



# Emergency Medical Services



## Student Handbook

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## **Introduction**

Welcome to the Jefferson State Community College EMS Program. EMS is an exciting and growing field. EMS professionals are charged with the daunting responsibility of public safety. To operate successfully as an EMS professional requires a broad base of knowledge, the ability to gather and interpret data, critical thinking skills, and several specific psychomotor skills. The EMS provider must be able to master each of these areas while maintaining professionalism. Training such individuals demands a well-organized, systematic approach. This student handbook describes that system in the JSCC EMS Program. **Policies are subject to change, for any reason, with little or no notice to comply with the goals and needs of the program or JSCC, or the clinical sites**

## **Statement of Equal Opportunity**

Jefferson State has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Jefferson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

## **Non-discrimination Policy**

It is the official policy of the Alabama State Department of Postsecondary Education, including postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## **Americans with Disabilities Act (ADA)**

Jefferson State Community College is an equal opportunity institution that complies with the Americans with Disabilities Act. If you need any accommodation due to a documented disability, please contact Disability Services (205) 856-6077. All information is strictly confidential and released only with your permission.

## **FERPA Policy**

Jefferson State Community College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In general, FERPA law provides for the following. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records. Directory information can be provided unless the student requests that it be withheld. For more information about Jefferson State Community College's FERPA policy please refer to the college catalog.

## **Mission Statement**

The Jefferson State Community College Emergency Medical Services Program is committed to providing our students with the highest quality medical education possible including both academic instruction and meaningful clinical experience. We strive to produce professional Emergency Medical Technicians, Advanced Emergency Medical Technicians, and Paramedics dedicated to providing capable, compassionate care. We will always strive to protect the integrity of our institution, the honor of our profession, and the trust of the public.

## **Goal**

The goal of the Jefferson State EMS Program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

## **Accreditation**

The Jefferson State Community College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350 and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 (214) 703-8445.

## Faculty and Staff

### Full-time

#### Program Director

William “Wes” Ward, MPA, NRP  
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Office: (205) 983-5206

#### EMS Instructor

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#### Clinical Coordinator/Instructor

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#### EMS Instructor

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Chase Trammell.....	<a href="mailto:ctramme4@jeffersonstate.edu">ctramme4@jeffersonstate.edu</a>
Chris Waits.....	<a href="mailto:Jwaits1@jeffersonstate.edu">Jwaits1@jeffersonstate.edu</a>

## Frequently Called Numbers

	<b>Shelby Campus</b>	<b>Jefferson Campus</b>
ADA Office	205.983.5322	205.856.6077
Bookstore	205.983.5925	205.856.8578
Cashier	205.983.5926	205.856.7779
Learning Resource Center	205.983.5930	205.856.8524
Learning Success Center		205.856.7952
One Stop Career Center		205.856.8588
New Options	205.983.5910	205.856.6076
International Students		205.856.7920
Student Support Services		205.856.7920
Distance Education Services		205.856.7824
Testing and Assessment Office		205.856.7922
Financial Aid	205.983.5927	205.856.6062

EMS Program Office:

**Shelby Campus-GSB 316**

Phone: 205.983.5225

**Jefferson Campus-GLB 107**

Phone: 205.856.7940

FAX: 205.856.7721

E2Campus Alert System: <http://www.jeffstateonline.com/911>

JSCC Web Site: [www.jeffersonstate.edu](http://www.jeffersonstate.edu)

EMS Web Site: [www.jeffersonstate.edu/EMS](http://www.jeffersonstate.edu/EMS)

**Campus Police**

**Phone: (205) 856-6093**



## Emergency Medical Services Curriculum

Major Courses	Credit Hours
<b>Emergency Medical Technician (1 Semester)</b>	
<b>EMS 118</b> Emergency Medical Technician	<b>9</b>
<b>EMS 119</b> Emergency Medical Technician Clinical	<b>1</b>
<b>Advanced Emergency Medical Technician (1 Semester)</b>	
<b>EMS 155</b> Advanced Emergency Medical Technician	<b>7</b>
<b>EMS 156</b> Advanced Emergency Medical Technician Clinical	<b>2</b>
<b>Must be eligible to take prior to enrolling in Paramedic courses</b>	
<b>*MTH 100</b> Intermediate College Algebra	<b>3</b>
<b>*ENG 101</b> English Composition I	<b>3</b>
<b>Paramedic Short Certificate (3 Semesters)</b>	
<b>P1</b>	
EMS 240 Paramedic Operations	<b>2</b>
EMS 242 Paramedic Patient Assessment	<b>2</b>
EMS 243 Paramedic Pharmacology	<b>1</b>
EMS 244 Paramedic Clinical I	<b>1</b>
<b>P2</b>	
EMS 241 Paramedic Cardiology	<b>3</b>
EMS 245 Paramedic Medical Emergencies	<b>3</b>
EMS 246 Paramedic Trauma Management	<b>3</b>
EMS 248 Paramedic Clinical II	<b>3</b>
<b>P3</b>	
EMS 253 Paramedic Transition to the Workforce	<b>2</b>
EMS 254 Advanced Competencies for Paramedic	<b>2</b>
EMS 255 Paramedic Field Preceptorship	<b>5</b>
EMS 256 Paramedic Team Leadership	<b>1</b>
<b>Paramedic Long Certificate</b>	
<b>All courses above plus:</b>	
<b>EMS 189</b> Anatomy and Physiology for the Paramedic OR <b>BIO 201</b> Human Anatomy and Physiology I	<b>4</b>
<b>EMS 247</b> Paramedic Special Populations	<b>2</b>
<b>MTH 100</b> Intermediate College Algebra	<b>3</b>
<b>ENG 101</b> English Composition	<b>3</b>
<b>SPH 106/Communication or SPH 107/Public Speaking</b>	<b>3</b>
<b>A.A.S. Degree</b>	
<b>All course above plus:</b>	
<b>*BIO 103</b> Principles of Biology I *A higher level Biology course will satisfy this requirement	<b>4</b>
<b>PSY 200</b> General Psychology	<b>3</b>
<b>Humanities / Fine Arts</b> Art/Humanities/Religion/Theater/Music/Philosophy/Foreign Language/Literature course	<b>3</b>

25% of the course work for the AAS degree must consist of JSCC classes. This is approximately equal to six 3-semester hour courses.

## Conduct

All students in the EMS Program are expected to exhibit professional conduct at all times and abide by all applicable rules and policies of Jefferson State Community College. The policies and procedures of the EMS Program are not intended to replace any Jefferson State Community College policies and procedures, only to augment those policies and procedures as they pertain to the EMS Program. Except where amended herein, all policies and procedures of the college remain in full effect.

## General Behavior

Students are expected to demonstrate interest, ability, and aptitude for responsibilities in Emergency Medical Services. Conduct which threatens or endangers the health or safety of any person, acts of dishonesty, disruption or obstruction of teaching, disregard of published College policies, rules or regulations are all examples of behaviors in violation of the JSCC Code of Student Conduct. Any student in violation of the proscribed conduct may be subject to disciplinary action including dismissal from the Program. In addition to the policies outlined in the EMS Student Handbook, students are expected to abide by all policies published in the Jefferson State Community College Catalog and Student Handbook. In addition, the following general rules apply in the EMS Program:

- Smoking is permitted only in your automobile in the parking lot during breaks.
- Smokeless tobacco is not permitted in the classroom, thus no spit bottles or cups.
- No sitting on top of desks or backs of chairs.
- Parking is limited to assigned student parking areas. Students will not park in designated faculty parking areas. Violators will be ticketed.

## Professional and Ethical Conduct

Students are expected to exhibit professional, legal, and ethical behavior at all times, including during class, laboratory, and clinical experiences. Additionally, students and their clinical instructors are expected to abide by ethical guidelines set forth in the National Association of EMTs Code of Ethics.

