

# Student Manual

Revised 12/11

## Table of Contents

Staff Directory	4
Course Overview	5
Curriculum	5
Facilities	5
Course Location	5
Office Hours	5
Parking	6
Miscellaneous	6
Learning Resources	6
Open Workstation – Guidelines for Use	7
Services	7
Counseling	7
Miscellaneous	7
Faculty	7
Affirmative Action	8
Gift Policy	8
Security	8
ACC Payment Policies	8
Incomplete Policy	9
Program Guidelines	9
ICARE	9
Memorable Care	10
Dress Code	11
Classroom	11
Hospital and Field Clinicals	11
Inclement Weather	13
Requirements of Faculty	14
Student Injury/Incident Reporting	14
Discipline, Counseling and Dismissal Process	18
Property Damage	19
Drug Testing of Students	19
Student File Security and Access	21
Requirements of Students	23
Accommodations for Students with Disabilities	24
State of Colorado EMS Certification	26
Accreditation	27

	Appendix	
Talent Release Form		28
Student Information		29
Receipt of Program Policies Acknowledgement		30

## Staff Directory

Name	Phone
Kelly Adams Secretary	303-788-6353
Katha Bishop Department Coordinator	303-788-5681
Heidi Cabell, EMT-P ED Liaison	303-788-6306
Chris Cruzan, EMT-P EMS Instructor / Clinical Coordinator	303-788-6322
Dennis Edgerly, EMT-P Paramedic Education Coordinator	303-788-6384
Alice Fleisher Secretary	303-788-6303
Paul Fuller, BS, EMT-P EMS Instructor	303-788-6468
Dave Kaye Web Developer	303-788-4084
Dylan Luyten, MD EMS Medical Director	303-788-6330
Christopher Metsgar, MS, EMT-P Education Supervisor	303-788-6981
Marty O'Bryan, MD EMS Medical Director	303-250-6686
Randy Pennington, EMT-P EMS Field Supervisor	303-788-6328
Jeri Price, AAS, EMT-P EMS Instructor	303-788-6368
Roy Ramos, EMT-P EMS Instructor	303-788-6397
Travis Smith, BA, NREMT-P EMS Instructor	303-788-6329
Don Stroup, BS, NREMT-P EMS Instructor	303-788-6819
Patricia L. Tritt, RN, MA Director EMS & Trauma	303-788-6236

## **Preamble**

The procedures of the HealthONE EMS program are intended to provide a safe and professional educational experience for EMS students. It is important for each student to understand and follow both the letter and spirit of each procedure. From time to time, situations will present themselves which are not covered by specific language of the procedures. In such cases students and faculty will be guided by best judgment, best practices, professional ethics, and the intent of current written procedures.

Regardless of written language, students must, at all times, present themselves as a professional member of an elite community. Students who fail to represent the pride, integrity, and wholesomeness expected of EMS personnel will be considered in violation of policies, whether written or unwritten, and removed from the EMS program. The standards of professionalism of the EMS community will be set by program officials and not the student.

## **Course Overview**

### **Curriculum**

The program follows the National EMS Education Standards and meets all the requirements of the Colorado Department of Public Health and Environmental Emergency Medical and Trauma Services (EMTS) Section. The HealthONE Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

## **Facilities**

### **Course Location**

HealthONE EMS  
333 W. Hampden Ave., Ste. 200  
Englewood, CO 80110

### **Office Hours**

Office hours are Monday through Friday, 7:30 AM to 5:00 PM. Course Coordinator office hours vary with instructional schedule. Contact the Course Coordinator for appointments as necessary.

## **Parking**

1. All daytime students must park in the two-story parking structure south of Hampden Avenue at the corner of Elati and Ithaca.
2. Evening students may park in the lot on the west side of the building or in the lot reserved for building tenants to the north across W. Hampden Place.
3. Bikes are not allowed in the building. There is a bike rack on the northeast corner of the building.
4. Students are not permitted to park in the Emergency or Outpatient lots of the hospitals.
5. Reserved and handicap signs are to be respected 24 hours a day, seven days a week.

## **Miscellaneous**

1. Restaurants and food chain outlets are located in the vicinity of the HealthONE EMS office.
2. Transportation services are not provided by the HealthONE EMS office.
3. Smoking cigarettes and/or the use of other tobacco products is not permitted in any HealthONE facility, parking structure, on the grounds, or any HealthONE off site location, including but not limited to public or non-public areas, offices, cafeterias, restrooms, stairwells, driveways, sidewalks, vehicles, etc. The designated smoking location is at the northeast corner of the Chase building in the area with the ashtrays.

## **Learning Resources**

The following resources are available to all HealthONE EMS students. Resources may be accessed during regular office and course hours only, unless special arrangements are made with the course coordinator.

