

Southern Union

State Community College
Health Sciences Division

EMS Program



Student Handbook

Revised August 2012

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INTRODUCTION

Welcome to Southern Union! You join a select group of students who have prepared for their career in Emergency Medical Services at Southern Union. More than 700 men and women have earned a certificate at the Basic, Advanced EMT and/or Paramedic level while others have earned an Associate in Applied Science in EMS. Southern Union has an excellent reputation, primarily because of our graduates' performance and attitude following graduation. The graduates who preceded you have significantly shaped this EMS program by offering valuable insight from a student's perspective.

Southern Union *strongly* encourages EMS students to enroll in the general education courses along with EMS courses so that the Associate in Applied Science degree will be earned. General psychology provides an understanding of psychiatric emergencies while sociology courses provide knowledge of groups of people, their cultures, and their collective behaviors.

Southern Union values every student who attends the College and respects every student's rights and privileges. This *EMS Student Handbook* has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as an EMS student. Unless otherwise designated in an EMS course syllabus, these policies apply to each EMS course in which you enroll. If, for any reason, progression through the program is interrupted during a sequence, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.

After you have read this handbook, please sign the agreement and return the form to the instructor. These signed agreements will be placed in your permanent file.

Each person at the College is committed to your success as a student, a professional, and most importantly, as an individual. If you need additional assistance, please feel free to contact any faculty member. Again, welcome to Southern Union.

Respectfully,

Steven A. Simpson, BSBA, NRP
Program Director
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PHILOSOPHY

Emergency medical services (EMS) education is directed towards men and women who have the capability and interest to become emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and paramedics. EMS educational programs should provide the student with knowledge of the acute, critical differences in physiology, pathophysiology, and clinical symptoms as they pertain to the prehospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient.

Southern Union State Community College's EMS Program is fully approved by the Alabama State Department of Public Health – EMS and Trauma Division, the Council on Postsecondary Education the Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: (727) 210-2350
Website: www.caahep.org

The objective of EMS education is to develop the student's cognitive, affective, and psychomotor abilities and to assist them in acquiring the critical judgment essential for rapid and practical clinical decision making, as well as skill-oriented delivery of sophisticated rescue techniques and medical procedures. EMS education is the systematic direction of the student toward maximizing potentials in intellectual, emotional, physical, and social qualities.

EMS prehospital practice renders a significant service to health care delivery systems in our society. We believe that emergency medical technicians and paramedics are savers of lives that might otherwise be lost. The goal of the EMS Program is derived from the mission statement of the College and the philosophy of the EMS program.

The goal of Southern Union's EMS program is to prepare competent entry-level Emergency Medical Technician-Basic, AEMT and Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The educational outcomes of the program, which the graduates must successfully demonstrate, flow from the College mission statement, the program philosophy, and the program goal. The educational outcomes are for the graduate to:

- Comprehend, apply, and evaluate clinical information relevant to the role of an EMT, AEMT or Paramedic (Cognitive Domain).
- Demonstrate technical proficiency in all skills necessary to fulfill the role of an EMT, AEMT or Paramedic (Psychomotor Domain).
- Demonstrate personal behaviors and attitudes consistent with professional and employer expectations for the EMT, AEMT or Paramedic (Affective Domain).

Transfer Requirements

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
3. Successful completion of prerequisite courses and program requirements.
4. Meet grade point average requirements of the particular program.
5. Letter of recommendation from previous program director or dean.
6. Official transcripts verifying a minimum grade of “C” earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.
7. Completion of all health requirements, drug testing and drug screening as required by clinical agencies.
8. Meet all Transfer Policy requirements.

Transcripts are evaluated on an individual basis for application of program specific credit. Acceptance of transfer students is based on space availability. Verification of knowledge and/or skills may be required. Individual programs may have additional requirements.

Graduation Requirements for Transfer Students

1. Earn a minimum of 25% of all credits applicable to the degree at Southern Union.
2. Successfully complete a comprehensive examination, if required by the program.
3. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the degree is granted.
4. Comply with all formal procedures for graduation in accordance with College policy.

ADMISSION REQUIREMENTS

In addition to the general admission requirements for the College, admission to the... **EMT level** requires:

1. Verification of attendance at a Health Science Informatino session.
2. unconditional admission to the College.
3. 2.5 cumulative grade point average (GPA) calculated on the last 24 semester

- credit hours of completed course work and be on clear academic status.
4. transcripts from all post-secondary institutions attended.
 5. Eligibility for ENG 101, MTH 100 and meet the reading requirement of the College.
 6. age of 18 years or older within two (2) years of course completion.
 7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
 8. application for the Emergency Medical Technology Program.

AEMT Level requires:

1. completion of 1-8 as listed for EMT level.
2. current Alabama license as an EMT.
3. current National Registry license for EMT.
4. application for the Advanced Emergency Medical Technician Program.

Paramedic level requires:

1. completion of 1-4 listed above for AEMT level admission requirements.
2. a current Alabama license as an AEMT.
3. A current national Registry license for AEMT.
4. Completion of EMP 189, Applied Anatomy and Physiology for the Paramedic or BIO 201, Anatomy and Physiology I with a minimum grade of C.
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. Application to the Paramedic Program.

Progression Requirements

Progression through the EMS program requires:

1. a 2.0 cumulative GPA.
2. accepted by ALL clinical agencies for clinical experience.
3. Updated health records by deadline.
4. minimum grade of "C" in all required courses.
5. Fulfillment of all course prerequisites.
6. Completion of ENG 101, MTH 100 or higher, and Biology 202 (if BIO 201 selected) with a minimum grade of "C" prior to the final semester of the Paramedic level.
7. no more than a 12 month interruption in matriculation through the Paramedic level courses sequence.

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. a 2.0 cumulative grade point average at Southern Union.
2. no more than one grade of "D" or "F" is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course and is not passing the clinical component, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College "last day to withdraw with a 'W' date").
3. Readmission will depend on classroom and clinical space availability and is not guaranteed.
4. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. completed readmission form, submitted by deadline.
6. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

All students who withdraw from or are temporarily ineligible to progress through a program of study in the Health Sciences Division will be readmitted under the College Catalog in effect the year of readmission.

Students with the following are not eligible for readmission to the program:

1. Two unsuccessful attempts in two different semesters (a withdrawal is considered an unsuccessful attempt).

Students who are not eligible for readmission may apply for admission to the program as a new student and will be required to repeat all EMP courses.

Students who do not meet progression requirements must withdraw from the program

and apply for readmission.

Process for readmission/reinstatement

1. Students should first schedule an appointment with the Health Sciences advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students must apply for readmission/reinstatement to the paramedic program and submit the application by published deadlines. Students who submit reinstatement/readmission requests after the deadline may be considered at next course availability.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.

Upon readmission/reinstatement:

1. Students will be required to update immunizations and other health records as required for clinical experiences.
2. Students who have been out of paramedic classes for more than one semester must repeat their criminal background check and drug testing.

Transfer Policy

Students desiring to transfer into any level of the EMS program must meet minimum admission/progression standards for Southern Union's EMS program.

1. Must possess a grade of "C" or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 GPA at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. **Provide a letter of recommendation from the Dean/Director of the previous program.**
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into AEMT level who have graduated from a non-accredited EMT program must take EMS 108 Directed Studies in EMS I as a corequisite to EMS 156. Upon completion of EMS 108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.
8. Students transferring into the paramedic level who have graduated from a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical

Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

9. If a student has attended a non-credit program for both his/her EMT and AEMT, the student must take EMS 156 and EMS 108 as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

CERTIFICATE REQUIREMENTS

1. Earn a minimum of 25% of all credits applied to the certificate at Southern Union.
2. Complete the final term or a minimum of 12 credit hours (if transferring from another institution) of discipline-specific courses at Southern Union.
3. Successfully complete an exit examination, if required by the program.
4. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the certificate is granted.
5. Complete all requirements for graduation at Southern Union within a calendar year from the last term of attendance.
6. Comply with all formal procedures for graduation in accordance with College policy.

ASSOCIATE DEGREE REQUIREMENTS

1. Earn a minimum of 25% of all credits applied to the degree at Southern Union.
2. Complete at least 18 semester hours in discipline-specific courses required in the program of study at Southern Union.
3. Successfully complete an exit examination, if required by the program.
4. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the degree is granted.
5. Demonstrate competence in the basic use of computers. Students may show evidence of basic competence in the use of computers by satisfactorily completing a college level computer course, passing a College administered computer competency examination, or challenging an approved college-level computer course.
6. Complete all requirements for graduation at Southern Union within a calendar year from the last term of attendance.
7. Comply with all formal procedures for graduation in accordance with College policy.

ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with Southern Union State Community College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Reasonable accommodations are not retroactive. They begin the day the student provides the faculty member with the required form. Students must present reasonable accommodations each semester.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective EMS care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the EMS programs with or without reasonable accommodations. The EMS programs and/or its affiliated clinical agencies may identify additional essential functions. The EMS program reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the EMS program one must possess a functional level of ability to perform the duties required of an EMT. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System EMS programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective EMS program and may vary from reasonable accommodations made by healthcare employers.

ESSENTIAL FUNCTIONS

The essential functions delineated below are necessary for EMS program admission, progression and graduation and for the provision of safe and effective EMS care. The essential functions include but are not limited to the ability to:

- 1) Cognitive and critical thinking abilities
 - a) Comprehend new knowledge and apply it in EMS practice
 - b) Analyze situations and identify cause-effect relationships
 - c) Be attentive to detail and be aware of standards and rules that govern practice and implement therapies based upon mathematical calculations (9th grade level or higher)
 - d) Possess sufficient emotional stability to be able to perform duties in life or death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates
 - e) Operate a computer after an orientation
- 2) Interpersonal abilities
 - a) Establish rapport with individuals
 - b) Interchange ideas in a group
 - c) Perceive emotions displayed by others
 - d) Convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships
- 3) Communications
 - a) Must be able to read and understand written instructions
 - b) Must have sufficient English language abilities to understand printed materials; lectures; instructional, medical or other directives; and patient questions and/or responses
 - c) Appropriately use the terminology of the profession in verbal and written communications
 - d) Interpret feedback or messages
 - e) Be able to send and understand messages with the use of communications equipment of current technology
- 4) Physical mobility
 - a) You must have the physical agility to walk, climb, crawl, bend, push, pull, lift, and balance over less than ideal terrain
 - b) Must have good physical stamina and endurance, measured by the ability to undertake, without adverse effects, lifting, carrying, and balancing loads in excess of 125 pounds or 250 pounds with assistance
 - c) Able to manipulate small objects to insert one into another, such as threading a needle.
 - d) Must have the ability to see different color spectrums
 - e) Your eyesight must be correctable to 20/20 in at least one eye and be able to determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180 degree peripheral vision capacity and must possess a valid driver's license, and must be able to safely and competently operate a motor vehicle in accordance with state law
 - f) You must have good eye-hand coordination and sufficient manual dexterity to manipulate equipment, instrumentation and medications
 - g) You must be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory and tactile observations
 - h) Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations
 - i) Be able to handle stress and work well as part of a team
 - j) Be oriented to reality and not mentally impaired by mind-altering substances
 - k) Not be addicted to drugs
 - l) Be able to work shift of 24 hours in length
 - m) Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise

The above examples of criteria are not intended as a complete listing of EMS practice behaviors, but are a sampling of the types of abilities needed by the EMS student to meet program objectives and requirements. The EMS Department or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The EMS Department reserves the right to amend this listing based on the identification of additional standards or criteria for EMS students.

