



EMS Academy

Student Handbook

EMS Academy Student Handbook

Academy Directory

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Preamble

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

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

Curriculum

Programs follow the National EMS Education Standards and meets all the requirements of the Colorado Department of Public Health and Environmental Emergency Medical and Trauma Services (EMTS) Section. ACC students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Academic Advising Office, Room M2010.

Accreditation

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

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

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

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

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

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

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College Information

General information about Arapahoe Community College, including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through the college's website at www.arapahoe.edu.

Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Academic advising and general college information is available at all three ACC campuses and provides comprehensive services to assist new and current students to develop plans to complete program prerequisites, understand policies and procedures, and access campus resources to facilitate student success. Please refer to the Academic Advising hours for each campus on the ACC Website. www.arapahoe.edu

Non Discrimination Statement

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English skills will not be a barrier to admission and participation in vocational educational programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director, at 5900 South Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

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School of Health, Math and Science

The programs offered in the EMS Academy are some of the several health programs offered at ACC as part of the School of Health, Math and Science (HMS) ACC Instructional Division. The Dean of HSE is Dr. Samuel DeVries and the Vice President of Instruction is Dr. Diane Hegeman. Their offices are located in the Annex Building, Room 2000 (A2000) and are open during usual business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Advisory Committee

The Advisory Committees for the EMT Program and Paramedic Education Program are composed of representatives from local EMS agencies including fire departments and ambulance companies, hospitals, elected officials, community members, current and past students. The purpose of the committees is to review curriculum, procedures, student evaluations and make recommendations to the program regarding their appropriateness to current EMS practice. The committee also provides occupational information including trends in employment.

Faculty

All full time faculty members are knowledgeable in prehospital medicine. Adjunct faculty includes physicians, nurses, EMTs, paramedics, and other individuals who are experts in their field. For specific information about individual full time faculty, please see the college website (<http://www.arapahoe.edu>), catalog, or the faculty member.

EMS Academy Mission and Philosophy

Working in partnership with local fire departments, ambulance services and medical facilities, the EMS Academy at Arapahoe Community College serves to provide emergency medical education, for all levels of EMS providers, based on the most current research and practice.

ICARE

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

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

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

Memorable Care

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

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

GENERAL COURSE INFORMATION

Sequence of Courses

EMS courses are sequential and the successful completion of each course is a prerequisite for admission to the next successive course(s). Many of the courses in the EMS Academy require state certification or additional course work prior to enrollment. EMS Academy faculty and administration can assist with course selection.

Attendance Guidelines

Students must be registered for a class in order to attend.

EMS classes prepare students for safe patient care and students are expected to attend each class and lab session as well as scheduled clinical and internship shifts. It is the responsibility of the student to notify the instructor prior to an absence or anticipated late arrival. Clinical and internship hours are often difficult to reschedule and students should not expect make-up time to be available. When an absence results in the inability of the student to meet program objectives, the student cannot receive a passing grade and may be dismissed from the program. Specific attendance guidelines are found in the syllabus specific to each class within the EMS Academy. Arriving late, leaving early or being disruptive is unprofessional and unacceptable and may result in a recorded absence.

Missing an assigned clinical shift will result in a rescheduling fee of \$50.00. The rescheduling fee is waived with confirmed illness of student or person in the care of the student such as a child.

Withdrawal / Drop

It is the responsibility of the student to complete the withdrawal or drop process should he or she wish to discontinue a course of study or attendance at the college. Please consult the ACC Catalog for specific information regarding dates, procedures, financial aid implications or academic standing information.

Incomplete Policy

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

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

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

Reentry

The EMS Academy has a two attempt policy for any initial certification class. This policy limits the number of times an individual may enroll and re-enroll into the EMT, Paramedic or IV program to two (2) attempts. This applies to all returning students.

Students approved for readmission to the EMT Program will be subject to the most current EMS Program Handbook.

Students dismissed from the program as a result of disciplinary sanctions will be considered ineligible for readmission. (See Arapahoe Community College Student Handbook, Student Code of Conduct: Responsibilities and Rights: AP 4-30a and CCCS System Presidents Procedures, Student Disciplinary Procedures, SP 4-30.)

Working While Enrolled

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

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COMMUNICATION AND CONFLICT RESOLUTION

There is an expectation of mutual respect and civility between faculty and students. If an issue should arise, the student should talk with the other student involved or schedule a meeting with the faculty member to discuss the issue. Quite often, issues can be resolved through direct communication between the persons involved.