1. Reference texts may be checked out from the HealthONE EMS Department Library for a period of two weeks.
2. Textbooks on a variety of subject matter and emergency medical journals are available.
3. Students are extended privileges at the Swedish Medical Center (SMC) and Arapahoe Community College (ACC) libraries. The libraries offer complete services including interlibrary loan, general reference, literature searching, and photo duplication. Students must identify themselves with a program or student ID to the librarian and complete library forms to utilize the facilities.
4. Training equipment is available for use on the premises. Schedule appointments for practice sessions with the Course Coordinator.

## **Open Workstation- Guidelines for Use**

The computers in the student lounge are for students, contract instructors, and others affiliated with HealthONE EMS. Following are guidelines for use:

1. If you experience problems or have questions, please contact one of the Front Office Staff; do not attempt to resolve computer related problems on your own.
2. Please respect the needs of others; limit use to 10 minutes if other users are waiting.
3. Outside email providers can be accessed from the computers.
4. Any inappropriate use, including access to questionable internet sites, will not be tolerated. Users found abusing this privilege will be referred to the Education Supervisor and may face disciplinary action.
5. Users are responsible for procuring their own CD or USB flash drive when saving work or information.
6. Data back-ups of files and directories are not performed on the computers. Do not store personal information on the machines. HealthONE is not responsible for lost data.
7. Do not change the configuration or layout of the Windows Desktop or other applications available on the computers.
8. Only the HealthONE EMS staff is authorized to load software on the student computers.

## **Services**

### **Counseling**

1. Counseling is available to students through the Course Coordinator and ACC program staff. Students may make an appointment with the appropriate staff member.
2. Contact a program instructor or ACC Student Affairs Office for referrals for professional counseling services.

## **Miscellaneous**

### **Faculty**

All faculty members are knowledgeable in prehospital medicine. Faculty includes physicians, nurses, EMTs, paramedics, and other individuals who are experts in their field.

## **Affirmative Action**

HealthONE EMS admits students and employs faculty of any race, color, creed, gender, sexual preference, and national or ethnic origin. For additional information please refer to the Arapahoe Community College Student handbook.

## **Gift Policy**

Under no circumstances may a Healthcare Corporation of America (HCA) employee solicit a gift. HCA staff may only accept gifts with a total value of \$50.00 or less in any one year from any individual or organization who has a business relationship with HCA. Perishable or consumable gifts given to a department or group are not subject to any specific limitation. HCA staff may accept gift certificates, but may never accept cash or financial instruments (e.g., checks, stocks).

## **Security**

During skills sessions and lunch hours, the classroom will be unattended. Those students wishing to lock up personal valuables, (i.e. laptops, purses, etc.) please contact your Course Coordinator to have these items placed in a secure location.

For security reasons, students may not bring weaponry of any type to any classroom, skills room, clinical, or ambulance shift setting.

## **Returning Students**

Students leaving the program are advised to contact their instructor or the Course Coordinator for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date. Regardless of whether or not an exit interview is conducted, to be dropped from the program the students must officially drop the program through the Registrar's Office. Failure to officially drop the course WILL result in the student receiving a grade of "F". ONLY the student can drop a class. Instructors CANNOT drop a student.

## **Reentry**

HealthONE EMS has a two attempt policy. This policy limits the number of times an individual may enroll and re-enroll into the EMT or Paramedic program to two (2) attempts. This applies to all returning students.

## Incomplete Policy

Incompletes may be given to students who, because of illness or circumstances beyond their control, are unable to complete their course work within the registered semester. An incomplete is given only if you have completed at least 80 percent of the term with a “C” or better and have provided acceptable evidence to the Course Coordinator that you are unable to continue the coursework.

When submitting class grades, the Course Coordinator must file an incomplete grade to the ACC Office of Admissions and Records. Both the Course Coordinator and student must agree on terms to remove the incomplete. This should include:

1. The work that you must submit to complete the course.
2. The time period in which the work must be completed (not to exceed the following semester; summer excluded).
3. **The grade assigned by the Course Coordinator will be posted on the transcript as an “I” and the “I” will be removed if the work is completed in the time period established on the form.**
4. If the work is not completed as outlined on the incomplete form, the grade will revert to an “F”.

## Working While Enrolled

The EMS Program places no restrictions on a student’s ability to work a full-time job while enrolled in the program. Students are strongly cautioned not to work over-time, additional part-time jobs, or anything other than minimal involvement with volunteer agencies. Excess responsibilities will greatly detract from the time needed to study and learn.

