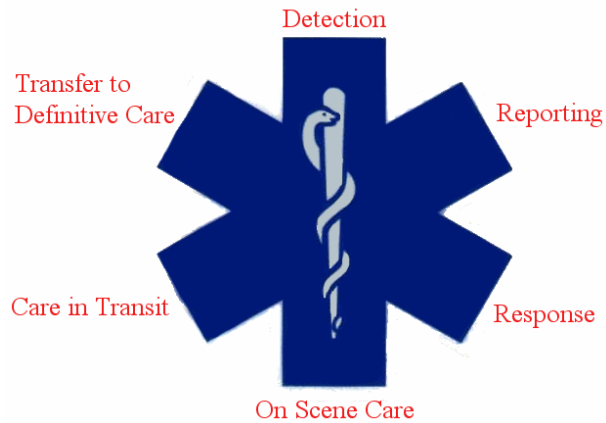




NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Paramedic Program Policies Book



Graduation Requirements:

1. Cumulative GPA of 2.0
2. All individual courses in the curriculum must be completed with a “C” or better. This includes the liberal arts courses as well as the technical courses.

General Policies:

1. You are expected to be punctual.
2. These classes are for you; your success in them rests largely with you.
3. Discussions are a crucial part of these courses. Please enter discussions freely and enthusiastically.
4. Feel free to share experiences that are appropriate and applicable to the current discussion.
5. Confine your discussions to the topic at hand.
6. Only one person should talk at a time. Avoid private conversations during class (be courteous of your class mates and the instructor).
7. Be patient with other class members.
8. Appreciate the other person’s point of view.
9. All policies outlined in the current NCTC Student Handbook will be followed.
10. **A minimum grade of a “C” must be obtained to pass all courses. The exact method of score or grade determination will be outline in each course syllabi.**
11. Harassment will not be tolerated.

Harassment is any unwelcome, direct or indirect derogatory or discriminatory remark or behavior directed to or toward a student or employee by another student or employee of Northland Community and Technical College, based on age, color, handicap, marital status, national origin, race, religion or sex, which:

- a. Is offensive or objectionable to the recipient
- b. Causes the recipient discomfort or humiliation
- c. Interferes with the recipient’s learning and/or work
- d. Creates a hostile or intimidating work/learning environment
- e. Which is deemed by the recipient (s) to be demeaning or discriminatory toward age, color, handicap, national origin, race, religion or sex.

Sexual harassment is specifically defined as any act or remark to a student or employee by another student or employee of Northland Community and Technical College which has sexual connotation and which is deemed objectionable to the recipient.

Acts or comments deemed to fall into any of the above categories will not be tolerated and may result in dismissal from the course.

12. Probation and Dismissal:
Violations of ethical and professional conduct by the student in class or on clinicals/internships may constitute reason for probation and/or immediate dismissal from the program includes, but are not limited to:
 - a. Falsification of any class records or assignments to include clinical records and in or out of class assignments.

- b. Any dishonest practices demonstrated by the student to include, but not limited to, stealing, cheating on assignments and examinations.
- c. Insubordination with school, clinical, or internship staff.
- d. Discourteous treatment of patients, staff, the public, member of other agencies, fellow students or school faculty and staff.
- e. Any breach of patient or staff confidentiality.
- f. Any action under this section may be appealed as outlined in NCTC policy 3240 and Procedure 3240P.

Technical Standards:

There are several important factors for you to consider when you are determining your future career directions. To be successful in the Paramedic classroom and in your job as a Paramedic following graduation, you should be able to meet all of the following expectations:

1. Attend class as scheduled, arriving on time and prepared for class to start at the assigned time
2. Complete all assignments on time
3. Participate in classroom discussions
4. Perform or instruct others in the following procedures (learned in class) in a timely manner.
5. Use sound judgment and safety precautions; exposure to blood borne pathogens and/or infectious disease may occur as part of the educational experience. Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion
7. Use critical thinking when making decisions
8. Address problems or questions to the appropriate person at the appropriate time
9. Maintain classroom work area, equipment, supplies, personal appearance and hygiene conducive to professional setting as appropriate
10. Behave in a competent, professional manner