### NAEMT Code of Ethics for EMS Practitioners

*Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:*

- *to conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.*
- *to provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.*
- *to not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.*

- *to respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.*
- *to use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.*
- *as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.*
- *to maintain professional competence, striving always for clinical excellence in the delivery of patient care.*
- *to assume responsibility in upholding standards of professional practice and education.*
- *to assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.*
- *to be aware of and participate in matters of legislation and regulation affecting EMS.*
- *to work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.*
- *to refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner*

Further, students must abide by the same regulations, policies, and professional expectations as employees of assigned facilities for clinical practicums and the Alabama Department of Public Health Office of EMS rules. These regulations are in addition to those of Jefferson State and the Emergency Medical Services Program. In addition, some facilities to which students are assigned have requirements specific to students, i.e., reading and signing patient confidentiality statements and/or submitting to random drug and alcohol screenings. Students may be subject to discipline by the Program for any violation of these regulations including dismissal from the EMS Program.

## **Confidentiality (HIPPA)**

Students are expected to maintain strict confidentiality with respect to other students, all clinical practicum affairs, records, and patient information. Content regarding confidentiality guidelines and other appropriate state and federal regulations are presented in several EMS courses. Students must not discuss any patient in public, including in hospital elevators, cafeterias, and hallways. When patients are referred to in the classroom setting, do not identify the patient by name. Any abridgment of confidentiality regarding any person may be considered grounds for dismissal from the program.

## Academic Honesty

All students enrolled in Jefferson State Community College are expected to conform to the college's Academic Honesty Code, which requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his/her academic work may be charged with a violation of the Academic Honesty Code. Violations of the Academic Honesty Code include, but are not limited to, the following:

Examples	
*	Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
*	Using unauthorized materials and/or devices in the preparation of any assignment or in the taking of any tests or examinations.
*	Having in the immediate testing area materials and/or devices not expressly authorized by the test administrator.
*	Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests or examinations.
*	Submitting as one's own work essays, term papers, lab reports or other projects, which have been prepared by others.
*	Obtaining, possessing, or gaining knowledge of answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor.
*	Gaining, without authorization, access to the work of another student (Example: accessing the computer file of another student);
*	Plagiarizing (presenting as one's own the ideas, the data, and/or the works of another);
*	Inventing data or information in the preparation of assignments except when such invention is expressly authorized.
*	Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

Penalties for violation of Academic Honesty Codes and Disciplinary Procedures, as well as additional information regarding Academic Regulations, are outlined in the Jefferson State Community College Catalog and Student Handbook.

## Mandatory Reporting to ADPH

According to the Alabama State Board of Health, Alabama Department of Public Health

Administrative Code 420-2-1-.17:

“(16) EMSP educational programs shall notify the OEMS&T  
in writing within five working days of any case of student  
cheating, falsification, or misrepresentation of documents,  
positive results of a drug screening, or dismissal for any  
reason. “

Therefore, any JSCC EMS Program student engaged in academic dishonesty, testing positive on a drug screening, or dismissed from the EMS Program will be reported to the ADPH Office of Emergency Medical Services (OEMS). The ADPH OEMS may, at its discretion, impose penalties against the student

above and beyond any penalties issued by the EMS Program or JSCC including the revocation of current EMS licensure and/or the refusal to issue future EMS licensure.

## **Dress Code**

Students are required to adhere to the program's dress code while on campus, in classes, labs, on clinical and field rotations, and while attending EMS Program related activities. Students in violation of the dress code may be asked to leave class, clinical rotation, or other EMS Program related activity and will not be allowed to make-up any work missed. Students will not be permitted to wear any garments or jewelry that interferes with patient or student safety.

- Students must be clean, well-groomed, and free of detectable odors at all times.
- Students will wear the course provided ID badge in the classroom, lab, and at rotations.
- Students failing to adhere to the standards may be directed to leave the class or clinical and will be marked "absent without permission."

## **Hair**

- Hair of shoulder length or longer must be tied back.
- Mustaches and beards must be neatly trimmed and not prevent the proper fit of PPE.
- Hair must be of a color occurring naturally in the human species.

## **Jewelry**

Any jewelry that interferes with the use of personal protective equipment is prohibited. The only acceptable jewelry is:

- Small "post" earrings worn in the lower ear lobe
- Wrist watches
- Wedding rings
- Medic alert bracelets or tags.

## **Body Modifications**

Body modifications that are distracting to the learning or clinical environment or which are prohibited by Jefferson State Community College or any of the program's clinical affiliates are not allowed. Body modifications include, but are not limited to tattoos, cosmetic surgical implants, piercings, etc. Body modifications that communicate a message of hate or negatively target a specific group or are inherently offensive are not allowed. The Program Director will determine whether a student with body modifications is allowed to participate in the program. Under some circumstances, a student may be allowed to participate in the program with the contingency that body modifications are covered or hidden during any program participation.

## Uniform

The EMS Program uniform is required whenever students are attending an EMS Program class, lab, proctored exam, clinical rotation, field rotation, or any other EMS Program activity. Under special circumstances, when the uniform shirt may not be available, students may wear a collared, serviceable shirt in lieu of the uniform shirt with instructor permission. Examples of these circumstances include:

- The time between ordering uniform shirts and the delivery of the shirts
- Students only enrolled in EMS 189 when taking a proctored exam

Black pants are required with the uniform. BDU, Tactical, and EMS type are permitted. No scrub type pants, sweatpants, or denim pants are permitted. Pants must be in good condition without holes and must accommodate a belt.

The JSCC uniform shirts are required. Royal Blue for EMT and AEMT students and Burgundy for Paramedic students. Navy, black, white or JSCC Program t-shirts will be worn under the uniform shirt. The undershirts will have no visible designs or lettering. During colder temperatures, a navy blue, white, gray or black long sleeve t-shirt or turtleneck shirt may be worn under the uniform or program t-shirt. The JSCC uniform shirt and program t-shirt will be tucked-in at all times.

JSCC program t-shirts may be worn in class at the discretion of the course instructor or during special activities with the permission of the Program Director. The JSCC t-shirts will not be worn at rotation sites.

Plain black shoes (closed toe and heel) or boots with black laces, black belt with plain silver or gold buckle, and black “crew type” (over-the-ankle) socks are required to be worn with the uniform.

Jackets or other outer garments, such as fleece, must be black or navy blue with no logos.

No hoodies will be worn at any time.

Caps (baseball type or knit) must be black or navy with no logos; or caps with the JSCC EMS logo. **Caps of any kind are not allowed to be worn inside of buildings.**

A high-visibility vest is required for all students attending field rotations and must be worn for all scenes on or near the roadway regardless of temperature. The vest is required to meet ANSI/ISEA 207-2006 standards.

Approved Jefferson State EMS Program scrub top and scrub pants may be worn on specific clinical rotations or in specific circumstances. The scrubs must be the approved color and logo scheme of the program. Wearing of scrubs on clinical rotations or special learning events requires the direct approval of the Clinical Coordinator or the Program Director.

You may not wear the Jefferson State Community College EMT student identification badge or uniform or in any way represent yourself as a Jefferson State EMS student except when engaged in the assigned

and scheduled clinical and field rotations necessary for completion of requirements for the course in which you are duly enrolled.

Lost, misplaced, or stolen Jefferson State student identification badges will be reported to the Clinical Coordinator. A five (\$5.00) dollar fee will be charged for replacement badges. It will be paid to the JSCC cashier by the student.

Failure to adhere to any of these policies may result in disciplinary action up to and including the student being dismissed from class, lab, and clinical or field rotations.

Specific clinical or field sites may have additional requirements that must be followed.

## **Grievance Policy**

The following procedure should be followed by students when resolving conflicts that may occur in class or lab. This does not address grievances in clinical or field rotations. Please refer to the clinical policies for information regarding grievances during rotations.