An individual who discloses a disability may request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. To request accommodations, students with disabilities should provide documentation of the disability to the College ADA Coordinator. The documentation should address the specific accommodation and should be dated within three years of the enrollment date. Once the documentation is filed with the College ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information with the College ADA Coordinator by the courses for which they are seeking accommodations each semester

ESSENTIAL FUNCTIONS VERIFICATION

Upon admission to the EMS program, students are required to complete the Essential Functions verification form. This form must be updated yearly and if the students status changes. You must respond on the verification form if you fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If you are unable to fully meet the criterion, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Southern Union State Community College Disability Services Coordinator will determine if the accommodations can be met.

EMT Curriculum

COURSE		TH	LB	CL	CR
1st Semester					
EMS 118	EMT Basic Theory and Lab (Corequisite – EMS 119)	6	3	0	9
EMS 119	EMT Basic Clinical Competencies (Corequisite – EMS 118)	0	0	3	1
		6	3	3	10

Advanced Emergency Medical Technician (AEMT)

COURSE		TH	LB	CL	CR
2nd Semester					
EMS 155	Advanced Emergency Medical Technician (Corequisite – EMS 156, EMP 189 or BIO 201)	6	2	0	8
EMS 156	Advanced Emergency Medical Technician Clinical (Corequisite – EMS 155, EMP 189 or BIO 201)	0	0	2	2
		6	2	2	10

Paramedic Certificate Curriculum

COURSE		TH	LB	CL	CR
General Education Requirements					
The following courses must be completed prior to admission to the paramedic program:					
EMS 189*	Applied Anatomy and Physiology for the Paramedic	4	0	0	4
OR					
BIO 201*	Human Anatomy and Physiology I	3	2	0	4
The following courses must be completed prior to enrolling in the final semester of the paramedic program:					
BIO 202	Human Anatomy and Physiology II* *(BIO 202 if BIO 201 elected)	3	2	0	4
ENG 101	English Composition I	3	0	0	3
MTH 100*	Intermediate College Algebra	3	0	0	3
Paramedic Courses					
3rd Semester					
EMS 240	*Paramedic Operations	1	1	0	2
EMS 241	*Paramedic Cardiology	2	1	0	3
EMS 242	*Paramedic Patient Assessment	2	1	0	3
EMS 243	*Paramedic Pharmacology	0	1	0	1
EMS 244	*Paramedic Clinical	0	0	1	1
*(all course are corequisites to each other)		5	4	1	10
4th Semester					
EMS 245	*Paramedic Medical Emergencies	2	1	0	3
EMS 246	*Paramedic Trauma Management	2	1	0	3
EMS 247	*Paramedic Special Populations	1	1	0	2
EMS 248	*Paramedic Clinical II	0	0	3	3
*(all course are corequisites to each other)		5	7	9	11

5th Semester					
EMS 243	*Paramedic Transition to the Workforce	1	1	0	2
EMS 254	*Advanced Competencies for Paramedic	1	1	0	2
EMS 255	*Paramedic Field Preceptorship	1	0	5	5
EMS 256	*Paramedic Team Leadership	0	0	1	1
*(all course are corequisites to each other)		3	2	6	10

Additional Courses Required for AAS Degree

COURSE		TH	LB	CL	CR
BIO 201*	Human Anatomy and Physiology I	3	2		4
BIO 202	Human Anatomy and Physiology II	3	2		4
PSY 200	General Psychology	3	0	0	3
SPH 107	Fundamentals of Public Speaking	3	0	0	3
HUM	Humanities Elective	3	0	0	3
Additional Hours for A.A.S. Degree:		15	4	0	17
*BIO 103 Principles of Biology is a prerequisite to BIO 201					

Credit Hour Summary

Program	Certificate	Certificate +EMT-Basic	A.A.S. Degree
EMT	10	N/A	N/A
AEMT	10	N/A	N/A
Paramedic (with EMP 189)	53	63	N/A
Paramedic (with BIO 201/202)	57	67	76

EMP 189 does not meet the biology requirement for an Associate in Applied Science degree and does not meet requirements for transferability in the Alabama General Studies Education core.

MTH 100 does not meet the math requirement for transferability in the Alabama General Studies Education core.

Approved Humanities Electives

In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance. Southern Union offers the following classes that are transferable to four-year institutions.

ART 100 Art Appreciation

ENG	271	World Literature I
ENG	272	World Literature II
MUS	101	Music Appreciation
SPA	101	Introductory Spanish I
SPA	102	Introductory Spanish II
THR	120	Theatre Appreciation

An academic advisor will evaluate transcripts to determine the courses that will meet the humanities requirement.

Estimated Program Costs

LEVEL 1 (1 semester) -- EMERGENCY MEDICAL TECHNICIAN (EMT)		
(*Costs may change without prior notice)		
Tuition –EMT courses (10 credit hrs x \$128/hr.)	\$1280.00	<i>EMS 118 & 119 required</i>
Books – EMT	\$175.00	<i>Cost for new textbooks & packets</i>
Equipment	\$50.00	<i>Stethoscope, trauma scissors, etc.</i>
Uniforms	\$100.00	<i>Cost of 1 uniform; 2 uniforms recommended</i>
CPR Certification	\$30.00	<i>Cost if taken at SUSCC. Current for 2 years.</i>
Criminal background check (H.I.R.E.)	\$50.00	<i>Required through H.I.R.E. agency regardless of other previous criminal background checks performed</i>
E-value fee	\$15.00	<i>Due at time of EMS course registration</i>
Malpractice Insurance	\$10.00	<i>Due at time of EMS course registration</i>
Drug Screening fee	\$33.00	<i>Due at time of EMS course registration</i>
FISDAP data fee	\$30.00	<i>Due at time of EMS course registration</i>
Health insurance (if not insured)	\$498.00	<i>Annual cost. Personal health insurance accepted. Must provide proof of current insurance.</i>
Health Requirements: (not given at SU) <ul style="list-style-type: none"> ▪ Physical and immunizations ▪ Immunizations: Tetanus, MMR X2, varicella, flu ▪ PPD skin test- required annually while in program ▪ Hepatitis Injections (series of 3) ▪ Annual Physical Exam 	Varies	<i>Required <u>after</u> acceptance but before registration for EMS courses. Immunizations and physical exam not available at SUSCC. Must be obtained from physician's office or healthcare clinic.</i>
Total <i>estimated</i> cost for EMT	\$2271.00	<i>Does not include cost for health requirements or travel costs to class/clinical. Does not include cost of developmental course requirements.</i>
National Registry fee for EMT	\$70.00	<i>Testing fee</i>
Alabama licensure fee	\$10.00	<i>2 year initial license</i>
Total EMT + license fees	\$2351.00	<i>Does not include health records requirements or travel to class & clinic.</i>

ADVANCED EMT (MUST HAVE CURRENT EMT LICENSE)

LEVEL 2 (1 semester) - ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)		
Tuition – AEMT courses (10 credit hrs x \$128/hr.)	\$1280.00	<i>EMS 155 & 156 required</i>
Tuition – academics (4 credit hrs x \$128/hr.)	\$512.00	<i>BIO 201 OR EMP 189 COREQUISITE required (unless previously completed)</i>
Books – AEMT	\$205.00	<i>Cost for new books</i>
Books – Academics	\$250.00	<i>Cost for new books (will vary depending on if BIO 201 or EMP 189 taken)</i>
Equipment	\$50.00	<i>Stethoscope, trauma scissors, etc.</i>
Uniforms	\$150.00	<i>Cost of 1 uniform and 1 set of scrubs for hospital</i>
CPR Certification	\$30.00	<i>Cost if taken at SUSCC.</i>
E-value fee	\$15.00	<i>Due at time of EMS course registration</i>
Malpractice insurance	\$10.00	<i>Due at time of EMS course registration</i>
FISDAP data fee	\$80.00	<i>Due at time of EMS course registration. Cost includes FISDAP for paramedic program.</i>
Health insurance (if not insured)	\$498.00	<i>Annual cost. Personal health insurance accepted. Must provide proof of current insurance.</i>
Health Requirements: (not given at SU) <ul style="list-style-type: none"> ▪ Physical and immunizations ▪ Immunizations: Tetanus, MMR X2, varicella, flu ▪ PPD skin test- required annually while in program ▪ Hepatitis Injections (series of 3) ▪ Annual Physical Exam 	Varies	<i>Required <u>after</u> acceptance but before registration for EMS courses. Immunizations and physical exam not available at SUSCC. Must be obtained from physician's office or healthcare clinic.</i>
Total <i>estimated</i> cost for AEMT	\$3080.00	
National Registry fee for AEMT	\$70.00	<i>Testing fee at end of program</i>
Alabama licensure fee	\$10.00	<i>2 year initial license AEMT</i>
Total AEMT + license fees	\$3160.00	<i>Does not include health records requirements or travel to class & clinic.</i>

PARAMEDIC PROGRAM (MUST HAVE CURRENT ADVANCED EMT – AEMT LICENSE)

