications will be accepted between one and four months before the beginning of each semester. Applicants must do the following to be considered for a seat in the next EMT / AEMT 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 a request for enrollment into the EMT or AEMT program
5. Investigate and suppress any items found outstanding by the Health Sciences office upon notification
6. Seats in the program are offered on a first cleared, first accepted basis

Admission decisions will be made no later than one month prior to the start of each semester start.

Program Cost

The average cost for attending EMT / AEMT school is approximately \$3,500.00 for the each semester course. This cost includes classes, uniforms, testing services, and background checks, state of Tennessee licensing, and assorted other charges incurred throughout the year.

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 EMT / AEMT 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. EMT students will be responsible for basic skills while AEMT 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 ACADEMY 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 Academy Program policies, procedures, and academic and behavioral guidelines. It is the belief of the EMS Academy 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:

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 Academy and/or Columbia State Community College policies as presented in departmental or college publications.

7. Complete 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 Academy 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, EMTs and AEMTs 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 EMTs and AEMTs with this privilege. The responsible performance of EMTs and AEMTs 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 Academy 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.

Expectations for professional behavior, confidentiality, and communication extend to social media and virtual communities [i.e., Facebook, Twitter, Google, etc.] Student behavior is a reflection on the profession, the program, and the college. Those who choose a career of service are held to high standards. Students responsible for unflattering public statements, photos, or actions may be subject to disciplinary action, including program probation or dismissal. This may include, but is not limited to, profanity, vulgarity, or verbal attacks against a classmate/faculty member, the program/college, or profession.

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. Cheating by any means.
 - e. Using unauthorized notes, calculators, or other devices.
 - f. 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 Academy Program courses. Although EMS Academy 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 Academy 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.
6. Students will stand immediately upon the entrance of any EMS Academy program faculty, college faculty, or any other visitor to the EMT / AEMT classroom or other place so much as the class is occupying.

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

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester. **A student who receives an accommodation during an EMS Academy 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 Academy 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, AEMT 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 **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 Academy 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 Academy student nametags must be worn at all clinical areas without exception. Some facilities may require an additional institutional name tag for identification.
7. 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.
8. 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 Academy 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.**
9. 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.**
10. 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.
11. Should the student experience any problems or conflicts at any clinical site, he/she should contact the on-call EMS Academy faculty **immediately.**
12. **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.**
13. 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 Academy 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 black. Jeans are not permitted. "Pro-tuff" EMS style uniform pants that have a side pocket are optional for EMT/AEMT 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-sleeved undershirt must be worn under the uniform shirt for EMT/AEMT.
3. In the event of inclement weather, the student may wear a 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. Tennis-type shoes are NOT allowed unless directed by an instructor.
5. Students must 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 Academy 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 beyond the fingertips. One ring will be allowed on each hand.
8. Hair must be clean and neat and of a natural color [no funky hair; no funky hair 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 the Director of the EMS Academy. No beards. Mustaches must be trimmed to the corner of the mouth.
9. All visible tattoos must be covered [Director's discretion]
10. No perfume or aftershave is permitted.
11. You are expected to bathe regularly and wear an effective deodorant.
12. No excessive jewelry shall be worn. Only one earring per ear [stud-type] is allowed [women only]. No other piercings or adornments are allowed. Necklaces should be tucked into the shirt. 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 Academy 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 EMS Academy 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 Academy 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 Academy 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 pre-hospital 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 Academy 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 Academy 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 Academy 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 Dean 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 Academy 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 Academy Program's dress and/or uniform code.
3. Conduct or attributes that causes 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 Academy course or activity, or under the guise of engaging in such courses and/or activities.
11. Failure to comply with lawful instructions [insubordination], orders, or directions given by Academy 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 Academy 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. Insubordination to any instructor, college representative or clinical site.
3. Stealing, including but not limited to appropriating or possessing without authorization medications, supplies, equipment, or personal items from Columbia State Community College, the EMS Academy Program, any clinical site or affiliate, or any student, employee, or patient of the above facilities.
4. 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 Academy Program.
5. Abandonment of a patient.
6. Misstating or misrepresenting a material fact on the application for admission to the College or the EMS Academy Program, or on any document required for admission.
7. 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 Academy Program.
8. Representing themselves to be qualified at any level other than their current level of licensure.
9. Falsification of any records or clinical reports.
10. Attempting to satisfy course requirements or otherwise obtain certification by fraud, forgery, deception, misrepresentation, or subterfuge.
11. Using or being under the influence of, possessing, or distributing alcohol or illegal drugs during any phase of instruction.
12. Conviction of a felony while enrolled in the Program.

13. Failing to maintain confidentiality of information regarding patient care or other events that occur at clinical or field internship sites.
14. Sexual misconduct, including sexual harassment, sexual assault, obscene or offensive jokes or gestures, or inappropriate touching.
15. Disruption of classroom, laboratory, or clinical/field instruction or interference with the orderly operation of the EMS Academy Program or the College.

Readmission to the EMS Academy Program

Readmission is based upon seat availability. Readmission to the EMS Academy 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 coordinator within 30 days of dismissal. Readmission decisions will be made on an individual basis. An interview with the program director and coordinator 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 coordinator. 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 Academy 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 on the Columbia State Community College facility. 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 Academy 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 Academy 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 Academy Program or Columbia State Community College.

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