1. Please approach the person directly to attempt a resolution to the conflict. Always remain courteous and respectful.
2. If you are unable to reach a resolution or are unsatisfied with the initial resolution of the grievance, the student should make an appointment with the instructor of the course.
3. If the grievance is not satisfactorily resolved at this level, the student should make an appointment with the Program Director. The Program Director will investigate the grievance which may include gathering written statements from those involved and witnesses. The Program Director will render a decision to mitigate the grievance.
4. If the grievance is still not resolved by the Program Director, a request for review of a decision at a higher level must be submitted in writing to the appropriate administrator.

## **Class Size**

Class size is generally limited to 30 students maximum and 10 students minimum. If the class size drops below a critical minimum, administration may combine classes which could require the student to finish at a campus other than the one where the student started.

## **Attendance**

Attendance is expected at all classes. Attendance will be taken at the start of the class and when you return from lunch / break. Attendance will be used as part of the affective domain component of your grade and repeated absences will negatively impact your grade. The Program's expectations are high, and classes are challenging. Absent students may have trouble in meeting the expected outcomes of the Program. Students should expect each class to start on time and should remain until the scheduled class ends. If a student leaves early, then they will not be able to make-up any pop quizzes, in-class

assigned work, or lab requirements. If a student has an absence deemed excusable by the instructor, the instructor may give the student an opportunity to make-up the missed work with a reasonable date and time set by the instructor. The way make-up work is administered is left to the professional discretion of the instructor.

Accreditation bodies such as CoAEMSP require a minimum number of contact hours for course completion, students and the college are expected to complete the requirements for each course as specified.

The student is responsible for providing documentation for the reason of absence. Approved excuses include but are not limited to:

- Doctor's excuse
- Death announcements for an immediate family member
- Unscheduled work for an emergency response service documented by a signed letter on employer's letterhead when the student had a legal duty to act outside of their regular work schedule.

Students are responsible for any material covered during a missed class session.



## Communication Policy

### Student-Faculty Communication

Effective and regular communication between the EMS Program faculty and the student is key to the student's success in the Program. Each student is assigned a JSCC email account at the time of enrollment. Email is Jefferson State's official means of communicating with students. Students can access their JSCC email 24 hours a day, 7 days a week (except for scheduled maintenance down time) from any internet connection by clicking the "My JSCC" link on the Jefferson State home page ([www.jeffersonstate.edu](http://www.jeffersonstate.edu)). Students are responsible for checking their Jefferson State email on a regular basis and for deleting outdated emails so that the email account does not fill up (over-quota) thus preventing new mail from being delivered.

Email access helps faculty and staff be more effective in performing their work-related duties and helps students in achieving their educational goals. The goal of the college email system is to facilitate faster and more efficient communications both internally and externally.

There may be circumstances that warrant more expedient communication, such as a telephone call. When this occurs, an email should also be sent to verify the communication. Student-faculty emails provide a way to precisely track the facts and outcomes of student-faculty communication.

### Electronic Technology Use

Inappropriate use of technology will be monitored by the faculty. Some unacceptable examples of electronic technology use include, but not limited to:

Examples	
*	Possession of any unapproved electronic or communication device during testing;
*	Failure to silence cellular telephones or other electronic devices during class or laboratory sessions;
*	Use of personal electronic devices (I-Pods, MP3 players, cellular and wireless devices) during class, rotations, or laboratory sessions. No earbuds are to be worn while in class or laboratory sessions;
*	Sending/reading email, taking selfies, or texting during lectures or presentations;
*	Surfing the internet during lectures or presentations;
*	Interacting on social media websites or other applications during class or laboratory sessions;
*	Instant messaging or text messaging during class;
*	Using sexually suggestive or otherwise distasteful language or pictures as screen savers;
*	Sending emails to all members of groups for personal causes.

Violation of the electronic technology use policy may result in the dismissal of the student by the instructor from class, lab, or rotations. Violations may also affect your affective domain grade.

Beepers / pagers, cellular telephones may be worn but calls are not to be answered except during breaks or between classes. Students are permitted to use faculty and staff telephones in emergency situations only if permission is granted.

Beepers / pagers, cellular telephones and other electronic communication devices are not to be used in patient care areas. These devices can interfere with patient care. Students must adhere to strict regulations set forth by clinical agencies in reference to technology use.

## **Computer Use**

The use of information technology is consistent with the philosophy and purpose of the college. Computers are available for student use in the classroom, Libraries, and Learning Success Center and in many clinical facilities. Students may choose to access Internet resources for class or research assignments at these locations as appropriate.

Students who access the internet with clinical facility or college resources are required to conduct themselves in an ethical and legal manner and to comply with all federal and state laws regarding privacy and security of information. Clinical facilities also have additional policies and procedures regarding privacy and security of patient information to which students are expected to adhere.

Students are not allowed to access the internet or personal email using a clinical facility's computer without the express permission of their clinical preceptor.

Student communications posted on the school internet system, via Pipeline or Blackboard for example, must adhere to the standards of professionalism. This includes behavioral and ethical guidelines. It includes appropriate communication between peers and superiors, and respect for other people. This results in an atmosphere of constructive and free interpersonal communications. Although freedom of speech is maintained, the manner and direction of that speech must be appropriate. All postings must demonstrate professional language without abuse or intentionally inflammatory purpose. Posted and distributed communications by faculty are to inform, query for information, or provide constructive feedback. Any abuse of these guidelines will not be accepted, and such postings will be immediately removed by the Instructor or Program Director. Those who post must be aware that inappropriate, intentionally inaccurate, or libelous statements are discoverable and may lead to adverse legal or administrative action including dismissal from the EMS Program.

Additional information regarding Jeff State policies and procedures for Information Technology Resources and Systems can be found in the Jefferson State Community College Catalog and Student Handbook. Each student is encouraged to review this section in detail.

## **Social Media**

Social media outlets (such as Facebook, Twitter, Instagram, etc.) have become an integral part of our society. The EMS Program may use social media outlets to communicate with the students in the program or groups of students in the Program. Students should be cautious not to violate HIPPA patient privacy regulations or any other regulations, laws, or policies when posting information or photographs on social media. Specifically, students will not take photographs while participating in JSCC clinical or field rotations. Written comments posted or published on any public internet forum about clinical or field experiences could also violate applicable laws. Students should be cognizant that information posted or published on publicly accessible internet sites may be used as evidence of policy violations and may result in disciplinary action including dismissal from the EMS program and/or banning from a clinical or field site.

## Clinical and Field Rotations

### Clinical and Field Rotations Eligibility Requirements

Students who do not complete clinical or field rotation minimum requirements by the course deadline due to clinical ineligibility will be given a grade of “F” for clinical courses in which they are enrolled.

Students must meet the following requirements before scheduling clinical or field rotations:

1. All tuition and fees including those established for drug screening, background checks, scheduling software, and malpractice insurance must be paid in full.
2. All students are required to have active health care insurance coverage, without exception.
3. All physical exam forms and proof of up-to-date immunizations including TB skin test, Hepatitis-B and titer, Tetanus, flu, and MMR must be on file with the JSCC EMS office.
4. Ability to comply with the “Essential Functions” for the program as stated in the EMT-Paramedic registration packet and published by the Alabama Department of Public Health EMS Rules.
5. Current CPR for Healthcare Provider certification.
6. Submission to and negative results from pre-clinical drug screening, random drug screening, and background check.
7. Meet all pre-clinical practical requirements.
8. Students enrolled in EMS 156 must have current NREMT certification as an EMT. Students enrolled in EMS 244, EMS 248 and EMS 255 must hold a current, unencumbered State of Alabama EMT license to perform clinical and field rotations.
9. Students must purchase a scheduling account online to schedule rotations and provide skills tracking.