## Program Guidelines

### ICARE

HealthONE EMS subscribes to the philosophies of the ICARE program. This program was developed to promote the importance of the following five identified values for EMS providers:

- I integrity
- C compassion
- A accountability
- R respect
- E empathy

These values characterize important aspects of EMTs, paramedics, and the EMS field as a whole. These values are expectations of both students and instructors and will be upheld throughout all programs in the classrooms, labs, and clinical settings. These values are incorporated into all program activities and are subject to disciplinary action if they are breached.

### **Memorable Care**

Taking care of patients in their time of need puts EMS providers in a powerful position. HealthONE EMS and its affiliates strive to interact with patients in such a way that each one remembers the care provided in a positive way. As students in clinical/field rotations, you are in contact with patients and have the opportunity to leave a lasting, positive impression. Coupled with the ICARE values above, students should conduct themselves accordingly, being cognizant to:

- Promote a quiet environment while at the hospital
- Be responsive to patient needs and requests
- Demonstrate professionalism at all times

### **Cell Phones, Pagers, and Electronics**

To eliminate distractions in the classroom the following policy will be followed by all students enrolled in the Emergency Medical Services Program.

- Cell phones are NOT to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the college. This includes use as a phone, text messaging device, music player, voice recorder, camera, video camera, or any other function which distracts the student from learning in class or disrupts others at any time. This policy is not limited to devices sold as a cell phone; any electronic device which meets the spirit of this policy is included.
- All cell phones, pagers, and other electronic devices which have an audible alert function must be turned off. Silent alerts may be used as long as they are truly silent AND do not elicit a response from the owner or others.
- Electronic devices that are used for audio recording or playback, or video recording or playback, are not to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the college. Students may use, with instructor permission, audio recorders for the sole purpose of recording lectures.
- Electronics devices with game functions are not to be used in the classroom or clinical settings.
- Students who violate this policy will be asked to leave campus for the day on the first offense. A second offense identifies the student as a disruptive student which may result in removal from the program.

## Dress Code/Uniforms

While enrolled in the EMS Program, during hospital and field clinical rotation settings and in all educational areas including the classroom, students are expected to be properly attired and neatly groomed. If students are not dressed appropriately, they will be asked to leave. Class work and clinical rotations must be rescheduled based on the rescheduling policy. If unprofessional attire continues to be worn, the student may be terminated from the EMS program.

### Classroom

#### Shirt:

- Must have collars and sleeves, covering underarms, and torso completely.
- No inappropriate art, patches, or logos.
- HealthONE Education Program shirt must be worn during lab sessions.

#### Slacks:

- Must be worn at waist level
- No holes or tears.
- Shorts are not allowed.

#### Shoes:

- Shoes with socks are required, no sandals or flip-flops

#### Hats:

- No hats or caps allowed.

#### Personal:

- Good body hygiene must be maintained.
- Students must be clean-shaven or facial hair must be neat and trimmed.
- Proper undergarments must be worn and not be visible.
- Clothing with sexually explicit or **suggestive** graphics may not be worn.
- Tattoos or body art must be covered.
- No display of midriffs or cleavage.

## Laboratory Skills, Hospital, and Field Clinicals

#### Shirt/Jackets:

- HealthONE EMS Education Program shirt. No agency uniforms, patches, or logos.

#### Slacks:

- Dark blue, black – no denim jeans.

#### Shoes:

- Sturdy shoes with socks – no sandals, open-toed shoes, clogs, canvas shoes, cowboy boots, or clogs.

#### Jewelry:

- Watches and wedding rings are acceptable.
- Jewelry should be safe and unobtrusive.
- The only visible piercing allowed is a single post earring in each ear.

- Ear gauges, barbells and labrets are not allowed.

**Personal:**

- Good body hygiene must be maintained.
- Extremes in fashion are to be avoided.
- Long hair must be worn (tied) away from the face, unnatural hair colors are not allowed.
- No excessive makeup.
- Students must be clean-shaven or facial hair must be neat and trimmed. Proper undergarments must be worn, but not visible with the exception of a white t-shirt or program t-shirt. No artificial nails or extenders are allowed.
- Tattoos or body art must be covered.

**Fragrances:**

- No perfumes or colognes. Many patients, family members, and employees are sensitive to these scents.

**Program ID**

Once issued, the program ID is to be worn by all students while actively participating in EMS Program activities.

- During clinical rotations and labs, students must wear the ID with the picture visible attached to the left shirt pocket / pocket flap.
- In classroom, students must wear the ID with the picture visible attached to the left collar.

The picture ID is the property of the HealthONE EMS and must be surrendered upon request. Program faculty may confiscate the program ID for violations of the uniform policy both in class or at clinicals, for violations of the professionalism policy, or for other issues related to ethical or moral behavior. Students are not to participate in clinical rotations while the program ID is in the possession of the Program. The Program will return the program ID to the student following:

- Formal written request from the student detailing what actions will be taken to correct the issues which led to the confiscation of the ID.
- Full investigation for issues related to ethical or moral behavior.