Should a student feel that he or she has been treated unfairly or unjustly and is unable to resolve the matter informally; the student schedule a meeting with the Director of the EMS Academy. The Director will involve the Dean and Medical Director(s) as necessary. If the student feels their concern has not been fairly addressed based on established procedures and policies they may elect to file a complaint by following the process established through the Student Grievance Procedure available in the ACC Student Handbook. Please note grades and other academic decisions are not grievable unless there is an allegation that the decision was motivated by discrimination and/or harassment, which should be filed under the college's Civil Rights Grievance and Investigation Process.

PROFESSIONAL APPEARANCE

Dress Code/Uniforms

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

Classroom

Shirt:

- Must have collars and sleeves, covering underarms, and torso completely.
- T-shirts are allowed in the classroom.
- No inappropriate art, patches, or logos.
- EMS Academy shirt must be worn during lab sessions.

Slacks:

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

Shoes:

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

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Hats:

- No hats or caps allowed in the classroom, clinical setting or lab.
- Hats can be worn during field shifts **ONLY** as allowed by the EMS crew

Personal:

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

Laboratory Skills, Hospital, and Field Clinicals

Shirt/Jackets:

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

Slacks:

- Dark blue, black – no denim jeans.

Shoes:

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

Jewelry:

- Watches and wedding rings are acceptable.
- Jewelry should be safe and unobtrusive.
- The only visible piercing allowed is a single post earring in each ear.
- Ear gauges, barbells and labrets are not allowed.

Personal:

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

Fragrances:

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

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Student ID

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

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

Cold or Wet Weather

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

Wearing the Uniform

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

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

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- Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted they show professionalism and represent the Program and EMS at the highest level.

Failure to Follow the Uniform Requirements

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

INCLEMENT WEATHER

- Decisions regarding cancelling class are made by Arapahoe Community College. The decision is based on weather conditions and safety.
- In the event of severe weather conditions ACC will send notification through the alert system. Weather condition decisions will be made approximately two hours prior to the start of class. Student safety is our concern and students will not be penalized for not attending class during an adverse weather event.
- If class is not cancelled and the student elects not to attend, it is the student's responsibility to leave a message for the Course Coordinator and arrange to makeup missed content.

INFORMATION TECHNOLOGY

Courses within the EMT Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer and network connection.

Criteria for use of mobile devices during clinical and classroom rotations: Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPods, iPads, mobile devices, laptops or other electronic devices.
- These may be used only when authorized by faculty and for clinical activities, not personal use.
- Cell phones/mobile devices or mobile device apps must be on or "silent" during class, labs or clinical experiences.
- No photos may be taken by students in the clinical setting or lab environments. Exceptions will only be made if it is part of a course assignment.

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- No personal phone calls or texting are allowed at any time while in a patient area.
- In the case of smart phones, students are expected to have equipment turned off if required by agency policy and are expected to go to designated areas for cell phone use when accessing information on their mobile device when needed.
- Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
- In accordance with HIPAA, confidentiality of patient information must be protected at all times.
- Mobile devices should be disinfected/decontaminated as needed in order to prevent the transfer of pathogens.
- Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the clinical agency.
- Social networking sites: when contributing to a social networking site, such as Facebook, Twitter, etc. it is important to remember that everyone can see and read what is written on the site. Keep your interactions professional and err on the conservative side when posting comments or sharing pictures. **Never share patient information.** What may seem harmless to you may in fact identify them or their family members and could be a violation of The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire. Postings which may result in having an adverse impact on the program or college or violating patient privacy rights may be subject to disciplinary action.

PROGRESSION AND RETENTION

Progression

In order to progress through any EMS Academy Program a student must achieve a grade of “C” or better in every required course; satisfactorily complete all on-campus labs; and maintain satisfactory clinical performance. Students are expected to maintain professional behaviors identified for the Program. A student who does not achieve these standards must withdraw from the Program.

Grading

Individual course syllabi will identify grading parameters. “Unsatisfactory” clinical performance evaluation means the student does not pass the course regardless of the theory grade. Students are expected to speak directly with faculty about any concerns, i.e., grading course materials, disability accommodations or special needs. It is the student’s responsibility to contact the appropriate faculty member in a timely manner if an issue or problem should arise.