It is the students’ responsibility to maintain clinical eligibility. Students who do not complete clinical requirements for any of the above stated reasons will fall out of progression.

### Practical Skill Requirements

Students will be **required** to check off on practical skills in the skills lab prior to scheduling clinical rotations. Students who do not meet the minimum clinical requirements for each course by the deadline given in the course syllabus will be given a grade “F” for the course.

### Required Clinical and Field Preceptorship Hours

The Jefferson State Community College Paramedic Program will adhere to the Standards and Guidelines set forth and approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the National Education Standards. Students will be notified of the required hours and sites at the beginning of each semester.

- Clinical and/or field preceptorship rotation sites and shifts are to be determined by Program Director, Clinical Coordinator, clinical facility, or service provider.
- Sites and required hours may be changed at the discretion of the Clinical Coordinator and/or the EMS Program Director

## Equipment

Students are **required** to have the following equipment for each clinical or field rotation and class or lab as directed by the instructor, syllabus, or the Program Director:

- JSCC EMS Identification Badge
- Watch with a second hand or constant second display
- Note pad for recording patient information
- Stethoscope
- Ball point pen
- Penlight for evaluating pupils
- Trauma scissors
- Appropriate evaluation form
- High visibility vest

## General Clinical Rules and Guidelines

1. Attendance at orientation at any clinical or field rotation site is mandatory. Students will be notified in advance of any required orientation at a clinical or field rotation site. Students are required to wear the approved Jeff State clinical or field rotation uniform to any required orientation.
2. Students should be prompt and arrive prepared for clinical or field rotations. Upon arriving at a clinical or field rotation site, the student should introduce themselves to the preceptor and follow any designated procedures for signing in. If a student is assigned to a specific preceptor, the student must report to that person.
3. Students may not perform clinical rotations at times when they are scheduled to be in class.
4. Students may not sign up for a clinical or field rotation at a site at which the student is employed or on the volunteer roster unless there is an agreement between the clinical or field rotation site and the Program Director allowing such clinical or field rotations. If a student is allowed to perform a clinical or field rotation at a site at which the student is employed or on the volunteer roster, the student may not sign up for a clinical or field rotation in the district or battalion in which they work or a shift for which they will receive compensation. Students employed by a private ambulance service may not perform a clinical or field rotation on the unit to which they are assigned. Students must contact the Clinical Coordinator for approval when signing up for clinical or field rotations at a site at which they are employed.
5. At no time may a student sign up for a clinical or field rotation for which the student will receive compensation
6. Students will not be allowed to do clinical or field rotations in which an immediate family member will serve as the preceptor. Also, students are not allowed to schedule clinical or field rotations for the same site and shift as another student who is an immediate family member. Immediate family is defined as husband, wife, father, mother, son, daughter, brother or sister.

7. Students should consult the preceptor in regard to break or mealtimes and must adhere to all time limitations. Eating and drinking are permitted only in designated areas with the consent of the preceptor.
8. Smoking and/or the use of smokeless tobacco are prohibited unless during a break in a designated smoking area. Smoking and smokeless tobacco are prohibited at all times on the ambulance, rescue truck, in the hospital, or at any time the student is in the proximity of patients.
9. Cell phones, texting, or other forms of electronic communications are prohibited during clinical or field rotations. The preceptor at the site may advise the student of the manner by which the student may be contacted in the event on an offsite emergency.
10. The use of alcohol, drugs, or medications that may affect students' performance during or 12 hours prior to a clinical or field rotation is strictly prohibited. Any evidence of alcohol, drug, or medication that affects students' performance use while on clinical or field rotation will result in immediate dismissal from the site and may result in disciplinary action including dismissal from the EMS Program.
11. Students must always remain in their assigned clinical or field rotation areas unless directed otherwise by the preceptor. Students doing rotations on the ambulance or rescue unit must always remain with the crew.
12. A student will not argue with any physician, nurse, paramedic, staff member or preceptor at any time. The ultimate responsibility of patient care lies with the staff of the clinical or field rotation site. If a conflict arises between a student and any personnel at the site, the student will immediately retire from the conflict and notify the Clinical Coordinator at the completion of the shift.
13. Students will always practice universal precautions and body substance isolation when rendering patient care or handling patient care equipment. Any student not complying with this policy will fail that clinical or field rotation and will not receive credit for any hours recorded.
14. When attending assigned clinical and field preceptorship rotations, all students are subject to the rules and guidelines set forth in the JSCC Handbook as well as rules and guidelines set forth by the clinical or field rotation site. The student should be aware that any infraction of the handbook and published clinical or field rotation policies and procedures may result in disciplinary action and possible expulsion from the rotation site and dismissal from the JSCC EMS Program.
15. Clinical or field preceptorship rotation sites retain the right to dismiss a student at any time and for any reason. Dismissal from a clinical or field rotation site will result in an investigation by the Clinical Coordinator and/or Program Director.
16. Students are prohibited from disclosing protected patient information imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Breach of patient confidentiality may lead to dismissal from the JSCC Paramedic Program.
17. While performing a clinical or field rotation, students are prohibited from making any comments to the media.

18. Students agree to abide by the Alabama State Board of Health Administrative Code, Chapter 420-2-1. <http://www.alabamaadministrativecode.state.al.us/docs/hlth/420-2-1.pdf>
19. Students must return all JSCC EMS identification badges to the Clinical Coordinator upon successful completion of all scheduled clinical or field rotations in order to receive a grade.
20. Students are prohibited from driving any emergency vehicle at any time while on a rotation regardless of EVOC certification.
21. Students are prohibited from engaging in firefighting or rescue activities at any time while on a rotation, regardless of the student's certifications or credentials.
22. All expenses incurred during a clinical or field rotation including gasoline, parking, etc., will be the responsibility of the student.
23. If a student is asked by the preceptor to leave a rotation before the end of the scheduled shift, this must be documented by the preceptor.
24. At no time will a student serve as a preceptor and supervise another student at a clinical or field Shift.
25. Taking photographs, videos, or other recordings while on a clinical or field rotation may result in the student being banned from that clinical or field site.

## **Health and Safety**

### **Inclement Weather**

Students are responsible for meeting all assigned classes and clinical dates. In the event of inclement weather, students will be expected to attend class or clinical as usual as long as they do so without risk of peril to themselves or to others.

In cases of severe inclement weather, the College will announce cancellation of classes through the local media as well as through the College's website and the e2Campus Emergency Alert System. All students are encouraged to register into the system to receive school closing information and other emergency messages via email and text messaging. Emergency procedures for a Tornado Watch or Warning are in the Jefferson State Community College Catalog and Student Handbook.

Students cannot attend clinical or field rotations if area closures are in effect due to inclement weather that would constitute a hazard or risk to the student's health and safety. Facilities are expected to follow proper procedures to ensure the safety of individuals during a tornado warning/watch or other severe weather alert. Questions regarding this policy should be directed to the Clinical Coordinator and/or Program Director.

### **Emergencies**

In an emergency, it may become necessary for a family member or other person(s) to contact the student. If a student is expecting an emergency call, he/she should notify the instructor prior to the start of class. Inquiries as to the student's location should be directed to the Program Director at 983-

5995 who will notify the student. If the situation is extreme, the person may contact the JSCC Campus Police Department at (205) 983-5900.

If an emergency arises in which a family member or others needs to contact the student while on a clinical rotation, that person should contact the Clinical Coordinator to find out how to best reach the student. A visitor to the student's assigned facility should stay in the appropriate facility waiting area until the student is notified.

## **Health Requirements**

Students are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Students must have a level of personal health which will allow them to perform the duties of an Emergency Medical Services Provider (EMSP) without undue risk of disease or injury to themselves, their patients, or co-workers. A physical based on history and a physical examination of the student, is to attest to and certify that the student is in a satisfactory level of health; and there are no past/present physical or emotional issues that will potentially interfere with the student's adjustment or activities while in the EMS program or during the clinical care of patients. The medical work up is also a requirement of the clinical education contract with affiliated health care agencies.