**Cold or Wet Weather**

- Jackets worn should be navy blue if possible. If a navy blue uniform jacket is not available, any jacket or coat which is free of patches is permitted. A white long sleeve shirt or white turtleneck may be worn under the uniform shirt in cooler weather. Sweaters are not permitted.
- Hats are not permitted at any time other than conditions of extreme weather and designed for protection from heat loss. Ball caps are not permitted.
- Rain coats should be plain, without designs or statements. Scotchlite® strips are recommended.

- Umbrellas are not to be used on clinical rotations.

## **Wearing the Uniform**

Students are to abide by the following guidelines when dressed in either EMS Program uniform.

- While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.
- The uniform is not to be worn in public venues, in other than in an official capacity.
  - At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a clinical rotation.
- The uniform is highly recognizable in all settings. At all times while in the public view:
  - Students are to wear the uniform with the shirt properly buttoned and tucked.
  - Boots are to be properly laced or zipped.
  - Hats are not permitted at any time other than cold weather and must follow the cold weather policy.
  - Students are to be clean and neatly shaved at the beginning of each shift.
- Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted they show professionalism and represent the Program and EMS at the highest level.

## **Failure to Follow the Uniform Requirements**

Students are to report to the clinical sites and class dressed completely in uniform. Students who are found out of the proper uniform will be asked to leave. All hours completed prior to leaving the rotation will not count toward the minimum requirement. Students who are reported by clinical sites, or other third parties, to have been out of the proper uniform must repeat the entire rotation before credit is received. The clinical uniform is graded through the clinical section of the program. Students who fail to represent the EMS Program in a positive light through unethical, immoral, or illegal actions while dressed in uniform WILL receive a failing grade for the clinical section, thus preventing the student from completing the program.

## **Inclement Weather**

1. Decisions regarding cancelling class are made by the EMS Education Supervisor and the Course Coordinator. The decision is based on weather conditions and safety.
2. In the event of severe weather conditions, the Course Coordinator will leave a message on the voice mail recording at his/her extension. **Weather condition decisions will be made approximately two hours prior to the start of class.**

In the event of adverse weather, check the webpage at [www.healthoneems.com](http://www.healthoneems.com) or [www.emsblueboard.com](http://www.emsblueboard.com) for notification of class cancellation. Student safety is our concern and students will not be penalized for not attending class during an adverse weather event.

3. If class is not cancelled and the student elects not to attend, it is the student's responsibility to leave a message for the Course Coordinator and arrange to makeup missed content.

### **Requirements of Faculty**

1. Present the course outline, requirements, and expectations at the beginning of the program.
2. Provide students with the course cognitive, psychomotor, and affective objectives.
3. Review and discuss exams, practical experiences, and evaluations with the students.
4. Provide counseling, conduct student conferences, and provide additional resources as necessary.
5. Maintain a student-to-instructor ratio of six-to-one in all classroom skills instruction.

### **Student Injury/Incident Reporting**

1. Any exposure or incident that could result in injury or other consequences must be reported to the Course Coordinator within the first 24 hours of occurrence.
2. Failure to report within the required time may result in the student becoming 100% responsible for any expense incurred.
3. Contact/report should be made with the Course Coordinator **as soon as possible**. If contact cannot be made with the Course Coordinator, contact the Education Supervisor. If the injury is significant, the student will be taken to the Swedish Emergency Department based on the instructor's assessment.
4. If an injury is not significant, the student will report to the Swedish Employee Health Service during posted office hours.
5. The student must follow the procedure outlined by the Swedish Employee Health Service for evaluation and treatment by Occupational Health. Any deviation makes the student financially responsible for treatment.

### **Classroom Skills Practice**

During the course of this program, students will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that students practice and perfect these skills using human subjects. All students are hereby advised that the practice of both non-invasive and invasive skills will be practiced on classmates, and that classmates will be practicing these same skills on you. The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel,

necessary for each skill, in situations as real as possible, under the control and supervision of program instructors. The practice of these skills will involve limited physical contact with all areas of the human body including the areas of the chest and pelvis.

HealthONE EMS is acutely aware of both the importance of hands on human practice and the risk of inappropriate behavior. All students involved in these skills practice sessions, in the role of the rescuer, the patient, or as an observer, are expected to display tact and professionalism, as well as to behave under ethical and legal guidelines.

At anytime, should a student believe that the practice of a particular skill places her or himself in an uncomfortable position, that student has the responsibility to make that belief known to the instructor prior to beginning the skills practice.