Paramedic Level Three (3 semesters) (Certificate option. AAS option requires additional academics)		
Semester #1		
Tuition – Paramedic courses (10 credit hrs x \$128/hr.)	\$1280.00	EMS 240, 241, 242, 243, & 244
Tuition – Academic courses (4 credit hrs x \$128/hr.)	\$512.00	BIO 202 (if BIO 201 was chosen in AEMT) ENG 101 or MTH 100 (ENG 101 and MTH 100 are 3 credit hrs.) Must be completed before 3 rd semester.
Books – EMS	\$525.00	Cost for new books for paramedic
Books – Academics	\$200.00	Cost for new books (cost will vary depending on course taken)
Equipment	\$50.00	Stethoscope, trauma scissors, etc.
Uniforms	\$60.00	Cost of 1 uniform; 2 uniforms recommended
CPR Certification	\$30.00	Cost if taken at SUSCC. Current for 2 years.
Criminal background check (H.I.R.E.)	\$50.00	Required through H.I.R.E. agency regardless of other previous criminal background checks performed
E-value fee	\$15.00	Due at time of EMS course registration
Malpractice Insurance	\$10.00	Due at time of EMS course registration
Drug Screening fee	\$33.00	Due at time of EMS course registration
FISDAP data fee	\$80.00	If paid during AEMT within 1 year, no cost. If not, cost is \$80.
Health insurance (if not insured)	\$498.00	Annual cost. Personal health insurance accepted. Must provide proof of current insurance.
Health Requirements: (not given at SU) <ul style="list-style-type: none"> ▪ Physical and immunizations ▪ Immunizations: Tetanus, MMR X2, varicella, flu ▪ PPD skin test- required annually while in program ▪ Hepatitis Injections (series of 3) ▪ Annual Physical Exam 	Varies	Required <u>after</u> acceptance but before registration for EMS courses. Immunizations and physical exam not available at SUSCC. Must be obtained from physician's office or healthcare clinic.
Total <i>estimated</i> cost for Paramedic 1 st semester	\$3348.00	Does not include cost for health requirements or travel costs to class/clinical. Does not include cost of developmental course requirements.
Paramedic - Level (Certificate option. AAS option requires additional academics)		
Semester 2		
Tuition – Paramedic courses (11 credit hrs x \$128/hr.)	\$1408.00	EMS 245, 246, 247, 248
Tuition – Academic courses (4 credit hrs x \$128/hr.)	\$512.00	BIO 202 (if BIO 201 was chosen in AEMT) ENG 101 or MTH 100 (ENG 101 and MTH 100 are 3 credit hrs.)
Books – Academics	\$250.00	Cost for new books (cost will vary depending on course taken)
Malpractice Insurance	\$10.00	Due at time of EMS course registration
Total Estimated cost for EMT-P 2 nd semester	\$2180.00	Total does not include cost of any health requirement updates or travel costs.

Paramedic - Level (Certificate option. AAS option requires additional academics)		
Semester 3		
Tuition – Paramedic courses (10 credit hrs x \$128/hr.)	\$1280.00	<i>EMS 253, 254, 255, 256</i>
Malpractice Insurance	\$10.00	<i>Due at time of EMS course registration</i>
Total Estimated cost for EMT-P 3 rd semester	\$1290.00	<i>Total does not include cost of any health requirement updates or travel costs.</i>
<hr/>		
Total <i>estimated</i> cost for EMT- PARAMEDIC CERTIFICATE (includes cost of EMT, AEMT & Paramedic	\$12,329.00	<i>Does not include cost for health requirements or travel costs to class/clinical. Does not include cost of developmental course requirements.</i>
National Registry fee for EMT-PAR	\$110.00	<i>National Registry fee for Paramedic license</i>
Alabama licensure fee	\$10.00	<i>2 year initial license EMT-Paramedic</i>
Total program + license fees	\$12,449.00	<i>Does not include health records requirements or travel to class & clinic.</i>

These costs are an estimate. Your particular costs will vary depending upon whether you have already completed academic courses and have health insurance. The \$498 annual fee for health insurance is only required if you are not covered under a health insurance policy. You are required to submit proof of health insurance coverage before enrolling in EMS courses. The costs for immunizations, physical examinations and CPR certification are not included in the total cost. Textbook costs can be reduced by purchasing used or rental books.

<i>Associate in Applied Science degree requires additional academics:</i>		
Tuition – additional academic courses (10 credit hrs x \$128/hr.)	\$1280.00	<i>PSY 200, SPH 107 or 106, Humanities elective*,</i>
Anatomy courses (4 credit hrs each) (8 credit hrs x \$128/hr)	\$1024.00	<i>BIO 201 and 202 if not taken in certificate program</i>
Books – PSY, SPH, HUM	\$400.00	<i>Cost of new textbooks</i>
Books – BIO 201 & 202	\$250.00	<i>Cost of new textbooks w/online access</i>
Costs of additional AAS degree requirements	\$2954.00	
<hr/>		
Total AAS Degree program	15,283.00	<i>Does not include health records requirements or travel to class & clinic.</i>

*Humanities elective – choose from one (1) of the following: ART 100, MUS 101, THR 120, ENG 271 or 272 (must have completed ENG 102), REL 151, REL 152, SPA 101, IDS 102, HPS 113**. See academic advisor if you have questions regarding transferring humanities from another college.

**HPS 113, Spanish for Healthcare may not transfer to other colleges or university.*
Tuition increases \$2.00 per semester hour each year.

SOUTHERN UNION SIMULATION CENTER

The simulation center is located next door to the Health Sciences building in the former president's house. The center provides an active learning environment and replicates the health care settings in which the students practice. Students practice and develop skills through simulated hands on learning experiences using a variety of instructional support methods and resources. Students will be required to participate in the learning experiences.

HEALTH SCIENCE DIVISION SIMULATION CENTER CONFIDENTIALITY STATEMENT

In order to preserve the realism of the scenarios used in the Southern Union simulation center and to provide an equitable learning experience for each student, all persons using the simulation center will be required to sign a confidentiality agreement. Because every simulation will be recorded on a DVD, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

SOUTHERN UNION STATE COMMUNITY COLLEGE HEALTH SCIENCE DIVISION SIMULATION CENTER CONFIDENTIALITY FORM CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO (Sample)

During your participation in a simulated clinical experience at the Southern Union Simulation Center, you will be both an active participant in simulated scenarios and an observer.

The objectives of the simulated clinical experience are to educate health science students to better assess and improve their performances in evolving health care situations. The simulated clinical experience is designed to challenge health science student's response and judgment in a controlled environment, and develop clinical reasoning.

By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that —all that takes place in the simulation environment—stays in the simulation environment|. Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A

breach of confidentiality will result in disciplinary actions see: the student code of conduct in the Southern Union college catalog.

_____ I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s).

_____ I authorize the Southern Union Simulation Center staff to video record my performance during clinical simulations experiences.

_____ I authorize the Southern Union Simulation Center staff to use the video recording(s) for purposes including, but not limited to: debriefing, faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Signature _____ Date: _____

CLASSROOM UNIFORM POLICY

All students enrolled in a Southern Union State Community College EMS Program are required to wear their respective uniform at all times in accordance with the clinical uniform policy while in the classroom and laboratory setting. Students enrolled in a one semester program or the first semester of a multi-semester program will be given a three week grace period before this policy is enforced. Students are asked to comply with this policy prior to the implementation date. The official start date of this policy will be provided by the instructor on the first day of class or during the program orientation for one semester programs or the first semester of multi-semester programs. Students enrolled in multi-semester EMS programs will not receive a grace period after their first semester in the program.

Students who are not dressed in accordance with the uniform policy (including properly worn student ID badges) will not be allowed to remain in the classroom or laboratory setting until they are in full compliance. Any missed work during this period of absence will be addressed by the program's standard attendance and make-up policy. Only the Dean of Health Sciences or the EMS Program Director can make alterations or exceptions to this policy on a case-by-case basis.

COLLEGE ACTIVITIES

EMS students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, posted on bulletin boards, and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Clubs sponsored at Southern Union are the

Student Government Association, Baptist Campus Ministries, Circle K, College Bowl Team, Global Environmental Organizations of Students (GEOS), Interclub Council, Letterman's Club, Music Club, Phi Beta Lambda, Phi Beta Kappa, and Southern Union Players.

FUND RAISING

All fund raising activities must be approved *in advance* by the Dean of Health Sciences and Dean of Students. Fund raising is allowed only by organizations/clubs which are officially recognized by the College. The senior officer of the organization first should submit a written request (forms available in the office of the EMS Program Director or Dean of Health Sciences) to conduct fund raising to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students.

USE OF TOBACCO PRODUCTS

Southern Union State Community College provides a tobacco-free environment. Tobacco use is not permitted at any time inside any building on any Southern Union campus. Tobacco use is permitted outside and away from buildings in the non-hazardous designated areas. The following are the only areas a person may smoke on the Opelika campus: the student union outside patio area and the large covered patio area under the HAC building (west side of HAC facing Hwy. 431.) The following is the only area a person may smoke on the Wadley campus: pavilion between the Science and Technology building and the Library. **Tobacco products are not to be used at any time at any clinical facilities including parking lots.**

FOOD AND DRINK

It is the policy of Southern Union State Community College that no food or drinks are allowed in any of its classrooms, labs, or learning resource centers.

CELL PHONES

Cell phones must be turned on silent or vibrate during class time. Students are not allowed to use cell phone during class time. Communication by any inappropriate means of communication during class is strictly prohibited and could be construed as cheating. If a student has a situation in which they expect a call during class time, then it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. If this situation occurs during a test, the student should arrange with the faculty member to answer the call. **At no time should the student have the cell phone on the desk or in use in the class or at clinical. Taking a picture during class or clinical is considered a violation of HIPAA and student privacy.**

COMPUTER LABS AND INTERNET

Use of Southern Union State Community College's computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College's computer labs. Students are not to

reconfigure, load, download, copy, delete, or in any way alter the software programs or computer configurations.

Internet access is limited to instruction purposes and is not to be used for entertainment. The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the Internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

USE OF COMPUTER LABS

To use the computer lab, sign-in and present your student ID to personnel in the office or control room.

1. Software is not to be loaded, unloaded, downloaded, or reconfigured.
2. Computers are not to be turned off while a program is running.
3. Food, drink, and children are not allowed in computer labs.
4. Computer space must be cleaned-up prior to leaving the lab.

All computers are loaded with Microsoft Office, and email can be accessed on all computers. Microsoft Works, Gregg College Document Processing, Math, Reading, Encarta Encyclopedia

DISTANCE EDUCATION

Students enrolling in a Health sciences program may be required during their tenure as a student to take teleconference classes. In these courses, faculty members will conduct class from one location while students are at another campus. Faculty members travel between the campuses to assure that students have an opportunity to meet face to face with the faculty member on a scheduled basis.

WEB BASED MATERIALS

Courses in the Health Sciences division are augmented using the course management system known as Blackboard. Students will be expected to access and print these materials as outlined in the course syllabus. For students who do not have a computer at home, computers are available in the Library for printing. Students will be expected to acquire these resources.