The student is responsible for the cost of the physical exam, lab work, immunizations and any additional testing requested by clinical facilities. The student must sign the medical form acknowledging awareness that exposure to various communicable illnesses may occur during clinical experiences, and that the protection against these conditions (i.e., following safe health practices and becoming immunized) is the student's responsibility.

The Clinical Coordinator will establish deadlines by which the medical information is to be submitted. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Clinical Coordinator. In no case will students be allowed to attend the first clinical rotation until all information is complete and on file.

**Students are to maintain copies of all medical records prior to submitting the information to the Clinical Coordinator. Physicals, TB test and influenza immunizations are an annual requirement.**

## **Health Insurance**

Jefferson State Community College and clinical affiliation sites **require** that students maintain their own health care insurance with the company of their choice. Documentation of health insurance must be on file with the JSCC EMS Office. Few students are ever injured in clinical areas, but we feel it is important for all students to provide for their own safety and financial well-being if an injury or illness does occur.

Some affiliated agencies utilized for student clinical experiences may provide free initial first aid emergency care for students injured while performing patient care services, but in others, first aid treatment must be paid for by the injured party. If further treatment or admission to a hospital is required, it is always at the

student's expense. Neither the hospital nor the school provides health care coverage of any kind for the student's further treatment.

## **Liability/Malpractice Insurance**

Students are **required** to maintain current liability insurance through Jefferson State during enrollment in the program. By the date specified, **all newly admitted students must pay the required premium at the cashier's window and turn in the receipt to the Clinical Coordinator**. Students who fail to pay the premium may not attend clinical experiences and may be withdrawn from the program. The malpractice insurance is valid for 12 months.

## **Essential Functions**

The EMS profession is moderately physically demanding. In the interest of student and patient safety, applicants possessing certain limitations may be requested to demonstrate abilities to perform clinical procedures and skills prior to or after admission to the EMS Program. Students should be able to demonstrate abilities to perform procedures and skills safely, effectively, and without potential endangerment to self, other students, faculty, patients, or other health care workers. Medical examination records and/or statements from physicians or other appropriate medical professionals may be required to assist in evaluating a student's ability to fully participate in the learning activities and responsibilities of the EMS Program. If a student is unable to demonstrate abilities to perform procedures or skills safely, effectively, and without potential endangerment, the student may be denied admission or progression in the Program. The Program Director will make the final determination regarding an applicant's eligibility for participation in Program activities.

Students are required to complete the Essential Functions Verification Form and submit it with their application. If a student indicates that they cannot meet a criterion at 100%, the student will be scheduled for an appointment with the Program Director to determine whether the student has a documented disability and to discuss possible accommodations. The Program Director will determine whether the accommodations requested may be granted by the Program. The Program follows the College procedure consistent with the Americans with Disabilities Act of 1990 as printed in the College Catalog.

Students may be asked to fill out a new Essential Functions Verification Form at any point during the Program when a change in status has occurred to accurately report on their abilities per Program criteria. The Program Director reviews the completed Essential Functions Verification Form and schedules appointments with students requiring a meeting if technical standards are not met at 100%. The Program Director may request medical examination records and/or statements from physicians or other appropriate medical professionals to assist in evaluating a student's ability to fully participate in the learning activities and responsibilities of the EMS Program. The student may require documented clearance by a physician if there is a medical hold. The Program Director may refer the student to the



ADA office at JSCC if appropriate. The Program follows all college policies regarding the Americans with Disabilities Act of 1990 and as amended.

At any time before or during the Program, the student is to inform the Program Director of any situation and/or condition that may interfere with 100% performance of each technical standard.

## **Background Check**

As stipulated by the health care agencies with which Jefferson State Community College EMS Program contracts for clinical experience, students must abide by the policies established by these agencies relative to background screening. This includes a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening and a copy of the background screen policy upon admission to the EMS Program. Students in progression will receive official notice of background screen policy revisions and are required to comply with the revised policy.
2. Background screening will be scheduled and conducted by a company selected by the college with all fees paid by the student.
3. Failure to pay appropriate fees and to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of required EMS courses.
4. A student who is refused acceptance for clinical experience due to a positive background screen will not be able to complete the clinical component of required courses and will not receive a passing grade for the course.
5. A student who is unable to complete the clinical component of required courses due to a positive background screen will be advised regarding possible readmission on an individual basis.
6. The student must report to the EMS Clinical Coordinator any arrests and/or criminal charges or convictions filed after completion of the criminal background check as soon as possible, but not later than seven (7) calendar days of learning of such charges or convictions.
7. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following will bar admission to and are grounds for dismissal from a clinical course of study:
  - Crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
  - Crimes involving drug use, drug distribution, or possession of drugs or drug paraphernalia
  - Crimes involving illegal use or possession of weapons including but not limited to guns, knives, explosives, or other dangerous objects
  - Crimes involving dishonesty or moral turpitude including but not limited to

fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)

- Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from clinical rotation

### **Procedure:**

1. Students must pay for the background screening on the first day of class. Payment must be made directly to the company.
2. Students must sign appropriate consents prior to the screening. Consents will be kept in the student's file.
3. Background screening will include the following:
  - Criminal history: Reveals felony and misdemeanor convictions, and pending cases usually including date, nature of offense, sentencing date, disposition and current status.
  - Sex Offender Check: Is a search of the state or county repository for known sexual offenders.
  - Social Security Number Trace: Is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased.
  - Office of Inspector General: Identifies individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare benefits.
4. The student will be notified of positive findings by the Director of EMS or EMS Clinical Coordinator prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.
5. Positive findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility who will determine if the student will be accepted for clinical experience.
6. Background screens which would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment.

### **Confidentiality:**

The Clinical Coordinator of the EMS Program will receive all test results. Confidentiality of test results will be maintained with only the Program Director, Clinical Coordinator, clinical agency, and the student with the exception of legal actions that require access to test results.

## **Drug and Alcohol Screening**

As stipulated by the health care agencies with which Jefferson State Community College EMS Program contracts for clinical experience, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug and alcohol screening and random drug and alcohol screening should the student exhibit behaviors indicative of substance abuse. Fees for all drug and alcohol screening must be paid by the student.

### **Pre-Clinical Screening**

1. All students will receive notice of the drug screening guidelines prior to admission to the EMS Program.
2. The EMS Program will maintain on file a signed consent to drug and alcohol screening from each student.
3. Drug and alcohol screening will be scheduled and conducted by a laboratory selected by the college.
4. Any student not present for screening at the designated time must complete testing with the designated laboratory within 24 hours.
5. Failure to complete the drug and alcohol screening or a positive drug or alcohol screening will prohibit the student from completing EMS courses.
6. Results of drug and alcohol screening will be sent directly to the Clinical Coordinator of the EMS Program at Jefferson State Community College.
7. A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the EMS Program. The student will be considered for readmission according to the criteria in Section V.

### **Reasonable Suspicion Screening**

Students may also be required to submit to reasonable suspicion testing. The definition of reasonable suspicion may include any of the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Presence of an odor of alcohol;
3. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance;
4. A workplace accident;
5. Evidence of tampering with a drug test;
6. Suspected theft of medications including controlled substances;
7. Information that the individual has caused or contributed to an incident;
8. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs or alcohol while enrolled in the EMS Program.

## **Student Drug Screen Procedure**

1. All students must pay the screening fee directly to the company performing the screen. This may be done during the first day of class to the Program or on the day of the screening.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. Students must follow the drug screening procedure as determined by the testing agency.
4. Urine samples must be screened for the following:
  1. Amphetamines
  2. Barbiturates
  3. Benzodiazepines
  4. Cocaine
  5. Marijuana
  6. Methaqualone
  7. Opiates
  8. PCP
  9. Propoxyphene
  10. Methadone
5. Alcohol testing is completed using breath analysis. A level above 0.020 is considered positive. Results are available immediately.