At anytime, should a student believe that the practice of a particular skill on themselves by another student or as demonstrated by an instructor, crosses a line of professionalism, into overt sexual contact, that student has the responsibility to make that belief known to both the student or instructor involved and to the Course Coordinator as soon as possible. Any student who perceives that he or she has been treated in a discriminative manner on the grounds of gender may consult with or file a written complaint with the Course Coordinator, EMS supervisor, and Director of EMS.

Specific skills which will be practiced in this program, and which may involve practice in or around the chest or pelvis include:

Traction Splinting	Auscultation of Breath Sounds/Heart Sounds
Foreign Body Airway Obstruction	Assessment of Pulse and Respirations
Patient Assessment / Physical Exam	Application of ECG Electrodes
Blood Pressure by Auscultation	Application of 12-Lead ECG Electrodes
Blood Pressure by Palpation	Supine Spinal Immobilization
Dressing and Bandaging	Seated Spinal Immobilization
Splinting	

The practice of skills is an essential part of the EMS Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios. Being prepared means being **IN UNIFORM** and having the appropriate equipment ready and available (as listed below). Additionally, scenario practice requires an attitude and demeanor which do not detract from the scenario created. Remaining “in character”, communicating with the “patient” as if a real patient, and performing all skills as appropriate, following procedures step-by-step.

**Required Equipment** - to be supplied by the student

- Gloves (sufficient to be replaced several times in a skills session)
- Goggles
- Masks

- Stethoscope
- Penlight
- Pen
- Note pad
- Watch
- Portfolio worksheets

Failure to have all required equipment available for the skills practice session will prevent the student from remaining for the skill practice session.

### **Discipline, Counseling, and Dismissal Process**

Professionalism is required of all EMS professionals. The following list is illustrative of, but not inclusive of, situations that may result in discipline, sanctions up to and including expulsion and program dismissal. Refer to the Arapahoe Community College Student Handbook “Student Code of Conduct: Student Rights and Responsibilities: AP-4-30a and Student Discipline Procedures SP 4-30.” for additional information. Any violation of medical ethics for patient care and patient confidentiality will result in a meeting with the EMS Education Supervisor, Course Coordinator, Director of EMS and Trauma, and Medical Director. Infractions will result in counseling by the Course Coordinator.

1. Cheating in any form.
2. Vulgarity or profanity during class.
3. Violation of medical ethics.
4. Harassment of instructors, EMS staff, or fellow students.
5. Disruptive behavior in class.
6. Inappropriate attire worn for class or clinical settings.
7. Breach of patient confidentiality.
8. Falsification of any information on student application, records, or evaluations.
9. Violation of attendance policy.
10. Being under the influence of drugs or alcohol while in the classroom or clinical settings.
11. Failure to meet minimum scholastic requirements.
12. Reporting late or leaving a class early without permission of an instructor or the Course Coordinator.
13. Theft or intentional destruction/damage of property.
14. The use of other tobacco products in any HealthONE facility, parking structure, on the grounds, or any HealthONE off site location.
15. Violation of any HealthONE EMS policy.
16. Inappropriate behavior that does not reflect the HealthONE EMS Education Program core values: ICARE (integrity, compassion, accountability, respect, empathy).

## **Conflict Resolution**

HealthONE EMS recognize that students will, from time to time, encounter disheartening, unpleasant and occasionally hostile situations. These situations may stem from interaction between individual or groups of other students, faculty, clinical preceptors or clinical sites, the general public, or the witnessing of emotionally traumatic events. While the EMS Program cannot protect students from the dangers and harsh realities of the world which are encountered on clinical rotations, we will make every effort to give the student the knowledge and skills necessary to protect themselves. To a great extent the student must take the responsibility to use these tools at the appropriate time. This includes situations in which the language, attitude, and behavior of other students, clinical personnel and program faculty may innocently or maliciously be offensive or derogatory based on race, religion, gender, ethnic background, national origin, age, veteran status, or disability. The first step in any of these cases is to notify the involved party of the offense. Should the offensive behavior continue, the student should notify the next person up the Chain of Command, as delineated below. In the best interest of all parties involved, students enrolled in the EMS Program must abide by the following procedures.

**Conflicts Occurring in the Classroom** - Student conflicts are expected to be handled between the parties involved. In the event that the situation cannot be resolved peaceably between the individual or group of students, the Course Coordinator or Program Director should be notified. The situation will be corrected following Program policies, grading criteria, instructional intent and course objectives. Refer to the Arapahoe Community College Student Handbook "Grievance Policy."

## **Property Damage**

Damage to equipment must be reported to the Course Coordinator or EMS Education Supervisor within 24 hours. Any student who drops, breaks, or destroys any hospital or training equipment may be responsible for the replacement or repair cost. The student will be dismissed from the program if the damage is determined to be intentional.