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Academic Success Plan

Students who do not achieve a passing grade on the first exam of any EMS course are strongly encouraged to complete an Academic Success Plan with the course faculty. The Academic Success Plan identifies student strengths and barriers to success and provides resources to promote future success. For subsequent exams, a student who falls below a 77% overall exam average will be encouraged to complete an Academic Success Plan.

Graduation Requirements

- All courses required for this program must be completed with a “C” or better.
- Students must apply for graduation (form available at www.arapahoe.edu/graduation) and complete the graduation survey (available via myACC). After applying for graduation, all correspondence to a student about the status of program conferral will be sent to their student email address only.

Health Declaration

It is essential that EMS students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have chronic illnesses or conditions, must be maintained on current treatment; have documentation of this treatment and be able to implement direct patient care with no restrictions. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program.

Program Entrance Requirements

- All students entering EMS courses must meet all health and safety requirements to maintain enrollment status. Students unwilling or unable to provide documentation of compliance with the health and safety requirements will not be permitted to attend EMS courses and will be asked to withdraw from the classes. A physician's note or other documentation will not negate the need to complete the requirements due to the need to protect patient safety (for temporary medical condition that inhibits or restricts activities, please see section C Disability Related Information #2 below).
- Students must be a minimum of 18 years of age prior to the start of Clinical Rotations (EMS 170).
- A current American Heart Association Healthcare CPR for the Healthcare Provider (BLS) certification is required.
- Students must present proof of having the following vaccinations:

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- Hepatitis B vaccination one and two or titer
- Tetanus within the last ten years
- MMR vaccinations one and two or titer
- TB Skin test within the six months of class start date
- Current flu vaccine for fall and spring semesters
- Students in the Paramedic Education Program must provide proof of current health insurance coverage.
- A completed criminal background check and evaluation for disqualifying offenses for health care students according to the Colorado Community College System (www.cccs.edu).
- A completed and certified drug screen.

Disability Related Information

Students are expected to participate fully in activities required by the program. See the EMS Functional Job Description. Any student having a temporary medical condition that inhibits or restricts their activities must obtain and submit a written explanation from their treating physician. Should a student become unable to participate fully in the program's activities, he or she may be granted an Incomplete or be administratively withdrawn. Students requesting disability accommodations should first meet with a case manager in the Disability Services (DS) Office (M2710/303.797.5937). It is recommended students set up their intake Appointment with DS prior to starting the EMS Program. Specific information regarding the accommodation process can be accessed through the DS Office. Accommodations will only be provided if a student provides a copy of the Accommodations Certification from the DS Office (official documentation of disability) to his or her individual faculty.

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

- Written test accommodations (longer time, different font, quiet environment)
- Ergonomic furniture and equipment
- Materials in alternative formats
- Note takers
- Class assistants

Please note: Students receiving accommodations from Arapahoe Community College during their course of study need to understand that there is a separate process for requesting an accommodation for the National Registry of EMTs (NREMT) cognitive or psychomotor exams. The NREMT's policy for accommodations can be found at:

<https://www.nremt.org/rwd/public/document/policy-accommodations>

Receiving accommodations from Arapahoe Community College does not mean you will receive accommodations from the NREMT for their certification/competency exam(s).

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

Insurance – Health and Injury

- Students are expected to carry their own health insurance. Each student is solely responsible for all costs related to the purchase of health insurance and medical expenses associated with any personal illness or accident during or outside of school activities.
- Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised or provided by the college.
- Arapahoe Community College provides annual malpractice/liability insurance coverage for students enrolled in the EMS Program as part of the registration fees, payable in the first and third semesters.
- Students are covered by Workers' Compensation while in the clinical setting. In the event of an injury the student must do the following:

At Clinical Site:

- Report incident to clinical instructor.
- Follow through with agency requirements for on-site treatment and documentation. Provide a copy of agency documentation to ACC Human Resources. **Follow-up care needs to be provided by ACC Workers' Compensation providers as listed below.**
- Check patient chart for history of Hepatitis B or any other communicable disease, if applicable.

At ACC:

- Report to the Office of Human Resources, ACC Main Campus, Church Street Building, Room 1015, or call 303-797-5715 within 48 business hours of incident.
- Bring copies of agency report and any billings related to treatment.
- Complete Worker's Compensation form, available from the Office of Human Resources.
- Arrange follow-up care through the ACC Office of Human Resources:
 - Human Resources will contact Concentra Medical Center to let hospital personnel know that you are on your way or to make an appointment for you and will provide you with a claim number.