## **Confidentiality**

The Director of the EMS Program will receive all test results. Confidentiality of test results will be maintained with only the EMS Director, EMS Clinical Coordinator, clinical agency, and the student with the exception of legal actions that require access to test results.

## **Guidelines for a Positive Drug Screen**

Students with a positive drug screen are not permitted to participate in EMS courses. The student will receive a zero for each class or clinical assignment missed as a result of a positive drug screen.

In order to participate in class after a positive drug screen, the student must complete the following:

1. Complete a substance abuse treatment program approved by the Jefferson State Community College EMS Program.
2. Have the substance abuse treatment program mail the program completion statement directly to the Jefferson State Community College EMS Program Director.
3. Have the treatment program send a copy of each random drug screen report directly to the Jefferson State Community College EMS Program Director. Failure to do so will result in immediate dismissal from the Jefferson State Community College EMS Program based on deliberate disregard of the guidelines for readmission.

Once the student has satisfied the above requirements, the student will be able to resume the program of study according to progression guidelines set forth in the EMS Program.

The Jefferson State Community College EMS Program reserves the right to randomly screen the student until completion of the Jefferson State Community College EMS Program. A positive screen or refusal to submit to screening will result in immediate and permanent dismissal from the Jefferson State Community College EMS Program.

Graduation from the Jefferson State Community College EMS Program does not guarantee eligibility to take the licensure examination. A student with a history of chemical dependency must submit a full explanation of the situation including treatment records, urine screens, doctor's statements, etc. when submitting the application to the Alabama Department of Public Health, Office of EMS.

Drug screen programs suggested or required by the Alabama Department of Public Health, Office of EMS, Jefferson State Community College, and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. Students will be required to comply with screening which will satisfy any program or requirement established by the Alabama Department of Public Health, Office of EMS or any health care facility with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screening or incident related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

# **Management of Student Exposure to Blood or Body Fluids**

## **Purpose**

To specify a procedure to be followed by students of the Jefferson State Community College Emergency Medical Services Program in the event that an exposure to blood or body fluids occurs while participating in clinical training.

## **Procedure**

In the event a student is exposed to blood or body fluids via parenteral, mucous membranes, or open skin routes, the following should be implemented:

## **Exposure Report**

1. If the exposure occurs at a clinical site, the exposure incident procedures of the facility as they apply to students should be followed.
2. The student will seek medical attention through either the employee health service of the clinical facility or the individual's private physician. Payment of medical bills is the responsibility of the exposed individual.
3. The faculty member responsible for student supervision and the student will submit a written report of the incident within two working days to the Program Director of Emergency Medical Services which includes:
  - a. Date and time of exposure;
  - b. Details of the exposure, including procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student.
  - c. Information about exposure source or individual determining infection risk, when policies of facility prohibit direct release of this information.
  - d. Information about follow-up.
4. The exposure incident report will be permanently placed by the Program Director of Emergency Medical Services in the student's file and a copy of the incident report will be forwarded to the Dean for review as soon as possible.
5. A copy of the incident report will be placed in a logbook kept by the Program Director of Emergency Medical Services.
6. The Program Director of Emergency Medical Services will notify Legal Services and the Business Manager of the incident with a copy of the incident report.

## **Exposure Management**

It is the responsibility of the student to arrange and finance post-exposure medical follow-up care. However, the student is advised of the following recommendations:

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water.
2. OSHA Guidelines direct the clinical facility's infection control officer to attempt to determine the infectivity status of the source individual.
3. The student's physician should clinically and serologically evaluate the student member as soon as possible to determine the need for post exposure prophylaxis. The attachment to this policy, "Blood and Body Fluid Exposure Management" (HIV-AIDS) Information Center, should be presented to the physician to guide decisions regarding the need for post exposure prophylaxis.
4. The "Evaluating Physicians Statement" should be presented to the physician for completion and returned to the student. This form should be returned to the Program Director of Emergency Medical Services and attached to the incident report.
5. Baseline testing for HIV antibody should be performed. If initial testing is negative, it is suggested that the student be retested at 3- and 6-months post exposure.
6. In the event a student is exposed to blood or body fluid from an individual who is positive for Hepatitis B viral antigen, or if the infectivity status of the source individual cannot be determined, the student should immediately have their Hepatitis B immunity status evaluated by their physician utilizing appropriate serologic testing such as Anti-HBs antibody titer.
7. In the event a student does not have immunity, or has low immunity to the Hepatitis B virus, the student should seek medical treatment at once. Hepatitis B Immune Globulin (HBIG), if recommended by the student's physician, should be administered within seven (7) days following an exposure. Repeat vaccination may also be recommended.
8. In the event that the student declines to seek medical care, the Program Director of Emergency Medical Services shall have the student sign the "Declination to Seek Post-Exposure Medical Follow-up" form. This form shall be attached to the incident report and a copy of the form shall be forwarded to Legal Services and the Business Manager.

## **On-Campus Incidents and Accidents**

All accidents and incidents must be treated as appropriate and reported. Students should seek appropriate emergency care. If the injury is of a serious nature, call EMS at 911 and Campus Police at Shelby Campus 983.5900, Jefferson Campus 856.6093. If the injury is not serious enough to require paramedic attention, take appropriate first aid measures and medical follow-up care. The student is responsible for all costs of care.

All involved individuals must complete an Incident/Accident Report and submit the forms to the Program Director within two (2) working days of the incident/accident.

In the event that exposure to blood or body fluids occurs, refer to the procedure under JSCC Policy on Management of Students Exposure to Blood or Body Fluids.

## **Security of Personal Property**

The College cannot be responsible for your personal property, nor can the college assume responsibility for the protection of vehicles or their contents. The campus police recommend that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. Items such as purses, handbags, book bags, and knapsacks should not be unattended. A campus police officer is generally available to investigate on-campus incidents during regular working hours.

The College and Program are equally concerned about your safety while traveling to and from affiliating agencies for clinical experiences. We strongly recommend that you follow safety precautions such as traveling in groups if possible and parking in well-lighted areas. Most affiliating agencies have security officers who will be happy to escort you to your car.

Please refer to Campus Police policies and information in the Jefferson State Community College Catalog and Student Handbook.



## **Grading and Academic Progress Policies**

### **Grading Scale**

The following grading scale will be used in all EMS Program courses.

90-100.....	A
80-89.....	B
75-79.....	C
60-74.....	D
0-59.....	F

EMS students must earn a C or higher to continue and to complete the course.

Grades will not be rounded. For example; 74.99= D

The format for final course grade calculations will be indicated on the individual instructor's syllabus.

### **Comprehensive Examination**

The end of term comprehensive exam is 25% of the student's grade for all numbered courses in the paramedic level excluding clinical rotation courses. The comprehensive exam covers all EMS courses the student is enrolled in and any EMS courses the student has previously completed with a grade of C or higher. All students enrolled in one or more EMS courses are required to take the comprehensive exam at the end of the semester.

### **Affective Domain Grading**

Students in all clinical courses will be graded in the affective domain by preceptors. The composite of these scores will account for 10% of the grade for each course.

Students in the Paramedic Level courses will be graded in the affective learning domain. Once per course, students will meet with their instructors, the Clinical Coordinator, and the Program Director for assessment. This assessment will include recommendations on how the student can improve their score in the future. Students will be scored using a Likert scale in the following categories: punctuality, appearance and grooming, teamwork and participation, compliance, and overall professionalism. The scores from each category will be averaged to form a composite score from 1-3. The affective score will be added to the student's comprehensive exam grade at the end of the semester to a maximum of 3 points. Students who score below 2 or who have engaged in documented behaviors that are unbecoming of a professional EMS provider will be placed into a probationary status. Once placed on probation, students that fail to score above 2 or have further documented incidences of unbecoming behavior may be subject to disciplinary action up to and including dismissal from the program.