Physical requirements for the Paramedic Program include the need to occasionally, frequently, or continually:

1. Lift up to 60 pounds
2. Push/pull up to 50 pounds of force exerted at waist level
3. Squat or stoop
4. Use auditory, tactile, and visual senses to assess physiological status of an individual
5. Demonstrate good standing and unsupported sitting balance
6. Demonstrate good finger dexterity
7. Coordinate verbal and manual instructions
8. Communicate effectively with a variety of people through written and verbal methods
9. Shift weight in sitting or standing
10. Use a firm grasp
11. Reach above shoulder level
12. Kneel, kneel-stand, and half kneel
13. Physically move and transfer patients

Course Policies:

These policies are intended as a general overview. Any discrepancies between what is written in this document and the course syllabus will follow what is stated in the course syllabus.

Lecture Course Policies:

1. **Attendance:**
 - a. If you arrive after the class has started, you will be marked tardy.
 - b. If you miss a class you will be marked absent.
 - c. If you must miss a class, the student then shall be responsible for obtaining any missed assignments, notes or other information presented.
 - d. Attendance does not affect your grade, but attendance is recorded on the permanent course record.
 - e. Any special need(s) or situation(s) which arise will be handled on an individual basis.
 - f. Attendance is strongly encouraged.
2. **Food, Beverages, Tobacco:**

No eating or drinking in the classrooms. No tobacco product use is allowed in the classroom. No tobacco use is permitted on school grounds.
3. **Quizzes:**

The quizzes are to be taken on-line via D2L (Desire2Learn).
4. **Major examinations:**
 - a. If major examination cannot be taken on the day scheduled, prior approval and arrangements must be made with the instructor prior to the date scheduled. All major exams will be taken on-line via D2L. If no prior approval and/or arrangements have been made the student will not be able to take the exam and a zero will be recorded for that examination.
5. **Assignments:**
 - a. Any assignments that are made will not be accepted after the due date/time.
 - b. Any assignment must be completed in accordance with the guidelines of the assignment to get credit.

Laboratory/Skills Course Policies:

1. The students are expected to assist in cleaning and returning all equipment and supplies to their storage areas and return the classroom to its normal configuration at the end of class.
2. The students are encouraged to utilize the laboratory for out-of-class practice. With prior arrangements made with the faculty, the classroom and equipment will be made available when possible for extra practice.
3. The student will be allowed 2 attempts to pass any particular skill assessment. The best score possible for each successive skill attempt shall be as follows: 1st = A; 2nd = B.
4. If after the second attempt the student has not been successful in the skill assessment and the student wishes further attempts to be successful with the skill assessment, the student will need to write a five page paper on the skill with at least three references other than the course text books. This paper will be emailed to the instructor for review. This paper will be double spaced, with one inch margins top, bottom and sides. After this paper has been approved as being acceptable it will earn the student two more attempts at the skill validation. The best score possible for each successive skill attempt shall be as follows: 3rd and 4th - C. If after

the fourth attempt the student has not been successful a score of an “F” or “0” will be recorded for that skill.

5. If a student is absent on the day of skill test outs, if possible the skills tested that day will be tested on another day prior to the next scheduled test outs, depending on the instructor’s schedule. The instructor will make efforts to accommodate this but it is not a guarantee that this will happen. If the skills are tested on a day other than the original scheduled day the best possible passing grade for the skill regardless of the points earned will be a “C”. If the test outs are not made up prior to the next scheduled day of test outs a grade of an “F” or “0” will be recorded for the missed test outs.
6. These courses are designed with as much practice time as practical while still covering the material adequately and allowing for evaluation time. It is expected that the students will take advantage of this time to practice the skills. It is also expected that the students will utilize the facilities for out of class practice.
7. The students may be required to wear the standard clinical uniform during lab sessions.

Clinical Course Policies:

1. Punctuality:

The students are expected to arrive for clinicals/internship with enough time allotted to prepare for the clinical shift so that they are ready to participate at the start of the scheduled shift.