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- Human resources will provide you with a list of Concentra Medical center sites. All work-related injuries are to be treated at any one of the 11 Concentra facilities (during regular business hours).
- Upon treatment from Concentra, submit the necessary paperwork back to the Human Resources Office for further processing no later than 72 hours after the accident.
- For emergencies that occur after hours, if possible, seek treatment at
Swedish Medical Center
501 East Hampden Avenue
Englewood, CO 80110

All Non-paid Cooperative Education Students Worker's Compensation: Clinical Experiences are considered non-paid, cooperative education for Worker's Compensation purposes.

Purpose: This is to notify you of a Worker's Compensation Workcomp Program that Arapahoe Community College has implemented for non-paid Cooperative Education students. Arapahoe Community College's designated providers are Concentra Medical Center and Swedish Medical Center in Englewood for all medical care associated work-related injuries and illnesses.

The purpose is two-fold, to assure the employees/students access to quality medical care and, at the same time, to assure that the employees/students receive necessary and appropriate medical care. Arapahoe Community College feels this goal can be met by Concentra Medical Center and Swedish Medical Center in Englewood.

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care from Concentra Medical Center and HealthOne/Swedish Medical Center in Englewood. Medical care received from providers other than Concentra Medical Center and HealthOne/Swedish Medical Center will be considered "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility should be accessed. For information concerning Worker's compensation claims call Arapahoe Community College Human Resources Office: 303-797-5715.

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“Reasonable Suspicion Based” Drug Testing

This procedure refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the EMS Program. The EMS Program may test students on a reasonable cause basis.

1. When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait or confusion and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following actions will be taken:
 - a. The instructor will remove the student from the client care or assigned work area and notify the clinical agency supervising personnel.
 - b. Upon receipt of student’s oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility.
 - c. The student will be required to present identification at the facility and will be tested for alcohol or drug use. The student will need to arrange transport home.
 - d. Drug screening will be required whether or not the student admits to drug or alcohol use.
 - e. The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing.
2. If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the program director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the program director will make a decision regarding a return to the clinical setting.
3. If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the EMS Program and administratively withdrawn from all EMS courses for two consecutive semesters, as well as referred to Student Life for follow up.
4. If a student refuses “Reasonable Suspicion Based” drug testing:
 - a. The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
 - b. The instructor will arrange for transport from the clinical site. If the student refuses transportation, law enforcement will be contacted for assistance.
 - c. The student will not be allowed to participate in the EMS Program until the investigation is completed.
 - d. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action.

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Standards of Professional Conduct

The EMS Faculty believe standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the EMS Program to adhere to these standards. Students practice within the boundaries of the guidelines of the Arapahoe Community College EMS Program and the policies and regulations of the healthcare agencies where they are assigned for clinical learning. In addition, students are subject to college authority and civil-criminal authority. Students enrolled in specialized programs, like the EMS program are required to follow the standards specified in their respective program student handbook, the Arapahoe Community College Student Handbook, as well as local, state and federal laws.

Standards of professional conduct are those behaviors, along with discipline specific skills or knowledge vital for successful completion of the EMS Program. The expectation is that students will adhere to the Standards of Professional Conduct in all settings - the classroom, lab, clinical facilities, the college and the community when representing the EMS Program.

Standards of Professional Conduct include:

Confidentiality: Respects the privacy of clients and respects privileged information.

Communication: Effectively uses various methods of communication to interact appropriately with various constituents.

Accountability: Accepts responsibility and answers for one's actions and resulting outcomes; seeks out constructive feedback in order to improve skills and interpersonal interactions.

Dependability: Displays reliability and is trustworthy.

Responsibility: Fulfills commitments and executes duties associated with the EMS provider's role.

Active Learner: Identifies sources of learning to improve and grow knowledge, skills and understanding.

Veracity: Exhibits truthfulness; adheres to precision and honesty.

Critical Thinking and Problem Solving: Recognizes and defines problems in a logical and thoughtful manner; develops fact-based solutions and effectively evaluates outcomes;

Respectfulness: Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.

Punctuality and Promptness: Presents oneself on time and ready to begin at prescribed times for classroom and clinical assignments.

Professional Appearance: Adheres to established dress code in all clinical and professional settings.