### **Testing**

All students are expected to take examinations at the scheduled time and place. In the event of an absence excused by the instructor, it is the responsibility of the student to coordinate with the

instructor and take any missed test on the day of their return. High stakes exams will begin on time and students will be admitted to a high stakes exam after the exam begins only at the discretion of the instructor. Instructors may give unscheduled tests or “pop quizzes” as a component of the student’s grade. Failure to abide by the course test policy will result in a grade of zero being issued. The instructor has the option of issuing an alternate version and/or format for any missed unit test or exam. Students are not allowed to use electronic devices other than those supplied or approved by the faculty during testing.

All section exams, midterm exams, final exams, and comprehensive final exams must be proctored by EMS Program personnel. Grades cannot be released by telephone.

## **Syllabus and Subject Delivery**

The syllabus will be developed by the exam writers for each class that uses online exams. A copy of each syllabus is to be sent to the Program Director at the beginning of each semester for approval. Instructors will cover the information outlined on the syllabus using JSCC standard lesson plans, the NHTSA Instructional Guidelines, and the NHTSA EMS Education Standards. Instructors will ensure that the learning objectives listed in the Alabama Postsecondary Plans of Instruction are covered. Students will be instructed to read the chapters listed in the syllabus prior to coming to class.

Every effort should be made to adhere to the syllabus schedule. However, things such as college closing due to weather or power outages sometimes occur and can cause the syllabus to be amended. In such cases, the instructor will post an amended syllabus and notify the Program Director. If the same course is being taught at more than one location and by more than one Instructor, the other Instructor must be notified, and his/her syllabus changed so both are the same.

## **Exam Writing**

Exams will be written following the topics and methods found in the National EMS Education Standards. Exam content may come from course textbooks, lectures, hand-outs, and other supplemental materials.

## **Exam Review**

Instructors are encouraged to review all unit exams and pop exams with the students. This review may occur during class, or this may be accomplished by allowing students to review the test on the learning management system. High-stakes exams such as section exams, midterms, finals, and comprehensive final exams may be reviewed or partially reviewed by the instructor with the class after the grades for the exam are released where overall statistics and individual items are discussed. Individual reviews of high-stakes exams are at the individual student’s request. An individual review of a high-stakes exam will be done only by appointment and the review will be proctored. Review of high-stakes exams will only be permitted within five (5) business days after the grade for that high-stakes exam has been posted. This policy is designed to enhance our students learning of material presented without compromising the integrity of the midterm exam, final exam, or comprehensive exam.

## Progression Guidelines

### Regular Progression

To successfully complete the Emergency Medical Services (EMS) Program, students must fulfill all of the following requirements:

1. Progress through all required general education courses in the EMS curriculum in a sequence approved by the EMS Faculty.
2. Progress through all required EMS courses in the curriculum, including prerequisites and co-requisites, in the sequence specified by the EMS faculty.
3. Attain grades of "C" or above in each of the required EMS and required general education courses in the curriculum without repeated withdrawals, audits, or failures.
4. Maintain current health/hospitalization insurance and student liability insurance during enrollment in the program.
5. Submit completed medical forms by the required date.
6. Maintain a satisfactory level of health, including freedom from chemical dependency.
7. Maintain current certification in cardiopulmonary resuscitation at the healthcare provider level.
8. Refrain from conduct that violates the College's Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol-Free Campus Policy.
9. Refrain from conduct that violates the NAEMT Standards of Ethical Conduct for the EMS, or which leads to a major breach in safety, confidentiality, legality, or accountability.
10. Comply with all progression requirements to graduate.

### Out of Progression

*The student is out of progression if the student:*

1. Fails to progress through all required EMS courses in the curriculum, including prerequisites, co-requisites, and if applicable general education requirements for the AAS degree, in the sequence specified by the Program.
  - a. Students should not withdraw from required EMS courses or general education requirements without advisement from EMS faculty since this will interrupt the student's progression into the next semester of the EMS curriculum.
  - b. A student who withdraws from a required EMS course must complete readmission procedures.
2. Fails to attain grades of C or above in each of the required EMS courses in the curriculum.
  - a. A student who fails to attain a grade of C or above in a course must achieve readmission and successfully repeat that course, including laboratories if any, within the next twelve (12) months.
  - b. A student who does not achieve readmission within twelve (12) months of the last class day of the semester in which the student's progression was interrupted will not be

considered for readmission but may apply as a "new" student. A student may repeat an EMS course once, and only in the semester designated by the Program Director.

3. Fails to maintain a grade point average of 2.0 or above (4.00 scale; semester hours) on all attempted college credit.
4. Fails to maintain current student liability insurance during enrollment in the Program.
5. Fails to maintain health/ hospitalization insurance during enrollment in the Program.
6. Fails to submit completed medical forms by the required date.
7. Fails to maintain a satisfactory level of health, including freedom from chemical dependency.
8. Fails to maintain current certification in cardiopulmonary resuscitation at the healthcare provider level.
9. Participates in conduct that violates the EMS Program Policies, NAEMT Standards of Ethical Conduct, or which leads to a major breach of safety, confidentiality, legality, or accountability.
10. Fails to comply with all progression requirements to graduate.

Any student whose progression through the program is interrupted will have to reapply to have eligibility for readmission evaluated.

## **Dismissal**

A student will be subject to dismissal from the EMS Program or denied readmission or admission if the student:

1. Acts in a manner that EMS faculty evaluate as being a breach of safety, confidentiality, legality, or accountability.
2. Violates EMS practice standards, Alabama State EMS Protocols, or for denial, suspension, or revocation of an EMS license as the same applies to Jefferson State EMS students.
3. Falsifies records.
4. Fails to produce documents as required by the EMS Education Program.
5. Violates the college's Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol-Free Campus Policy.
6. Fails to comply with the EMS Program's Background Screen Policy or Drug and Alcohol Screen Policy or based on results of the screens is unacceptable by the clinical facility for placement.
7. Habitually ignores or fails to follow the policies, professional and legal rules or regulations, or ethical principles under which the EMS program and its affiliated clinical/field agencies operate.
8. Is denied acceptance by a clinical/field agency for clinical experiences.

## **Readmission Requirements**

### **Withdrawals and course failures**

If a student must withdraw from the Jefferson State EMS Program for any reason before completing all required courses needed to receive the Paramedic Course Certificate of Completion, the student may be readmitted to the program under the following conditions. Withdrawal from one or more courses or failure of one or more courses constitutes withdrawal from the program.

If the student seeks readmission the following semester:

- The student must send a letter to the Jefferson State EMS Director within four (4) weeks of scheduled readmission stating the reasons for desiring readmission.
- All physical exam forms, immunization records, and CPR certification must be current and within the limits of expiration.

If the student is out of the EMS Program one semester or more:

- No more than twelve (12) months may have elapsed since previous enrollment in the program.
- The student must send a letter to the Jefferson State EMS Director within four (4) weeks of scheduled readmission stating the reasons for desiring readmission.
- All physical exam forms, immunization records, and CPR certification must be current and within the limits of expiration.
- A new background check must be paid for by the student.
- The student must submit to a random drug screen at the student's expense.
- Only two readmissions after a withdrawal or failure are allowed

### **Incomplete**

If a student receives an incomplete in one or more courses during a semester, before completing all required courses needed to receive the Jefferson State Paramedic Course Certificate of Completion, the student remains in the program but cannot progress until the incomplete is satisfied with a passing grade (C or higher). When the incomplete is satisfied:

- The student will meet with the Jefferson State EMS Program Director who will set the student's schedule to complete the courses needed for the Jefferson State Paramedic Course Certificate of Completion
- All physical exam forms, immunization records, and CPR certification must be current and within the limits of expiration.