## **Drug Testing Of Students**

The purpose of this section is to provide guidelines for situations when students are required to undergo drug and alcohol screening, and define the process to conduct testing of students in situations in which drug or alcohol use, tampering, diversion, or theft is suspected and/or there is concern for student or patient safety.

1. HealthONE EMS requires students to undergo screening for drugs and alcohol as follows:
  - a. When a preceptor, instructor, or Course Coordinator has concern that the student is unfit to perform assigned duties

- b. In coordination with the investigation of drug or alcohol diversion, drug theft, medical errors, or adverse patient outcome
  - c. As specified in a return to class contract
  - d. As required by state or federal regulations
2. Students are to report all information related to the actual or suspected diversion, theft, or tampering of drugs in any HealthONE facility or program to their Course Coordinator.
3. The instructor will notify the Department Director, Director of Human Resources, and Risk Management. Human Resources will direct the investigation, in coordination with the Course Coordinator, Department Director, Risk Management and/or Administration.
4. Drug and alcohol testing of students may be conducted in the event that it is determined by the Department Director and/or the Director of Human Resources that other routine investigative and security measures have been explored, and/or there is reason to believe that patient care or student safety may be compromised.
5. All students working in, with access to, or with responsibilities associated with the identified area or incident will be required to submit to a drug or alcohol test (blood and/or urine).
6. Students will be notified by the Course Coordinator as to the reason, date, time, and location of the required testing. If suspicion occurs during class, the HealthONE Education Supervisor will escort the student to the testing location at the time of suspicion.
7. Results will be returned to Employee Health. Employee Health will report drug or alcohol testing results to the Director of Human Resources who will consult with the Department Director.
8. Students who test positive for any illegal drug, alcohol or any controlled substance, for which they do not have a valid prescription, will be terminated from the EMS program. HealthONE EMS does not recognize “medical marijuana” to be a valid medical explanation for a student’s positive drug screen.
9. Students who test positive for prescription drugs, for which they have a valid prescription, or other legal, non-prescription medication, will be referred to their personal physician for evaluation. They will be required to contact Employee Health and complete a return to class contract and conference before returning to class.
10. Students who refuse to comply with required drug or alcohol testing will be dismissed.
11. Drug and alcohol testing results will be reported to law enforcement and regulatory agencies as required by law.

## **Student File Security and Access**

An individual file is maintained on each student. Contents of each file include:

1. Receipt of Student Manual Acknowledgement form
2. All completed clinical and rotation forms
3. Results of all tests, quizzes, and practical skills evaluations
4. Completed skills sheets
5. Student Consultation forms
6. Documentation of any disciplinary action
7. Any other correspondence between the student and the Course Coordinator, instructors, and/or HealthONE EMS

Under FERPA (Federal Education and Privacy Act of 1974) the contents of each student file are confidential. HealthONE EMS staff and the Colorado State Department of Public Health and Environment EMTS Section staff may be granted access to a student file on an as-needed basis once an Information Release Form has been completed. Any other person or persons desiring access to a student's file must be granted written permission by the student. If any student desires to view the contents of his/her file, an appointment must be scheduled with the Course Coordinator. After course completion, students will be charged a \$12.00 fee when requesting copies of any documentation from their student file.

## **Incident Reporting**

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to the appropriate person as described in the reporting process in this policy. When such incidents occur while on clinical rotations, the incident report procedure for the entity involved should be followed. The EMS Program should be notified as soon as possible. As soon as any danger or threat has past, the student must complete an incident report outlining the events immediately preceding, during and any action taken following the incident. This report must be submitted to the Course Coordinator as soon as practical.

## **Infection Control**

It is the intent of HealthONE EMS that each student enrolled in a health related curriculum meet the objectives necessary for successful completion of that program. This enrollment is inclusive of clinical experience which entails potential exposure to individuals with communicable diseases.

All students enrolled in a program which includes clinical rotations must have a completed medical history file to include:

- Hepatitis B Series or a titer (First Vaccine required to register for class, series of three)
- Chickenpox vaccine or documented proof of the disease
- Two vaccinations of Measles, Mumps, and Rubella (MMR), document proof of the disease, or a titer
- Seasonal Flu vaccine (for class during late Fall and early Spring)
- PPD test within the last six months
- Tetanus vaccine within the last ten years.

All students enrolled in the Paramedic Program will be required to have a physical exam on file. This physical must be performed by a physician and must attest to the above immunizations.

These immunizations and tests are requirements of HealthONE EMS and clinical affiliates. They are non negotiable, nor may they be deemed unnecessary by your physician. No student may begin clinical rotations without these immunizations and tests documented with the course registrar.