Ethical and Legal: Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of EMS Student

Safety: Prevents or minimizes risks for physical, psychological or emotional jeopardy, injury or damage.

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Civility: Practice reflective, courteous, empathetic behaviors when interacting with classmates, instructors, college and clinical staff, clients and their families.

Expectation in Reporting Unprofessional Conduct

During the course of study in the EMS Program, a student may observe behaviors in others that appear to violate standards of academic or professional integrity or actions that have a potential to harm another person. Each student has the responsibility to report any questionable activity or behavior to the faculty or director.

Professional Boundaries

Students enrolled in the EMS Program are expected to learn and understand the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between student and faculty, student and their preceptor(s) and between student and patient. Students unclear of proper behavior or of an appropriate response should consult the instructor for guidance.

1. Students, Faculty and Preceptors

Students, Faculty and Preceptors will maintain a professional relationship:

- a. Students should not expect an instructor or preceptor to act as a personal counselor or therapist. Students may seek counseling referrals through the Student Life Office.
- b. Students should not ask or expect an instructor or preceptor to join an individual, group or class in any social situations while the course is in progress.
- c. Students should not seek to date or ask out any instructor or preceptor while the course is in session.
- d. Students should not offer an instructor or preceptor gifts or money as gratitude for instruction. Instructors and preceptors may accept cards or notes when students wishing to thank an instructor.

2. Student and Patients Students will maintain a professional relationship:

- a. Professional Boundaries: Students providing medical care should strive to inspire the confidence of the patient. Students must treat all patients, as well as other health care providers, professionally. Patients should expect those providing medical care to act in their best interests and respect their dignity. The student should never attempt to obtain personal gain at the patient's expense and should refrain from inappropriate involvement in a patient's personal relationships.
- b. Boundary violations can result when there is confusion between the needs of the student and those of the patient. These may be characterized by excessive personal disclosure by the student, secrecy or reversal of roles and may cause additional distress to the patient.

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- c. Students should not care for a family member, friend or acquaintance as it may be a conflict of interest; this is a general standard of practice in health care professions.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic and written information relating to patients and contracted clinical agencies is considered confidential and is not to be copied or discussed openly. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality may result in disciplinary action, up to and including dismissal from the course, program or college.

DISCIPLINARY PROCEDURES

Students entering the medical profession have a particular obligation to conduct themselves in a manner that reflects honesty, integrity and respect for others. Students in the EMS Program should display the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. Students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times.

When an EMS student is alleged to have violated any of the requirements or guidelines outlined in the EMS Student Handbook or in the ACC Student Code of Conduct, the college will adhere to the student discipline process. All students should review the Arapahoe Community College Student Handbook section, *Student Rights and Responsibilities: Student Code of Conduct*, AP 4-30a; *Student Disciplinary Procedure*, SP 4-30; *Student Grievance Procedure*, SP 4-31; *Civil Rights Grievance and Investigation Process for Students*, SP 4-31a; and *Sexual Misconduct Procedure*, SP 4-120a.

Any EMS student found to be in violation of requirements or guidelines outlined in the EMS Student Handbook or the ACC Student Handbook, including academic misconduct or Student Code of Conduct, may be subject to discipline up to and including program dismissal and expulsion from the college.

A. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violate these standards include but are not limited to: plagiarism, cheating, illegitimate possession and/or use of examinations and falsification of official records. See *Student Rights and Responsibilities: Student Code of Conduct*, AP 4-30a for a detailed explanation of academic misconduct.

B. EMS Student Conduct and Demeanor

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In-seat and online/hybrid format theory/didactic and lab classes will be conducted at ACC's Main Campus. Clinical learning will occur at various clinical sites in the Denver Metropolitan area. It is expected that students will conduct themselves in accordance with the expectations set forth in the EMS Student Handbook and the ACC Student Handbook.

EMS students shall not commit or omit any act which constitutes a violation of any law, rules, regulations, procedure or directives of the EMS department, its staff or faculty.

In the classroom and at the clinical site students shall not use insulting, threatening, profane or uncomplimentary language which defames or demeans in any way to include the age, race, sex/gender, disability, sexual orientation, veteran or pregnancy status, religion, ethnic origin, or nationality of any individual, organization or group including staff, faculty, hospital staff, other students or the program.