2. Student identification:

During attendance of clinical/internship shift the student will wear the name badge issued by the college. A new name badge will be issued to the student each semester. This name badge will be visible at all times.

3. Dress code:

- a. The uniform for clinicals/internship will be black ambulance uniform style pants with cargo pocket(s) for personal equipment, gray uniform Paramedic Program polo shirt, black uniform style shoes or boots, and a black belt.
- b. The uniforms must be kept clean and neat in appearance at all times.
- c. Hair must be neat and clean. If longer than collar length it will be tied up for a neat/professional appearance as well as a safety factor.
- d. No jewelry, i.e. necklaces, earrings. Earrings may be worn but only **post earrings**. This is a safety factor keeping in mind, what a violent patient may have to grab you by.
- f. Some clinical rotations may vary from this dress code in regards to uniform and equipment. These will typically be psychiatry, in which some rotations will require clean street cloths, and surgery, labor & delivery, ICU, ER or other areas which may wear scrubs. If this is the case, these requirements will be identified to the student in the course.
- g. The student must provide for themselves and wear protective apparel and equipment in accordance with OSHA to protect themselves from exposure to blood and body fluids to include a HEPA Respirator and eye protection. Exam gloves are typically provided by the clinical site.
- h. Remember, you represent NCTC-EGF, the faculty and staff of the college, your fellow students and yourself.

- i. **If the dress code is not adhered to, you will be sent home by the clinical staff and this will be viewed as a missed shift without prior notice, thus you will receive a grade of “F” for that shift.**
 - j. No perfumes or colognes are to be worn.
4. Equipment:

The student will be required to provide the following equipment for their personal use on clinicals:

 - a. stethoscope
 - b. black ink pen
 - c. watch with a sweep second hand or other means in which to count heart and respiratory rates
 - d. heavy grade scissors
 - e. proper eye protection
 - f. HEPA mask respirator
 - g. other personal equipment is at the discretion of the student, clinical preceptors, and program faculty
6. Schedules

Schedules for clinical participation shall be distributed as soon as practical. Once a schedule has been assigned changes will not be allowed with the exception of an emergency situation and prior approval of the faculty.
7. Attendance:
 - a. Mandatory attendance at an officially scheduled orientation for each clinical facility is required for personal safety, legal and regulatory purposes. Failure to attend orientation prevents continuation in the clinical course.
 - b. Attendance is required on scheduled shifts.
 - c. If you need to reschedule a shift after it has already been scheduled, prior notification must be given to the program faculty. Your request will be accommodated as the schedule and clinical site availability permits. If it cannot be rescheduled you will be expected to show for your originally scheduled shift.
 - d. If a student misses any clinical hours it will be counted as an entire day's absence. Students absent from more than two clinical days will need to withdraw from the course and reenroll in the next semester the course is offered.
 - e. If a rescheduled shift is missed it will not be rescheduled again and a score of “F” will be recorded for that shift.
 - f. **Students will not be late for start of shifts.** It is expected that the student will be ready to participate with the staff in patient care at the start of shift. If you feel that you need time to prepare yourself or to locate the appropriate facility or area, you then need to show up early.
8. Conduct:

You will be doing clinical time with professional EMTs, Paramedics, RN's, MD's and other health care professionals. Your conduct is expected to reflect a professional attitude and behavior. Any conduct, communications, actions, or behavior that is deemed “unprofessional” by the staff they have the right to dismiss you from your shift prior to the end of the scheduled time. If this occurs, a follow-up investigation will be performed by the NCTC-EGF faculty.
9. Documentation:

- a. The student will complete documentation of every patient they are involved with. This documentation will be performed on the forms provide for the course. These must be completed prior to the student leaving the clinical site and turned into the preceptor for review with the student. Failure to document all responses and have them reviewed by the preceptor will result in a grade of an “F” for that shift.
- b. All other documentation, paperwork and data input required of the clinical rotation must be completed in accordance with the guidelines for the course.