CALCULATORS/TAPE RECORDERS/ ELECTRONIC DEVICES

The policy regarding use of calculators, tape recorders, and/or any other electronic devices varies with each course. See each course syllabus for course policy. Use of PDA's and cell phones are not permitted during testing at any time.

ACADEMIC HONESTY CODE /ACADEMIC INTEGRITY

HONESTY AND PLAGIARISM: The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions. Examples of dishonesty include actual or attempted cheating, plagiarism*, or knowingly furnishing false information to any college employee.

*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one's own. Proper quoting, using APA formatting (current edition), is required. Students must properly cite any quoted material.

There will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of the particular student. This also includes giving false information to the faculty about a student's use of another student's past paperwork in a class, false student clinical activities, i.e.: patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity and a possible failure for the course.

Violations of the Academic Honesty Code include, but are not limited to the following: 1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor; 2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations; 3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator; 4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations; 5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others; 6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor; 7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of

another student); 8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another); 9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and 10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

If the incident is referred to the Dean of Students, suspension or expulsion from the college may result. These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

If a student is found cheating on an exam or committing plagiarism, a grade of zero "0" will be assigned for that exam or assignment. Further disciplinary action will be taken at the discretion of the Dean of Students.

Tests may not be duplicated in any form including, but not limited to: hand written, photocopy, video or tape recording. Portable electronic devices including cameras, IPODS, PDA's, or cell phones must not be visible in the class room. Cell phones must be turned off or set on vibrate or silent mode. These devices may be kept in a book bag, pants pocket or purse.

Students using laptop computers during classes may not check e-mail, surf the web, or go to other web sites during classes or while reviewing for a test. Laptop computers may not be turned on during test review.

MAKE-UP TESTS

If unable to take an exam at the scheduled date and time, the student is expected to notify the instructor prior to the exam. Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. **Students may take only one make-up test per semester.**

All required written work must be satisfactory. Make-up exams may be multiple choice, fill in the blank, short answer, matching, or discussion. Only one makeup exam will be allowed, given at the time designated by the instructor. If more than one exam is missed, the student may appeal to the EMS Program Director and/or the Dean of Health Sciences.

Individual test grades are not rounded to the next higher score. For example, 76.2 and 77.8 would be recorded as test grades. Final course grades will be rounded if the final course grade is 0.5 or above without being rounded. For example, if the grade is 89.49, then a B will be recorded. This applies to grades that are 74.49. This will be recorded as a D. It is recommended that if you score below a 75 on any test that you see your instructor for additional help.

TEST REVIEW

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester to challenge question answers for points. Students who wish to challenge a test question must do so within 72 hours from the end of the test administration. Students who challenge test questions must do so in writing with documentation as the reason for the challenge. Students should follow the chain of command.

COMPUTERIZED TESTING

Students will need to arrive at the computer laboratory at the designated time. No food or drinks are allowed in the lab. Students may only bring a pencil and a basic calculator or marker board. If paper is needed, faculty members will supply you with a blank sheet that must be signed by you the student and handed in at the completion of the test. No cell phones or PDA's are allowed at your desk. Book bags must be left at the front of the class room or on the side. Students may not have anything at the desk but pencil (paper if needed) and basic calculator. The students are allowed only to access the test in progress. No other programs or internet applications should be open on the task bar or used at this time. Once the test is complete and submitted, the student may review the test if allowed by the faculty member. Once the test is complete, the student will end the testing session and exit the computer laboratory. Students may not check email, surf the web, or go to other web sites before, during, or after the test. Any violation in this policy will result in the student being referred to the Dean of Students for violation of the Academic Integrity policy in the college student handbook/catalog.

COMMUNICATION CHANNELS

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, you should consult the course coordinator. If this does not resolve the issue you may make an appointment with the Program Director/Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved. The formal due process procedure may be obtained from the Dean of Students and/or Academic Advisors.

STUDENTS ACCESS TO INSTRUCTORS

Students will be able to meet with their instructors during designated office hours/ tutoring hours. Office hours are posted outside each faculty member's office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

PARTICIPATION IN PROGRAM OF LEARNING

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, through participation in faculty meetings, and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. End of the semester conferences/evaluations with faculty, provides students an opportunity for one-on-one feedback. Students are asked to evaluate the entire curriculum at the completion of the program and six months to one year after graduation.

iTouch, iPhone Policy for SUSCC Health Sciences Students

In the performance of their duties, students in training at the various clinic affiliates of SUSCC are often permitted to have unrestricted access to confidential information regarding patient's medical history and other proprietary patient information. They may also become aware of confidential information pertinent to the operations of the various clinical affiliates of SUSCC including proprietary business, financial, and personal information. Those people working as students in training at the various clinical affiliates of SUSCC should be aware of the sensitive nature of all this information. They will treat all information learned through their clinical with the various affiliates with the utmost confidentiality.

Electronic Device Use

PDA's and cellular phones are not allowed during testing. The use of electronic devices (ipod, iPhone, Blackberry, Palm, etc.) in the clinical settings is allowed, as long as the device is being used as a clinical aide. While these devices can be a great asset to the student, it is the student's responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPAA compliance, as well as professionalism. The taking of photographs, texting, using personal email, and the use of social networking sites (ex: Facebook, Myspace, and Twitter) at clinical sites is strictly prohibited. SUSCC's HIPAA policy will apply to the use of these electronic devices, while at the clinical setting.

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Science Program **requires all PDAs to be password protected**. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

DISABILITY ACCESS

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and

academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. To request disability accommodations, please contact Gary Branch at the Disabilities Services office ext 5351. After initial arrangements are made with that office, please contact your instructor.

NATIONAL REGISTRY/LICENSURE EXAMINATIONS

Southern Union will assist students in creating an account with the National Registry; however, compliance with the examination/licensure process and setting up the account is ultimately the responsibility of the student. This account can be set up by going to www.nremt.org and completing the required information (you only have to do this once). As a student you should plan to take Registry as soon as possible after completing the program.

Candidates or EMS Professionals setting up their accounts need to use their own, unique email address rather than sharing the same email address among a class or group. This measure is necessary for security purposes as well as for the new password reset feature the NREMT has recently employed. Please help keep online accounts secure by stressing this need.

Only Candidates Are Authorized to Set Up Their Own Accounts. When someone other than the candidate sets up his/her account, it is a form of forgery! In setting up an account, the candidate must agree to the rules and policies of the NREMT. By agreeing to the rules and policies (reading the statement and checking the agreement box), the candidate in effect has entered his/her electronic signature. When anyone else signs another person's name, it is forgery and can result in disciplinary action, banning further approvals and removal of access to the NREMT website. State Officials and Education Program Directors should make sure each candidate sets up his/her OWN account--this helps keep candidate accounts secure and encourages professionalism. Thank you for your support and understanding.

CLASSROOM INTERACTION

All interactions within the classroom are expected to be honest and respectful. Teachers set the tone and demeanor of their classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should to be thoughtful and relevant.

Unsanctioned talking, eating, sleeping, and reading unrelated material during a class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member, Program Director, and/or Dean before he or she will be allowed to return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave

until the class has been dismissed. Faculty members may close the door and not allow students to enter a class until a class break.

RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, should not effect teachers' expectations or interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, anyone who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment, questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider "studenting" to be a full-time job. A college's first priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

EVALUATION

Theory

A minimal grade of C is necessary in order to achieve passing status in any course. The student must achieve a minimum grade of "C" in theory and "satisfactory" in clinical in order to successfully complete the course. All courses in the Health Sciences Division are on an eight-point grading scale. Letter grades are assigned as follows:

- A - Excellent (90 – 100%)
- B – Good (80 - 89%)
- C – Average (75 - 79%)
- D – Poor (65 - 74%)
- F – Failure (below 65%)

Clinical and Skills Laboratory Performance

A satisfactory level of performance on practical examinations and clinicals throughout each level of training is required. Unless otherwise denoted in the course syllabus,

clinical/skills laboratory performance is evaluated as either satisfactory (S) or unsatisfactory (U). Clinical/Skills lab performance must be satisfactory to receive a passing grade of "C" or better in the course.

Students will be dismissed from clinical and/or the EMS program of study for unethical, immoral, illegal, or unsafe clinical practice.

Incomplete Competencies

A grade of "Incomplete" or "I" may be recorded if the minimum number of competencies are not met. Courses for which the grade of "I" (Incomplete) has been awarded must be completed by the end of the subsequent semester. Unless the deficiency is made up within the following semester, the "I" automatically becomes "F".

ATTENDANCE POLICY

Classroom

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. **The ultimate responsibility for learning lies within the student.**

A student will be dropped administratively from a course for failure to attend classes. When the student has missed more than 20% of the total number of hours the class meets, the student will be dropped from the course and receive a "W" for the course. A "W" may affect eligibility for financial aid. Contact Financial Aid Office for information. Students who are tardy three times or leave early will be counted as one absence.

Students are responsible for knowledge & material not acquired due to absences and for assignments due during class absences. **Please arrive on time and do not leave early, it is disruptive to others in the class that wish to learn.** The instructor is not required to review with the student any material missed because of being absent, nor is the instructor required to notify a student if they are in danger of a lowered grade due to any graded work missed. **An absence may be excused due to extenuating circumstances (active military duty, death in the immediate family, illness, etc).**

Clinical

Students are expected to attend **all** clinical rotations required for each course. Failure to complete clinical rotations will prohibit progression in EMS and allied health programs.

All college laboratory and clinical experiences are considered clinical. It is expected that the student will assume responsibility for punctual and regular clinical attendance. When

it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor prior to the beginning of the clinical experiences. Clinical absences in the course will be made up. However, due to limited space and time, clinical make up days cannot be guaranteed. If another clinical space is not available, the student will be required to complete additional assignments in order to fulfill the clinical requirement. Clinical absences greater than 10% of the total campus clinical hours in the course constitute clinical failure. If excessive hours are missed, the student may appeal to the academic progression committee. If the student will be late, the assigned unit or instructor should be notified as soon as possible.

A mature acceptance of academic responsibilities is a requisite for accomplishment in college. The student is expected to read published assignments prior to the clinical experience. The student is expected to demonstrate competence in the clinical setting. See general information on grading and evaluation.

Tardiness

Tardiness is **not** tolerated and is very disruptive to the learning process. Clinical time missed due to tardiness will count as time absent from clinical. **Two clinical tardies will constitute a clinical unsatisfactory.** If a student is tardy on an examination date, a makeup exam may be scheduled by the instructor. See the Grading and Evaluation section.