Because the student must know how to prevent the spread of infectious diseases for his or her safety and for the safety of others, it is the policy of HealthONE EMS that principles of infection control be included in the curricula of EMS occupation programs. It is then the responsibility of students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, hand washing and the use of gloves, masks, protective glasses and gowns as indicated by the circumstances involved in the treatment of a particular patient.

Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients.

Students assigned to affiliated clinical sites must comply with the infection control policy of the entity to which they are assigned. As new information becomes available, instructors will disseminate the finding to all students.

Skill practice sessions will be conducted with the intent of preparing students for the practice of patient care on known or suspected infectious patients. All students will wear gloves at all times when in skills practice sessions. Eye protection will be worn during the practice of airway control procedures, peripheral venipuncture, medication administration, or other procedures which could potentially expose the student to the splash or spray of blood or body fluids. At the completion of each skill practice session students must remove their gloves and wash their hands before handling personal equipment. **GLOVES ARE NOT TO BE WORN IN THE HALLWAY BETWEEN PRACTICE SESSIONS.**

### **Maintenance of certification**

Students must be currently certified in CPR and by the State as an Emergency Medical Technician or as an Emergency Medical Technician – Intermediate if enrolled in the Paramedic Program. It is the responsibility of the student to keep his or her certifications current.

If during the course of any EMS program, a student's certification expires, the student will **NOT BE PERMITTED** to participate in clinical rotations. If the lapse of certification exceeds 90 days, the student will **NOT BE PERMITTED** to participate in any program activity including, but not limited to, lecture presentations and laboratory practice.

### **Patient Confidentiality**

Patient information garnered during clinical rotations is considered confidential both ethically and, in many cases, legally. Discussion with preceptors and instructors is permitted when used for educational or stress management purposes only, and when in private setting. Any other open or public discussion of any confidential patient information outside the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to: name, address, Social Security number, or driver's license number. At times this may also include specific details, not generally known to the public, which involve a media event.

### **Requirements of Students**

It is the responsibility of the student to comply with the following requirements. Certificates of course completion are not issued until all program requirements are met.

1. Comply with the attendance policy.
2. Demonstrate competency in all the skills covered in the course. All skills must be evaluated and verified by an instructor and submitted to the Course Coordinator prior to the final written exam.
3. In the event that a retest exam is necessary, it is the responsibility of the student to schedule any exam retests with the Course Coordinator.
4. Demonstrate acceptable affective behavior as measured by evaluation tools and observed behavior.
5. Prior to sitting for the final written exam, all books and borrowed materials that are checked out of the library must be returned.
6. Students must report promptly for class. If the student anticipates being late, notification to the appropriate individual is required.
7. In the event of any illness or injury which precludes a student from participation in classroom, clinical or skills activities, documentation from the student's physician

- stating “release with no restrictions” must be received by the Course Coordinator prior to the student’s return to the classroom, skill session, or clinical site.
8. The student must follow the appropriate grievance mechanism and lines of authority in the event of a grievance.
  9. Evaluations of speakers and of the course must be completed as requested.
  10. It is the student’s responsibility to report to their sponsoring agency regarding exam grades, evaluations, and progress in the course.
  11. Students must conduct themselves in a professional manner at all times. Unprofessional conduct in the classroom may result in dismissal from the program. This includes any form of harassment.
  12. Students are requested to inform the Course Coordinator of changes in contact information during the course.
  13. The student must successfully complete all course requirements prior to the final written and practical exam.
  14. All personal pagers and cell phones must be silenced during class.
  15. No unauthorized electronic device should be accommodated during testing.
  16. Smoking or use of tobacco products is not allowed in classrooms or offices.
  17. Classrooms must be left clean and in the order found. Pop cans, coffee cups, etcetera must be disposed at the end of class.
  18. Students are to use the refrigerator and microwave in the student lounge.
  19. All beverages must be in cups or containers with lids.
  20. Food is allowed in the student lounge or tiled skills rooms only. No food is permitted in carpeted areas.
  21. The copier is for staff use only. Kinko's is available to students for copying and printing.
  22. Students are not allowed in the Front Office area.
  23. All certifications required as prerequisites to the course must be maintained throughout the course.
  24. The fee for replacement student name badges is \$5.00.

### **Accommodations for Students with Disabilities**

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Arapahoe Community College provides students with documented disabilities academic accommodations based on an individual needs assessment.

To request accommodations, contact Disability Services located in Room M2710 at Arapahoe Community College or call 303-797-5937. Students with disabilities are responsible for making an appointment with Student Services for evaluation of accommodations and to provide appropriate documentation before any accommodations can be made. No accommodations will be made in the skills settings, clinical rotations, or field rides.