- A new background check must be paid for by the student if the student has a time lapse between classes equal to one semester or more.
- The student must submit to a random drug screen at the student's expense if the student has a time lapse between classes equal to one semester or more.

## **Readmission Denial**

A student may be denied readmission due, but not limited, to any of the following circumstances:

1. Remedies to remove out of progression status are incomplete or inadequate.
2. Space is unavailable in the course to which the student reapplies. The Program Director determines space available. Students in regular progression have enrollment priority.
3. Transcripts, documents, forms, certification, insurance, or other required records have not been submitted as required or are incomplete.
4. Grade point average is less than 2.0 on all college credits.
5. Health status is such that placement of the student in required classes and laboratories may pose a health or safety risk to the student or the patients placed in the care of that student.
6. A review of the student's records indicates that readmission is not in the best interest of the student or potentially assigned patients or will cause the EMS program to violate the policies, professional or legal rules, regulations, or ethical principles under which it operates.
7. A review of a student's records indicates a history of poor academic performance, poor attendance and/or any behaviors that interfere with the ability to achieve the objectives required of the Program.

Students who remain out of progression longer than twelve months are not eligible for readmission, but in certain instances may apply as a new student.

## **Transfers**

Students wishing to transfer from another EMS Program should call or write to the Program Director for information on Program admission requirements. To be a transfer student, the student must be admitted to the Program. Students must complete at least 25% of the required EMS courses at Jefferson State. A student of another CoAEMSP accredited institution may transfer into the Jefferson State EMS Program under the following conditions:

- No more than twelve (12) months may have elapsed since previous enrollment in the Program the student is transferring from
- Send a letter to the Jefferson State EMS Director within four (4) weeks of scheduled admission stating the reasons for desiring admission
- Submit a letter of good standing, from the EMS Program the student is transferring from, to the Jefferson State EMS Director

- Submit an unofficial transcript to the Jefferson State EMS Director
- Submit all official transcripts to the Jefferson State Enrollment Services Office
- Submit the application requirements from the current Jefferson State EMS Program information/application packet.

Students transferring into the Jefferson State EMS Program from another institution must complete all Jefferson State EMS Program clinical requirements. Credit for clinicals completed at another institution will only be given for skills and assessments that are documented by the signature of a proctor. Proctors will be contacted for verification.

Advanced EMT and Paramedic course credits from an institution other than a CoAEMSP accredited institution will not be accepted.

## **Skills Lab**

### **Skill Lab Requirements**

Psychomotor skills are an integral part of the EMS profession. Competent performance of these skills is critical for patient safety. Students must successfully complete all skills evaluations in order to pass each numbered course. The specific skills for each numbered course will be listed on that course syllabus each semester. Because time and lab space are limited, students are expected to attend every scheduled lab and use the lab time effectively. Students will be given time to practice each skill. Each student will be given two opportunities to pass the skill with an instructor evaluator. If the student fails one or more skills after two attempts, the student will be assigned a remediation session. After remediation, the student will be given one final attempt to pass each skill. Failure of one or more required skills in a numbered course will result in failure of that course regardless of the academic standing of the student. Unexcused absences from skill labs will not be made-up.

### **General Lab Rules**

- Lab doors will remain locked when the lab is not in use.
- Students and instructors will keep the lab clean and organized. At the conclusion of every lab session, the supervising instructor is ultimately responsible for replacing used supplies, placing equipment back in their assigned positions, and cleaning the lab. At least the last 15 minutes of each lab session should be devoted to clean-up.
- An EMS Program instructor must be present in the lab anytime that students are in the lab.
- Students will not operate or manipulate any lab equipment that is not part of a current, supervised exercise.
- The EMS Program Dress Code will be strictly enforced in the lab.
- Students may not have chewing gum, food, or drinks in the lab.
- No equipment may be removed from the lab without express permission from the Program Director or an EMS faculty member.

- Any damage to lab equipment will be reported in writing to the EMS Program Director immediately including the item(s) damaged with corresponding model and/or serial number, the circumstances of the damage, and recommendations for how such damage can be avoided in the future.
- Safety in the lab is everyone's responsibility. Anyone that feels that an unsafe action is occurring or is about to occur should direct everyone involved to stop immediately and the action should be re-evaluated.

## **Conclusion**

The purpose of the EMS Program is to provide the student with the opportunity to develop cognitive, psychomotor, and affective skills to properly prepare for entry into the field of Emergency Medical Services as a proficient, practicing EMS provider. To accomplish this goal, it is vital that the student:

- Attend each of the class sessions and all clinical rotations that are scheduled.
- Make a concerted individual effort to study and prepare for class and tests/quizzes.
- Seek assistance when needed to master course content and/or clinical skills.

The scheduled class meetings are for instruction. If a student has a conflict with a point made in class, a rule, or policy, a meeting with the instructor may be scheduled for clarification or resolution of the conflict.

Further, it is the goal of the JSCC EMS Program to instill an attitude of professionalism and compassion in the student. It is important to us that we produce graduates who are well-qualified in terms of their knowledge and skills and reliably perform their duties in a professional manner.



**Jefferson State Community College  
Emergency Medical Services Program**

**Declination to Seek Post-Exposure Medical Follow-Up**

It has been recommended by personnel of Jefferson State Community College that I consult my physician for evaluation related to a blood/body fluid exposure. I have been informed that, because of this exposure, I may be at risk for acquiring blood borne diseases, including Hepatitis-B and Acquired Immunodeficiency Syndrome. I have also been informed that institution of post-exposure prophylaxis, if recommended by my physician, could reduce my risk of contracting such an illness.

With this understanding, I decline to seek post-exposure medical follow-up.

Name (please print)	SS#
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Signature	Date
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Parent/guardian Signature (if minor)	Date
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**JEFFERSON STATE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM  
INCIDENT/ACCIDENT REPORT**

<b>Name:</b>	<b>SS#</b>
<b>Patient's Name:</b>	<b>Room#:</b>
<b>Patient's Hospital Number:</b>	<b>Date/Time of Incident/Accident:</b>
<b>Agency/Affiliation Site:</b>	<b>Exact Location of Incident/Accident:</b>
<b>Client's Infective Status:</b> <b>Determined by (Name/Title):</b>	
<b>Was there a witness to the Incident/Accident?</b> <b>Yes</b> ____ <b>No</b> ____ <b>If Yes, print name/title/position:</b>	
<b>Describe the actual circumstance in which the incident/accident occurred:</b>	
<b>If the incident/accident involved exposure to blood and/or body fluids, describe:</b> 1) type and amount of fluid involved 2) condition of skin of exposed individual:	
<b>Describe follow-up actions taken (e.g., examination by physician/employee health service, post exposure prophylaxis):</b>	
<b>Evaluating Physician's Statement Attached?</b> <b>Yes</b> ____ <b>No</b> ____	
<b>Signature</b>	<b>Date:</b>
<b>Printed Name</b>	

## Jefferson State Community College Evaluating Physician's Statement

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Student/Faculty Member Name

Date

This individual presents to you for evaluation of a possible exposure incident as defined in the Bloodborne Pathogens Standard. After your evaluation, please:

- (1) Inform them regarding the evaluation results and any follow-up needed;
- (2) Provide your initials beside the following statements:

\_\_\_\_\_ This individual has been informed of the results of this evaluation.

\_\_\_\_\_ They have been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation and/or treatment.

Please return this form to the patient. Thank you

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PHYSICIAN'S SIGNATURE

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PHYSICIAN'S NAME (PRINTED)

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DATE

**FACULTY/STUDENT: PLEASE RETURN THIS FORM TO THE PROGRAM COORDINATOR OF  
EMERGENCY MEDICAL SERVICES AS SOON AS POSSIBLE AFTER YOUR EVALUATION.**

**THANK YOU**