COURSE SYLLABI

Each EMS course has a syllabus that is the student-teacher agreement for that specific course. Syllabi may be available for purchase through the Campus Bookstore and/or offered online. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member. **Syllabi are projections of activities that will take place over several months; however, teachers may modify activities to fit unforeseen circumstances. Changes will be announced in class and/or provided in writing via the course management system.**

TELECONFERENCE COURSES

Classes in the Health Sciences Division are offered at various times via teleconference. Students are expected to attend class and work with faculty members to assess individual learning needs. Should technical difficulties arise faculty members will make every effort to offer alternative and/or additional learning activities for the students. The responsibility for learning rests with the student. The responsibility for providing the student with the necessary tools rests with the faculty. This may or may not be a lecture format class.

TESTING AND PROGRESSION POLICY

Students of Southern Union State Community College EMS Program will be required to take nationally normed tests throughout the curriculum. Students must take the exams

at assigned times or make arrangements in advance (not the day of the test) with the faculty member. **Students attending the Wadley campus may be required travel to take the Comprehensive tests in the Health Sciences computer lab on the Opelika Campus. All exams are monitored. Students will not be allowed to bring anything into the room except a pencil. Students may not go to the restroom during a test unless monitored.**

Students must achieve an “Above the passing standard” as defined by the testing software on each module of the five (5) EMS Computerized Adaptive Testing (CAT) Competency exams (Airway, Cardiac, Trauma, Medical, and Operations) in order to successfully complete the courses EMS 118 (students enrolled in Basic) or EMP 204 (students enrolled in Paramedic). Students falling below the passing standard are required to remediate in areas of deficiency and retake the exam, and may repeat the exam as often as needed. After successful completion of the five (5) CAT exams, students are eligible to take the Comprehensive Final Exam.

Academic/Clinical Appeal Policy/ Formal Due Process Procedure

An academic complaint is defined as a concern about a strictly academic matter, i.e. grades, work assignments, quality of instructions, fairness of instructor and/or examinations, clinical education. Academic appeals, with the exception of final grades, must be initiated within three (3) business days of their occurrence. Grade appeals must be initiated prior to the last day of classes of the following term.

The following procedures should be followed for academic complaints.

1. The student should first contact the instructor and discuss the problem, within three (3) business days of the occurrence.
2. If the student does not receive satisfaction from the instructor, the student should contact the appropriate Department Chair, within three (3) business days after contacting the instructor. The department Chairs will confer with the student and the faculty member in an informal attempt to reach closure. If the problem is resolved at this point, a “memorandum of record” will be prepared by the Department Chair and be maintained on file.
3. If closure is not reached by using the informal approach, the student may file a formal academic appeal to the Health Sciences Dean, within three (3) business days of the meeting with the Department Chair. This must be done in writing and dated prior to the time limit stated above (the date of the initial complaint). The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.

4. The Health Sciences Dean will review the information, prepare a written recommendation, and notify the student, instructor, and department chair of the decision within three (3) business days after the written appeal is received.

5. The decision of the Health Sciences Dean is final.

Clinical

PURPOSE

To provide each student an opportunity to gain clinical experience following the DOT/NHTSA National Standard Curriculum (NSC). During clinical, the student performs clinical skills and required competencies under the direct supervision of a preceptor and/or clinical instructor. The performance criteria will vary depending on the course.

ELIGIBILITY FOR CLINICAL ROTATIONS

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. All EMS students are required to have background checks and drug screens completed to meet the requirements of clinical agencies in accordance with the Joint Commission Accreditation of Healthcare Organizations (JCAHO) standards. Background checks and drug screens will be conducted by one vendor approved by the Health Care Agencies, Division Chair and/or Dean of Health Sciences. Background checks or drug screens conducted by any vendor or agency that is not approved will not be accepted. Background check results should be completed before newly admitted or returning EMS students will be allowed to register for courses. Students who have been out of the EMS program sequence for one semester or more must repeat the criminal background check and drug screen. The student is responsible for paying for all background and drug screens required by the clinical agencies.

Students contract directly with the approved vendor and results are confidential. The clinical agency (ies) will make the decision to approve or deny the student for clinical privileges. The course coordinator will have access to an approved/denied list, not specific results of the background check. Students who are not accepted by the clinical agency for clinical rotations will be administratively withdrawn from the EMS program.

Refusal of a clinical agency to accept a student will prevent a student from completing the EMS program. The student will be responsible for clearing any denials reported with the clinical agency. Students who are unable to resolve any denials will be withdrawn from the EMS program. Some clinical settings may continue to require a separate background check, including fingerprints. At any time the student cannot meet the clinical requirements of the agency the student will not be allowed to continue in the program.

Clinical Eligibility:

Students must maintain a minimum average grade of 75% or greater in all their didactic classes to remain eligible to do clinical rotations. Student grades are checked every

week and the clinical instructor is notified of any student who has an average grade less than 75%. If the student's average grade is below 75%, they are not eligible to do clinical rotations and are put on hold due to clinical ineligibility. Once the student's average grade is 75% or above the students will be allowed to restart their clinical rotations. Students do not lose their hours completed while on clinical ineligibility; however, if they never regain clinical eligibility they will receive a grade of F in clinicals since they did not meet the requirements. If the student receives a passing grade at the end of the semester and they have not completed their clinicals, they will receive an incomplete in clinicals and will have to make it up the next time that class is offered.

INJURY DURING CLINICAL

If you are injured during clinical experiences (needle stick, back injury, etc), you must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate incident report/ or variance report required by the agency.

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.

Admission to the Clinical Areas

Prior to clinical experiences, the student must:

1. Purchase uniforms which comply with the program's dress code.
2. Have current professional malpractice insurance throughout the EMS program, including semesters without a clinical component. Malpractice insurance at the \$1,000,000/\$3,000,000 limit is required. This may be purchased through Southern Union (McGinnous and Associates) for \$35 per semester. Payment for malpractice insurance must be made in the Business Office located in the Administration Building on the Opelika Campus. Receipt of payment (or a copy of your private malpractice insurance policy) must be presented to Health Sciences secretary, on the Opelika Campus.
3. Annually submit a completed health questionnaire evidencing a state of physical and mental health such that the student is able to complete all program

requirements without presenting undue risk/harm to the student or other persons. No otherwise qualified individual with a handicap, as the term "handicap" is defined in 29 U.S.C Section 706(8), shall, solely because of his or her handicap, be denied admission or continued progression in this program.

4. Submit proof of the first of three vaccinations for Hepatitis B or sign a waiver. The second vaccination is due 30 days following the first vaccination. The third vaccination must be taken 180 days after the first vaccination. In lieu of Hepatitis B vaccinations, the student may sign a waiver.
5. Submit verification of current CPR certification at the Healthcare Provider level through the American Heart Association. Certification must be valid through the last day of final exams of the semester for which the student is registering. CPR certification is offered through our continuing education program at a cost of \$30.00, which does not include the textbook.

Advanced EMT Students:

Possess a current Alabama EMT license.

EMT-Paramedic students:

Possess a current Alabama AEMT license.

General Guidelines

1. Students are required to meet the requirements noted above under "Admission to the Clinical Areas" by the eighteenth day of the semester. Students failing to do so will not be allowed to attend skills lab or clinical rotations until the requirements are met. Any absences due to failure to meet these requirements will be deemed unexcused absences.
2. Clinical schedules will be assigned by the EMS Clinical Coordinator and cannot be made up. Students will be allowed to swap one (1) clinical with the approval of the Clinical Coordinator. While efforts will be made to accommodate the student with respect to his/her employment and other obligations, students are expected to be present at all scheduled clinicals.
3. Clinical will be performed on the unit assigned by the clinical instructor. Students may observe in other sites only with the approval of the Preceptor, Clinical Instructor, Program Director or Medical Director.
4. Clinical rotations may not be performed while the student is on his or her regular job. In no event will a student be substituted for a crew member or employee.
5. Students may give the phone numbers of clinical units only to a family member to be used for emergency purposes only. Only emergency calls are allowed during clinical hours.

6. Students **must** adhere to the EMS program uniform policy.
7. The use of cellular phones and/or pagers is/are strictly prohibited while at clinical sites. Cell phones/pagers must be left in your car and used only during breaks or at other times approved by the site preceptor. **Taking a picture during class or clinical is considered a violation of HIPAA and student privacy.**
8. In addition to the College's requirements, students are also subject to the policies and procedures of the clinical site during their clinical rotations.

Approved Clinical Sites

Hospitals

The Medical Center - (TMC) 18th. St., Columbus, GA (706) 571-1082. ICU and ER clinicals only. Students must park in the visitor parking lot and enter through the main entrance unless instructed differently by your Clinical Instructor or Preceptor.
TMC IS ON EASTERN STANDARD TIME

East Alabama Medical Center - (EAMC) 2000 Pepperell Pkwy., Opelika, AL 334-749-3411. Students must park in the employee parking area at the rear of the hospital. Enter through the front entrance hallway.

Emergency Department: (334) 528-1150
Nursery: (334) 528-3701
Labor & Delivery: (334) 528-2230
SICU: (334) 528-3180
MICU: (334) 528-3170

George H. Lanier Memorial Hospital - (GHL) 48th. St., Valley, AL (334) 756-3111
Students must park in the visitor parking area at the front of the hospital. Enter the hospital through the front or rear doors. **GHL IS ON EASTERN STANDARD TIME**

Clay County Hospital - (CCH) Highway 9 North, Ashland, AL (256) 354-2131.

Coosa Valley Medical Center – 315 W. Hickory St, Sylacauga, AL (256) 401-4060

Russell Medical Center – 3316 Hwy 280, Alex City AL (256) 329-7100

Lake Martin Community Hospital – 201 Mariarden Rd, Dadeville, AL (256) 825-7821

Baptist Hospital – 2105 East South Boulevard, Montgomery, AL 36111 – 334-288-2100

Jackson Hospital – 1725 Pine Street Montgomery AL 36106 – 334-293-8000

Prehospital Sites

EAMC-EMS

Station #1: 2000 Pepperell Pkwy., Opelika (behind the hospital) (334) 705-1147.

Station #2: Pumphrey Drive, Auburn (334) 826-8100.

Shifts: 1st.: 8:00 a.m. to 4:00 p.m.

2nd.: 4:00 p.m. to 12:00 p.m.