In order to receive accommodations in the classroom the student is required to discuss accommodations certification with Course Coordinator. Please note accommodations are not retroactive. Disabilities Support services may include:

- Test accommodations
- Interpreters and/or amplification devices
- Ergonomic furniture and equipment
- Materials in alternative formats
- Note takers
- Assistive computer equipment
- Class assistants

Please note: Students receiving accommodations from Arapahoe Community College during their course of study need to understand that there is a separate process for requesting an accommodation for the National Registry of EMTs (NREMT) cognitive or psychomotor exams. The NREMT's policy for accommodations can be found at: [http://nremt.org/about/policy\\_accomodations.asp](http://nremt.org/about/policy_accomodations.asp). **Receiving accommodations from Arapahoe Community College does not necessarily mean you will receive accommodations from the NREMT for their certification/competency exam(s).**

Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully and on a case-by case basis. The safety and welfare of the public must be ensured while providing full protection of the EMT/paramedic certification candidate's rights.

### **Professional Responsibility**

While in class or on clinical rotations all students are expected to conduct themselves in a professional and ethical manner. This includes proper wearing of the uniform and proper use of professional vocabulary to reflect well on this school and the EMS profession. The use of foul, profane, vulgar, or sexually explicit or illicit words or phrases are specifically prohibited.

Failure to maintain a professional attitude and behave within ethical guidelines, or the use of inappropriate words or phrases **WILL** result in removal from the EMS Program - in some cases **WITHOUT** written warning.

### **Recognizing stress**

Students involved in clinical rotations encounter uncontrolled situations often exposing the worst the world has to offer. These situations, either individually or through accumulation, can prove difficult to handle for both inexperienced and veteran personnel alike. Students who encounter an emotionally traumatic event or who begin

to feel the accumulation of these events, should notify their coordinator or EMS Supervisor as soon as possible. Students should be aware that:

- isolation
- inappropriate use of humor
- depression
- difficulty eating/lost appetite
- irritability with family and friends
- inability to concentrate
- indecisiveness
- difficulty sleeping and nightmares

may be symptoms of emotional stress. It is the goal of the EMS Program to provide each student with the tools and resources to deal with emotional stress related to critical incidents.

### **State of Colorado EMS Certification**

HealthONE EMS and Arapahoe Community College do not guarantee registration by NREMT or certification by the State of Colorado for the legal privilege to practice prehospital emergency medicine. Completing this course of study prepares the student for competency examination by the NREMT. Nationally registered EMTs and paramedics are then able to submit a request with the EMTS for certification. For more information, students are strongly encouraged to visit the EMTS EMT certification website at:

<http://www.cdphe.state.co.us/em/CertificationEducation/certification/index.html>

## Accreditation

The HealthONE Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

1361 Park St  
Clearwater, FL 33756  
Phone: 727.210.2350  
Fax: 727.210.2354

The accreditation of paramedic programs is a two-phase process. The *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* are established by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Information on the accreditation can be obtained by visiting [www.coaemsp.org](http://www.coaemsp.org) or contacting the executive office at:

4101 W Green Oaks Blvd  
Suite 305-599  
Arlington, TX 76016  
Phone: 817.330.0080  
Fax: 817.330.0089

Arapahoe Community College receives institutional accreditation through the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. For information on the institutional accreditation, visit [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or contact the Executive Office at;

30 N LaSalle St, Suite 2400  
Chicago, IL 60602-2504  
Phone 312.263.0456  
Fax 312.263.7462

## Talent Release Form

I understand that I am willingly appearing on camera for images/scenes to be used by Swedish Medical Center-HealthONE for promotional purposes. I understand that these images/scenes may appear in printed advertisements, televised commercials or on the Internet, as well as in Swedish Medical Center publications/brochures.

I understand that I am not receiving any compensation for these appearances.

---

Date

---

Printed name

---

Signature

Employee       Physician       Other       Student

**Student Information Sheet**  
(Please print all information)

Name: \_\_\_\_\_  
(As you would like your name on the certificate)

\_\_\_\_\_  
(Name you prefer to be called)

Permanent address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

SS# \_\_\_\_\_

Cell phone # \_\_\_\_\_ Home phone # \_\_\_\_\_

Email address \_\_\_\_\_ Work phone # \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

In case of emergency notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for taking this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special needs or concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Receipt of Student Manual Acknowledgement

This is to certify that the undersigned student has read the HealthONE Emergency Medical Services Manual and HealthONE EMS Competency Based Syllabus. These documents have been explained and are fully understood. A copy of the Student Manual, Competency Based Syllabus, and Arapahoe Community College Student handbook was received, and I \_\_\_\_\_

accept the terms as stated.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date