10. Immunizations:

Prior to being allowed to start any clinical rotations, the student will provide the college with a completed *NCTC-EGF Student Health Screening Form* that is located on the NCTC web pages, to include proof of the following immunizations or serological immunity:

- a. Hepatitis B vaccination (all three injections completed)
- b. Diphtheria
- c. Tetanus
- d. Measles
- e. Mumps
- f. Rubella
- g. Tuberculosis

11. Enrollment:

Clinical course enrollment may be limited. If an excess number of students qualify for a particular clinical course the Clinical Course Enrollment policy as outlined in the NCTC-EGF Student Handbook will be followed.

12. **Patient/Staff Confidentiality:**

Patient/Staff confidentiality is considered of utmost importance. The students are expected to maintain this confidentiality. Any breach of any patient or staff confidentiality will result in immediate removal from the clinical site and disciplinary action will follow Student Conduct Policy of the NCTC EGF Student Handbook to include the possibility of immediate dismissal.

13. Clinical Sites:

Remote clinical sites will be utilized. It will be the responsibility of the student to provide transportation, housing and meals for themselves for these rotations.

14. Expectations

The following are expectations put forth by Altru Health Systems Ambulance Department and Emergency Departments for students:

- a. Patient care is the responsibility of Altru Health Systems Staff. It is expected that students will comply with instructions when patient, student, or staff’s health/safety are of concern. Failure to comply with staff instructions will result in termination of that clinical day.
- b. To conduct themselves in a professional and civil manner with patients, staff, the general public, and entities that we work with. To refrain from behavior that would indicate a concern of safety for patients, staff, the general public, or entities we work with.
- c. At Altru Health Systems staff’s request, any situations that arise concerning student performance or behavior on clinicals will be addressed at a meeting between NCTC-EGF and Altru Health Systems.

- d. Altru Health Systems will expect a written agreement, between NCTC-EGF and the student, will be made with any student involved in an incident. This agreement will come from the meeting with Altru Health Systems representative and the NCTC-EGF representative. At this time Altru Health Systems will reconsider clinical rescheduling of the student. This agreement will address the actions and expectations and would be signed by both the student and the NCTC-EGF. A copy will be given to the Ambulance and Emergency department leaders prior to the student being rescheduled.
- e. A second occurrence will result in Altru Health Systems notifying the NCTC-EGF that the student will not be rescheduled at Altru Health Systems for future clinicals.
- f. These definitions also pertain to all other remote clinical areas.

16. Clinical Grading:

Grades for the Internship and clinicals are obtained on a point system. Points are obtained by completion of the following as appropriate for clinical or internship respectively:

- Completion of FISDAP entries
- Completion of total clinical hours scheduled
- Completion of evaluation forms pertaining to specific clinicals
- Completion of documentation forms pertaining to specific clinicals
- Completion of Team Leader Evaluation form
- Completion of Shift Evaluation Form for each scheduled Ambulance clinical
- Completion of pt. Contact requirements for each clinical
- Obtain a Meets standards on evaluation during a scheduled shift to obtain credit for shift.

17. Pass/Fail criteria: the student must obtain an overall clinical score from their preceptor of a Meets of performed skills and assessments. Obtaining an overall score of Below would indicate the student is not performing skills and assessment at the current level of skill training. Obtaining a Below would deny the student of credit for the assigned clinical and would result in a Zero for the clinical.

National Registry of EMT’s Paramedic Exam:

The NREMT Paramedic exam is not a requirement of this program. Upon successful completion of the entire curriculum and subsequent graduation, the Program Director will approve applications for this exam.

I have read and understand the policies in the Northland Community and Technical College Paramedic Program Policy Book. I agree to abide by these policies and those in the NCTC Student Handbook for the duration of my enrollment in the Paramedic Progra(s) at NCTC. I understand that failure to abide by these policies will result in my continued enrollment in the Intensive Care Paramedic A.A.S. and/or the Firefighter/Paramedic A.A.S. course(s) being in question.

Student Name (Please Print)

Student Signature

____/____/____
Date