Lanett Fire and EMS Department - 401 North Lanier Ave., Lanett, AL (334) 644-5230.
(Eastern Standard Time)

Emergency Medical Transport – 60001 Highway 22, Roanoke AL (334) 863-7911

Clay County Rescue Squad – 453 Taylor Road, Lineville, AL (256) 396-0445

Valley EMS – 25 James Drive, Valley AL (334) 756-5200 **(Eastern Standard Time)**

Troup AMR – Lukin Industrial Blvd, LaGrange GA (706) 884-1739 **(Eastern Standard Time)**

Care Ambulance – 625 8th Place, Phenix City AL (334) 448-3178 **(Eastern Standard Time)**

Mid-Georgia Ambulance – 1030 20th St. Suite A, Columbus GA (706) 324-5550
(Eastern Standard Time)

Alex City Fire Department -- 38 Court Square, Alexander City, AL 35010 --
256.329.6747

Tallapoosa EMS -- 201 Mariarden Rd, Dadeville, AL 36853 -- (256) 825-9811

Opelika Fire Department – 1015 Avenue B (Headquarters) Opelika, Alabama 36803 --
(334) 705-5300

Haynes Ambulance – 510 Hospital Dr. Wetumpka AL 36092 -- 334-514-7911

Clinical Attendance

Arrival

We recommend that you arrive at least 15 minutes prior to the scheduled shift in order to begin work at the assigned time. Introduce yourself to the staff, and ask the preceptor to sign you in.

Tardiness

1. A student is considered tardy after the beginning of clinical.
2. If the student will be able to arrive at the clinical site within one (1) hour of the scheduled time, the student may attend the clinical if he/she:
 - a. calls the clinical site to inform the Preceptor that he/she will be late, and
 - b. calls the EMS Clinical Instructor and advises him/her of the reason for the tardiness and the name of the person the student talked with at the clinical site.
3. If arrival will not be within one (1) hour of the scheduled time, it will be considered a clinical absence. The EMS Clinical Instructor and unit Preceptor must be notified as soon as possible.

Absences

Please see the attendance policy.

A student who is absent from clinical should contact the scheduled clinical site at *least one hour in advance*, obtain the name of the person with whom you spoke at the clinical site and advise them of:

- a. your name and level of training.
- b. reason for absence.

Next, call the EMS Clinical Instructor and advise him/her of:

- a. your name and level of training.
- b. date, time, & clinical site you are absent from.
- c. the name of the person with whom you spoke at the clinical site.
- d. reason for absence.

Rescheduling

Missed clinicals cannot be made up. Students will be allowed to swap one (1) clinical with the approval of the Clinical Coordinator.

Required Competencies

As a minimum, EMS students are required to perform the number of procedures listed below for a clinical grade of “satisfactory”. These minimum competencies must be completed prior to the end of the final semester of clinicals at each respective level.

1. EMT Students
 - a. Patient assessments (primary and rapid/focused), including documentation of findings20
 - b. Oxygen administration.....4
 - c. Spinal immobilization..... 4
 - d. Control hemorrhage2
 - e. Apply splints2

2. AEMT Students
 - a. Skills
 1. Comprehensive patient assessments
 - Adult Patient Assessments25
 - Pediatric Patient Assessments 15
 - Geriatric Patient Assessments..... 15
 - Syncope5
 - Abdominal Pain10
 - Chest Pain15
 - Trauma10
 - Altered Mental Status10
 - OB/GYN5
 - Psychiatric5
 - Adult Respiratory10
 - Pediatric Respiratory4
 - Medication Administrations.....15
 - Successful IV Starts25
 - b. Team Leads.....5

2. Paramedic Students
 - a. Skills
 1. Comprehensive patient assessments
 - Adult.....50
 - Geriatric30
 - Pediatric.....30
 - Trauma Patients40
 - OB/GYN Patient.....10
 - Psychiatric patients10
 2. Live intubations.....6
 3. Successful I.V. procedures25

4.	Medication administrations	25
5.	Ventilations of non-intubated patients.....	20
b.	Patient encounters	
1.	Chest pain patients	30
2.	Respiratory patients	20
3.	Altered mental status patients	30
4.	Abdominal pain patients	20
c.	Team leader responses	50

Additional Scheduling

Should a student not meet the required minimum competencies during regularly scheduled clinicals, additional clinical may be assigned until the minimum competencies are met.

Personal Appearance/Uniform Guidelines

Shirts:

Southern Union EMS shirts ONLY. Shirt tails must be tucked in. The Clinical Coordinator has a sample of the shirts that are required. Please look at the sample before purchasing shirts.

EMT-Basic Students..... Grey shirts
 Advanced EMT..... Grey shirts
 Paramedic Students..... Grey shirts
 Paramedic **and** AEMT Students **MUST** wear black scrubs while on hospital clinical.

Trousers:

Loose-fitting navy blue or black BDUs or Dickies. No denim pants/blue jeans.

Coats:

Dark, single colored (preferably black or navy blue). Must not contain any patches or emblems. The ID badge should be worn on the outside of any jacket or coat.

ID Badge:

A Current Official Southern Union State Community College photo ID badge is to be worn at all times. No other ID badges or name tags will be allowed, and no modifications to the ID badge may be made.

Scrubs/Surgery:

In certain clinical areas, students will be required to wear scrubs. The clinical agency will furnish the scrubs.

Shoes:

Black uniform boots (i.e. Hi-Tec) are preferred in the prehospital clinicals. Clean tennis or EMS shoes are permitted. Shoes must be solid white or black.

Jewelry:

Limited to wedding ring (with no stones), watch with a second hand, official Southern Union State Community College name pin, and one pair of small plain, stud earrings. Earrings, and other types of jewelry, may be worn only in pierced earlobes and may not be worn in any other area of the body that may be pierced and visible to others. No necklace or bracelet of any type shall be permitted.

Hair:

Clean and confined so that it does not interfere with patient care. **Hair must be kept off the shoulders and collar.** Hair color should be naturally occurring to humans and style should be within accepted societal norms.

Beards and mustaches are permitted as long as they are neatly trimmed and do not interfere with the use of a HEPA respirator. Otherwise, students must be clean-shaven.

Perfume:

Perfume or cologne **shall not** be worn in the clinical area.

Nails:

Short and clean; clear polish only. **No artificial nails or nail tips.**

Personal:

Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant. The student must be free of any odors that may be offensive to patients or co-workers, including tobacco smoke.

Tattoos:

Only non-visible tattoos are allowed. Any tattoos in visible area must be covered.

Clinical Coordinator has final say regarding acceptable appearance.

Equipment

1. Required:

- a. Stethoscope
- b. Penlight
- c. Southern Union Photo I.D. badge – must be current
- d. Pen (black ink)
- e. Bandage Scissors
- f. Complete change of clothing (OSHA requirement)
- g. Wristwatch appropriate for calculating pulse rates
- h. Small pocket notebook
- i. Clinical Evaluation form

j. Skills Objective Sheet

2. Optional

- a. Pocket mask/barrier device
- b. Latex gloves
- c. Safety glasses
- d. Jump bag for above items
- e. Tourniquet (Paramedic & AEMT students)

Conduct

Student conduct and communication is to be professional, cooperative, and inquisitive. Avoid confrontation and arguments with patients, families, health care professionals, and employees. Alcohol may not be consumed within 12 hours preceding clinical.

Patient Confidentiality

Information regarding the patient's physical, psycho-social, or economic condition must not be disclosed other than to persons directly responsible for care and treatment and only when such information has a bearing upon such care and treatment. Requests for information, such as from the news media, regarding patient care are to be referred to the Preceptor. All medical records and patient information are confidential, may not be photocopied, and may not be removed from the clinical site. Do not utilize any confidential information: name, address, phone number, social security number, etc. when completing practice Patient Care Reports for the EMS Program.

Meals & Breaks

Hospital Sites

Meals and breaks are approved by the preceptor within the following guidelines

<u>Scheduled Hours</u>	<u>Meals/Breaks</u>
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6 - 8 hours	1 - 30 minute
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9 - 16 hours	2 - 30-minute
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Use the hospital cafeteria, snack bar, or bring your own meal. Do not leave the clinical site.

Prehospital Sites:

Meals and breaks at the prehospital clinical site are approved by the preceptor and may be eaten away from base. Meals and breaks are scheduled based on call volume and staffing requirements.

Documentation and Performance of Clinical Skills

Clinical Skills

Skills are taught in the college laboratory prior to performance in the clinical area. Procedures performed beyond these limitations are inappropriate. Students must not perform any skills or procedures during clinical unless the skill or procedure has been satisfactorily performed for an Instructor in the skills lab. It is the responsibility of the student to inform the preceptor if a skill is not appropriate for the student to perform.

Invasive Skills

1. All invasive skills are taught utilizing equipment on hand. You will not be checked off on all invasive equipment but the technique will be the same. If you are unsure about a piece of invasive equipment ask your clinical preceptor to assist you.
2. Documentation: At the AEMT and Paramedic level, technique used with invasive skills must be evaluated, documented, and initialed by the preceptor or clinical instructor on the Clinical Evaluation Form.
3. Performance: A student should not attempt an invasive procedure on the same patient more than twice. The preceptor may allow only one attempt.

Evaluation

Purpose

The purpose of clinical evaluation is to ascertain that the student has met measurable objectives deemed necessary for competent practice by the EMT at the Basic, AEMT, and/or Paramedic level.

Evaluation criteria

Clinical evaluation will be made on a satisfactory/unsatisfactory basis and will be based on the clinical instructor's final assessment of objectives met. Clinical performance must be satisfactory to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Grading Scale

The following grading scale (1-5) will be used by the Preceptor for evaluation:

Unsatisfactory

1. Student used poor technique; violated principles of infection control; was not able to perform skill; did not provide safe, effective patient care.
2. Student was able to perform skill, but failed to meet normal expectations; requires constant guidance and supervision to assure safe patient care.

Satisfactory

1. Student performed skill according to established guidelines with moderate guidance; ability meets normal expectations.
2. Student was able to perform skill competently with minimal guidance; ability exceeds normal expectations.
3. Student demonstrated mastery of skill; was able to perform skill competently with no guidance; has thorough understanding of the technique and performed skill in a safe and efficient manner.

Critical Criteria

The following critical criteria are marked with an asterisk (*) on the Evaluation Form. Students may be dismissed from the clinical area and/or the EMS program for violating

a critical criteria. A rating of unsatisfactory in a critical criteria may constitute course failure.

1. Practiced appropriate infection control measures.
2. Performed within the ethical and legal parameters of practice.
3. Demonstrated professional, responsible, and respectful attitude.
4. Maintained patient privacy and/or confidentiality.
5. Responded well to constructive criticism.
6. By the student's actions or inaction:
 - a. maintained the patient's physical integrity.
 - b. maintained the patient's psychological integrity.
 - c. maintained safe environment for self, co-workers, and/or public.

Clinical Evaluation:

Basic:

1. A Clinical Evaluation Form is to be completed by the student and preceptor or clinical instructor for each clinical.
2. The completed form should be personally delivered to the clinical instructor.
3. A preceptor survey must be completed within 24 hours of completing the clinical.

Personal Notebook

Each student should keep a record of clinical experiences. Questions relating to patient care should be listed so that they may be discussed during class. Each student should pursue the information needed for completion of required paperwork for course.

MALPRACTICE INSURANCE

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division program, including semesters without a clinical component. The malpractice insurance must be purchased through Southern Union during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$10-15 per semester for coverage at the \$1,000,000/\$3,000,000 level. **Payment for malpractice insurance is included in your fees.**

HEALTH INSURANCE

Each student in the Health Sciences Division must have health insurance throughout enrollment in any program. Documentation must be provided to Libby Leak. Students will not be allowed to register until they have provided proof of Health Insurance.

CPR CERTIFICATION

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) at the Health Care Provider (American Heart Association) level prior to registration each semester. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. Red Cross certification is not accepted by the clinical agencies.

HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College EMS Program requires all PDAs (iPod Touch) to be password protected, and all information to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

CONFIDENTIALITY/ HIPAA

All patient/client information is confidential. Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's health science file.

LEVEL 1: Constitutes an act of negligence.

– Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients name attached
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation **carries** over to subsequent semesters.

LEVEL 2

- Repeat violation of a level one incident within the **same semester** or **subsequent semester** in a Health Science program (does not have to be the same incident) will result in a level two violation
 - Intentional violation of the SUSCC Confidentiality/ HIPAA policy.
- Examples of a level 2 violation include but are not limited to:

-Unauthorized access to patient records.

-The discussing of Patient's, Patient's family and or visitors information with others not involved in the patient's care

-Discussing Patient, Patient's family and or visitors information on social media sites

-Discussing of Patient's, Patient's family and or visitors information where as others not involved in the direct care of the pt may overhear your conversation.

-Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health science program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

LEVEL 3:

- Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation.
- Or a malicious offense used to cause harm to a person, or used for personal gain

– The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will not have the option of returning to that program or any program of study in the Health science division.

All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program

(whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program.

The following are some general guidelines for students regarding HIPAA compliance

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying client records is **NOT** permitted in any clinical setting.
- Records should not have client's names or initials when turned in for clinical paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- For more information regarding HIPAA please visit <http://www.hhs.gov/ocr/privacy/>

UNIVERSAL PRECAUTIONS

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if they have any doubts, questions or concerns regarding correct procedure.

STUDENT BEHAVIOR

The Southern Union Health Sciences Department does not exercise control over the conduct of EMS students in their private lives; however, when a group of students or an individual student acts as a recognized representative of the Southern Union EMS Program or participates in an off-campus activity sponsored by the Health Sciences Department, appropriate standards of conduct will be prescribed. Any conduct by a EMS student shall be subject to review and appropriate action taken by the Health Sciences Department whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Department or when that conduct demonstrates a threat to the safety and well-being of others.

If at any time prior to graduation and during the course of participation in professional training as a EMS student or in fulfilling other responsibilities as a Southern Union State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action which may include suspension or expulsion from the EMS program. Such behavior is defined to include, but not necessarily limited to, any of the following:

- failure of a student to notify appropriate persons of absence from scheduled learning experiences;
- dishonesty in interactions with staff or instructors;
- failure to adhere to required dress code;
- unsafe practices; the use of inappropriate language;
- being consistently late in fulfilling scheduled responsibilities
- failure to fulfill appointments; or
- failure to maintain confidentiality in matters related to educational responsibilities

The demonstration of severe physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities as an EMT will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of endeavor can result in suspension or expulsion from the EMS program. Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities in the EMS program or the illegal use of other drugs and substances will result in suspension or expulsion from the EMS program.

STUDENT HEALTH INFORMATION HEALTH POLICY

All students admitted to programs of study in the Health Sciences Division are required to receive the Hepatitis B vaccines (or sign a waiver). The vaccines are a series of three injections. The student must have the first injection prior to the first term of registration. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the first vaccination.

Students entering any program in the Health Sciences Division must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

Students in all health care programs must comply with Public Law #102-141, Section 633 and “The Alabama Infected Health Care Worker Management Act.” The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected status within seven days of the time s/he diagnoses or provides such care.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week’s absence may be required to provide a physician’s statement which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the Essential Functions/Technical Standards established for the program of study.

STUDENT CLINICAL REQUIREMENTS

Students are required to keep a copy of their clinical requirements. The school does not keep copies on file. Therefore, the school will not provide copies to clinical agencies after the student graduates. The student is responsible for keeping copies of clinical requirements as part of the portfolio for career to work.

ANNUAL PHYSICAL EXAM/ HEALTH QUESTIONNAIRE/ESSENTIAL FUNCTIONS

Students are required to submit upon admission to the EMS program a completed Health Questionnaire. This questionnaire and essential functions are to be updated **annually** or as the student’s health status or immunization status changes. A TB skin test is required annually and immunizations are expected to be current. If a student has a positive skin test, then the student must have a chest x-ray every two years and complete the TB questionnaire annually. Forms to be completed may be obtained from the Health Sciences Clerk. If this form is not submitted annually the student will not be allowed to continue in the program.

DRUG TESTING

Students may be asked at any time to submit a specimen for drug testing while enrolled in the EMS program. Drug screens are to be performed by an outside laboratory contracted by Southern Union. A positive drug screen will result in dismissal from the program. It is the student’s responsibility to clear any discrepancies with the contracted laboratory. Students are responsible for the payment of random drug screens.

INFORMING STUDENTS OF PROGRAM CHANGES

Policies and procedures are communicated to students by means of the EMS Student Handbook, course management system, the College Catalog, and institutional website. This handbook is revised regularly to provide current and accurate information. Each EMS student receives his/her own copy of the Handbook upon entering the program.

Changes in the EMS program, policies, and procedures will be announced to each class by the EMS instructors and copies describing such changes will either be distributed to each student individually or posted on bulletin boards in the EMS classrooms and outside the EMS office and on the course management system (Blackboard). Instructors and the Program Director will be available to answer questions regarding any changes.

**SOUTHERN UNION STATE COMMUNITY COLLEGE
HEALTH SCIENCE PROGRAMS
SUBSTANCE ABUSE POLICY**

I. PHILOSOPHY

Faculty members in the Southern Union State Community College Health Science Programs believe that each student has a personal obligation to practice those health conscious behaviors intended to foster clear and rational decision-making as well as the ability to function in a safe and therapeutic manner throughout his/her program of studies.

II. PURPOSE

As health care professionals, faculty members support a policy wherein each individual providing patient care in a clinical setting or preparing educationally to become a health care provider, adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including but not limited to alcohol and prescription or illicit drug use. Therefore, the following policy has been adopted by the faculty and is now in effect.

III. LICENSURE IMPLICATIONS

The Alabama Department of Public Health, EMS Division regulates licensure of Emergency Medical Technicians, Advanced Emergency Medical Technicians and Paramedics and sets forth standards for qualifications for licensure. Each EMT and EMP student must abide by the Alabama Department of Public Health, EMS Division Impaired EMT Policy. All Health Science students must also abide by the Southern Union State Community College Substance Abuse Policy.

IV. STUDENT DRUG SCREEN GUIDELINES

As stipulated by Alabama Department of Public Health, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse. Drug screening is conducted according to the following:

A. PRE-CLINICAL SCREENING

All students will receive the drug screening guidelines prior to clinical rotation in the Health Science Programs.

The Health Science Programs will maintain on file a signed consent to drug screening from each student.

Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The fee for testing is to be paid by the student.

Any student failing to report for random screening at the designated time must complete testing with the designated laboratory within 24 hours or they will be dismissed from the program.

Failure to complete drug screening as required will prohibit the student from completing the required health science courses.

Positive drug screens are confirmed by the Medical review Officer.

A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Programs. The student will be considered for readmission according to the criteria established in section VI.

B. SUBSTANCE ABUSE VERIFICATION PROCESS

The Health Science Programs, for the protection of patients, faculty, staff, and students, has the right to require a student to submit to testing for substance abuse at the student's expense when the health science program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, 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, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and /or pupillary changes;
2. Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance;
3. A report of drug use.
4. Evidence of tampering with a drug test;
5. Information that the individual has caused or contributed to harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must dismiss the student from the educational or patient setting immediately and contact the Department Chair/Program Director/designee in order to review the situation.

The Department Chair/designee or program director/designee will then determine if there is "reasonable cause" to test the student for substance abuse.

If another student, or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken.

If the decision is made to test the student, the Division Chair, Program Director or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before the specimen is collected. The student's failure to consent to the substance abuse test shall result in immediate termination from the Health Science Programs.

C. DRUG SCREEN PROCEDURE

1. Students must pay the screening fee.
2. Students must present a current photo I.D. and social security number.
3. The laboratory staff will explain the collection procedure and Chain of Evidence form to the student and provide a sealed collection container.

4. The laboratory staff may ask the student if he/she is currently taking any medications, including prescribed and over the counter drugs. It is important that the student be prepared to give this information.
5. A urine specimen will be collected by the lab staff.
6. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
7. In the presence of the student, the lab staff will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Evidence Form provided by the lab.
9. The lab staff will sign the Chain of Evidence Form and give the student the appropriate copy.
10. The lab will forward the sealed urine specimen and Chain of Evidence Form to the lab for testing.
11. A blood or breath test will be done for alcohol.
12. Specimens will be screened for nine (9) classes of drugs and alcohol (including Ethanol):
 - a) Amphetamines
 - b) Barbiturates
 - c) Benzodiazepines
 - d) Cocaine
 - e) Tetrahydrocannabinol (THC)
 - f) Opiates

13. Positive screens will be confirmed by Gas Chromatography/ Mass Spectrophotometry (GCMS).

The student will be informed of positive screening results by the Medical Officer/Physician within seven (7) days of testing.

If the student tests positive for a prescribed drug which the student has listed on the consent form at the time of the test, the Medical Officer/Physician will review with the student the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Also, a physician will be requested to review the level of the drug present in the student's system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to indicate the illness for which the drug was prescribed, the length of time the student will have to take the drug, and other relevant information.

D. CONFIDENTIALITY

The Dean of Health Sciences will receive all test results which will be maintained in a locked file. Confidentiality of test results will be maintained with only the Dean and the student having access to the results with the exception of legal actions which require access to test results.

V. APPEAL PROCESS FOR POSITIVE TEST RESULTS

1. If a student in the Health Science Program tests positive for drugs, the student will contact the Program Director and/or Division Chair.
2. Once contacted the student will contact the lab (with the Program Director and/or Dean present) to ascertain the procedure for testing the split specimen.
3. The student will be responsible for any costs associated with the split specimen.

4. Once the student obtains the results of the split specimen the student should contact the Program Director or Division Chair. If the student remains unsatisfied, the students should explain in writing his or her complaint. The Chair will have four working days to respond.
5. If the student cannot reach an agreement with the director or chair, the student's next step is to present the documentation to the Dean of Health Sciences. The Dean of Health Sciences will have four working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should appeal to the Grievance committee

VI. READMISSION

To be considered for readmission, students who withdraw from the Health Science Programs due clinical agencies refusal to permit clinical rotations from a positive drug screen must:

1. Submit a letter from a treatment agency verifying completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.
3. Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission.

STUDENT BACKGROUND INSTRUCTIONS

www.studentbackgrounds.com

INSTRUCTIONS FOR STUDENTS:

1. Log on to **www.studentbackgrounds.com** and submit your personal information and payment. The cost is \$50.00. This cost will cover your criminal background check and drug screening. (Master Card and Visa Accepted)

PLEASE NOTE: PROCESSING OF YOUR BACKGROUND WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED FOR THESE SERVICES.

If you have any questions, please call Matt Samson, Employment Manager at Columbus Regional at 706-660-6414 or e-mail matt.samson@crhs.net

www.studentbackgrounds.com

HARASSMENT POLICY

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible to stop the action. In addition the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint which may include a referral to Gary Branch, the Coordinator of Title IX and College Grievance Officer. The telephone number is (334) 745-6437.

ACKNOWLEDGEMENT OF DRUG SCREEN REQUIREMENT AND CRIMINAL BACKGROUND CHECK

I understand that during the first semester and random thereafter, I must submit to a drug screen by a certified laboratory. I further understand that if I fail to provide a certified negative drug result I will be unable to participate in clinical experiences required in the Health Sciences Program at Southern Union State Community College Health Science Programs. I understand I will be withdrawn from the program due to being unacceptable to the clinical agency for clinical.

By signing this document, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen before the first clinical and randomly throughout the program.

A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Southern Union State Community College.

I further understand that my continued participation in Southern Union State Community College Health Science Programs clinical is dependent upon satisfaction of the requirements of the Southern Union State Community College drug-screening program.

I understand that prior to registering I must submit and pay for a criminal background check to be performed by the recommended agency of the college I further understand that if I fail to achieve an **accept** for the criminal background check at any time during the program, I will be unable to participate in the Health Science Program at Southern Union State Community College.

Signature

Printed Name

Date

Program of Study

Student Signature Forms

Policies I have read the policies set forth in the "Southern Union State Community College EMS Student Handbook" which can be found on the college web site at www.suscc.edu. I understand that my initials by each policy and signature at the bottom of page indicates that I have read, understand, and agree to abide by each of the policies (listed below). In addition, my initials by each individual policy provides documentation that I have been informed and understand the consequences of not following each the policies (listed below) which are required to participate in the EMS program at Southern Union.

- _____ Legal limitations of licensure.
- _____ Simulation lab procedures for debriefing and videotaping
- _____ Cell Phones
- _____ Potential Health and Safety Hazards
- _____ HIPAA policy
- _____ Clinical requirements for clinical rotations required for registration
- _____ Clinical rotations and clinical grading
- _____ Class and clinical absentee policy
- _____ Essential Functions
- _____ Release of Criminal Background checks
- _____ Release of Drug Screens and screening procedures including appeal of positive results
- _____ Final grade appeal
- _____ Chain of Command
- _____ Academic Appeal/Formal Due Process Policy
- _____ Academic Honesty/ Integrity/ Cheating
- _____ Release of clinical information such as criminal background checks, drug screens, lab tests, and health forms to clinical agencies as required for you to participate in clinical rotations
- _____ Acceptability for clinical rotations is determined by clinical agency
- _____ Dismissal from a clinical agency results in program dismissal
- _____ Visitors policy

Signed _____ Date _____

Printed name _____ Student ID: _____

**Southern Union State Community College
Health Science Programs
Student Conference Form**

Student Name

Course

Date

Location of Conference:

Reason(s) for Requested Conference:

- _____ (a) HIPAA violation
- _____ (b) Unprofessional behavior in class or clinical
- _____ (c) Failure to follow directions
- _____ (d) Practice outside of the student's training and scope of practice
- _____ (e) Other Explain): _____

Decisions Resulting from this Conference:

- _____ (a) Remediation required
- _____ (b) Clinical unsatisfactory given
- _____ (c) Withdrawal from program
- _____ (d) Dismissal from class and/or clinical
- _____ (e) Other Explain): _____

My signature indicates that I understand the Academic Appeal Process and/or Final Grade appeal policy for Health Sciences and that the policy can be found in the program student handbook.

Faculty Member Signature

Date

Student Signature

Date

Documentation attached: _____ Yes _____ No

RELEASE OF INFORMATION

I give permission for _____ to write a letter of recommendation
to: (Instructor)

(Name) (Address)

_____ has my permission to include any and all
(Instructor)

information, including my grades, GPA, attendance, and class rank in this letter.

I **wave** / **do not** (circle one) waive my right to review a copy of this letter at any time in the future.

Student's Signature

Date

Print Name

**Southern Union State Community College
Department of Emergency Medical Services**

Lecture Tardy Form

Student Name

Date

This is to remind you that you were _____ minutes tardy to the classroom lecture on _____ . You should review the policies and requirements in the EMS Student Date

Handbook and be reminded that Students who are tardy three times or leave early will be counted as one absence. **A student will be dropped administratively from a course for failure to attend classes. When the student has missed more than 20% of the total number of hours the class meets, the student will be dropped from the course and receive a “W” for the course.** A “W” may affect eligibility for financial aid. Contact Financial Aid Office for information. Students who are tardy three times or leave early will be counted as one absence.

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Lecture Absence Form

Student Name

Date

This is to remind you that you were absent from classroom lecture on _____ (date). You should review the policies and requirements in the EMS Student Handbook and be reminded that Students who are tardy three times or leave early will be counted as one absence. **A student will be dropped administratively from a course for failure to attend classes. When the student has missed more than 20% of the total number of hours the class meets, the student will be dropped from the course and receive a “W” for the course.** A “W” may affect eligibility for financial aid. Contact Financial Aid Office for information. Students who are tardy three times or leave early will be counted as one absence.

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Lab Tardy Form

Student Name

Date

This is to remind you that you were _____ minutes tardy for lab or you left _____ minutes early from Lab on _____. You should review the policies and requirements in the EMS Student Handbook and be reminded that Students who are tardy three times or leave early three times will be counted as one absence. A student will be dropped administratively from a course for failure to attend lab. When the student has missed more than 10% of the total number of hours the lab meets, the student will be dropped from the course and receive a "W" for the course. A "W" may affect eligibility for financial aid. Contact Financial Aid Office for information. Students who are tardy three times or leave early will be counted as one absence.

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Clinical Tardy Form

Student Name

Date

This is to remind you that you were _____ minutes tardy to the clinical area. You should review the policies and requirements in the EMS Student Handbook and be reminded that Students who are tardy in excess of 60 minutes will be counted as one absence. When the student has missed more than 10% of the total number of hours clinical hours, the student will be dropped from the course and receive a “W” for the course. A “W” may affect eligibility for financial aid. Contact Financial Aid Office for information.

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Clinical Absence Form

Student Name

Date

This is to remind you that you were absent from clinical on _____ (date). More than 10% absences in the same EMS course constitute a non-passing grade (D or F depending on theory average) for the course. You should review the EMS Student Handbook and/or syllabus for the policy regarding clinical absences. When the student has missed more than 10% of the total number of hours clinical hours, the student will be dropped from the course and receive a "W" for the course. Ten percent absences in this course is _____ (hrs). This clinical absence brings your total number of absences for the semester to _____ (hrs).

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Lab Absence Form

Student Name

Date

This is to remind you that you were absent from Lab on _____ (date). More than 10% absences in the same EMS course constitute a non-passing grade (D or F depending on theory average) for the course. You should review the EMS Student Handbook and/or syllabus for the policy regarding Lab absences. When the student has missed more than 10% of the total number of lab hours, the student will be dropped from the course and receive a "W" for the course. Ten percent absences in this course is _____ (hrs). This Lab absence brings your total number of absences for the semester to _____ (hrs).

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Unsatisfactory Clinical Performance Form

Student Name

Date

This is to remind you that on _____ (date) your clinical performance was unsatisfactory because you violated the following objectives: _____

You should review the clinical evaluation criteria (including the rating tool and critical criteria) in your EMS student Handbook. This is your _____ unsatisfactory clinical performance. A rating of unsatisfactory in a critical criteria may constitute dismissal from the clinical unit and/or EMS program or course failure.

Signature of Instructor

Date

Signature of Student

Date

**Southern Union State Community College
Department of Emergency Medical Services**

Incident Report Form

Incident: Date: _____ Time: _____ Location: _____

Clinical Facility: _____ Clinical Unit: _____

Student Involved: _____ Level of Training: _____

Pt. Initials (if applicable): _____ Medical Record Number: _____

Notification date & time: Preceptor: _____ Clinical Coord. _____

Potentially Infectious Materials Involved (check all that applies):

____ Blood - ____ Urine - ____ Sputum - ____ Feces - ____ Other - ____ None

Details of the Incident by the Student (work being performed):

How did the incident occur: (accident, equipment failure, etc):

Check personal protective equipment being used at the time of the incident:

____ Gown - ____ Gloves - ____ Mask - ____ Eye wear - ____ Headgear -
____ Shoe Covers

Action taken (treatment, hazard cleared, etc): _____

Description of the Incident by the unit preceptor: _____

Incident Report Form
Page 2

Clinical Coordinator's/Instructor recommendation for avoiding repetition: _____

Clinical Coordinator's/Instructor comments/actions: _____

Student Signature

Date

Preceptor Signature

Date

Clinical Instructor Signature

Date

Statement of Disclaimer

The College reserves the right to change cost, curriculum, course content, calendar, or any other items contained herein as changing circumstances may dictate. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled at the College.

All formats, guidelines, and evaluation criteria as published in this handbook are subject to modification at the discretion of EMS faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying EMS courses. Such modifications will be published in the respective course syllabi and posted in the course management system for the class.