C. Clinical Misconduct

A student may be dismissed from a clinical site for violating the guidelines in the EMS Student Handbook or the ACC Student of Conduct. Some examples of such behavior:

1. Intentionally or recklessly causing physical harm to any person at a clinical site.
2. Performing unsafe practices or acting outside the scope of an EMS student.
3. Appearing under the influence of alcohol or drugs.
4. Failure to meet uniform requirements.
5. Failure to call and to attend a scheduled clinical rotation.
6. Two tardy arrivals or one incident of leaving early from a clinical assignment for any reason without permission of the clinical instructor.
7. Failure to maintain patient or facility confidentiality, privacy and safety.
8. Failure to communicate pertinent patient information to staff/instructor.
9. Any behavior that may adversely impact future use of clinical site.

D. Student Due Process

In cases of alleged student misconduct, faculty will report the matter to the Student Life Office. Students will be provided with notice from the Student Life Office and an opportunity to be heard regarding the alleged misconduct. Those found in violation of the Student Code of Conduct or EMS Student Handbook guidelines and requirements may be subject to disciplinary sanctions up to and including program dismissal and college expulsion. Students should review the judicial processes found in the ACC Student Handbook for more detailed information.

CLASSROOM, LABS AND CLINICAL INFORMATION

Recording Device and Laptops

Faculty may give permission for students to record classroom/lab sessions based on the following policy. Classroom and lab materials are the property of the faculty and Arapahoe Community College and are protected by federal copyright. These materials may not be published or quoted without the express consent of the faculty and without giving proper identification and credit to the faculty. Students who wish to record classroom/lab sessions may do so with faculty permission. These recordings may be used only by the student for the purpose of enhancing their individual study (understanding) of the material presented in class. Students are allowed to use laptop computers in the classroom or academic purposes only (i.e. taking notes, downloading resources or files).

Cell Phones and Mobile Devices

All cell phones and mobile devices must be turned off or set to vibrate during instructional and skill practice time. Cell phones must be turned off completely during testing. It is not acceptable for a student to leave class to answer a call unless prior arrangements are made regarding an emergency situation. Calls from work are not considered an emergency situation. Return calls must be made at break or after class is over.

On-Campus Labs

Students should prepare for lab by reading the objectives for lab experience, and by completing any additional assigned reading and/or viewing of audio-visuals related to specific skills prior to the lab experience. Students who come to lab and are not prepared will be asked to leave.

Lab activities will consist of viewing demonstration of technical skills, discussing the skill and clarifying questions. Students will be expected to practice each skill repetitively during the lab class as well as on their own time as needed to gain proficiency in each skill. Students will participate in group discussion to problem solve and adapt procedures to various client situations.

All students must demonstrate selected psychomotor/technical skills satisfactorily to the instructor in the lab before these skills are performed in the clinical setting. Testing proficiency of lab skills will be done for selected procedures with satisfactory performance determined by the nursing instructor. Failure to do so will prevent the student from attending clinical and from continuing in the course.

Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

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During the course of this program, students will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that students practice and perfect these skills using human subjects. All students are advised that the practice of both non-invasive and invasive skills will be practiced on classmates, and that classmates will be practicing these same skills on you. The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel necessary for each skill, in situations as real as possible, under the control and supervision of program instructors. The practice of these skills will involve limited physical contact with all areas of the human body including the areas of the chest and pelvis.

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

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

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

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

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

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Seated Spinal Immobilization Ultrasound

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

Required Equipment - to be supplied by the student

- Goggles
- Stethoscope
- Penlight
- Pen
- Note pad
- Watch
- Portfolio worksheets (paper or electronic)

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

Clinical Rotations

Students are guests in the clinical facilities and must abide by agency policies and procedures. If for any reason the agency representative asks a student to leave the facility or does not invite a student back, the student may fail the course or be dismissed from the program, depending on the offense and previous incidents.

Professional Responsibility

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

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

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Recognizing Stress

Students involved in clinical rotations encounter uncontrolled situations often exposing the worst the world has to offer. These situations, either individually or through accumulation, can prove difficult to handle for both inexperienced and veteran personnel alike. Students who encounter an emotionally traumatic event or who begin to feel the accumulation of these events, should notify their coordinator or EMS Supervisor as soon as possible. Students should be aware that:

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

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

State of Colorado EMS Certification

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

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



EMS Academy Student Handbook

EMS ACADEMY STUDENT HANDBOOK AGREEMENT

I have received, read, and understand the policies and statements contained in this EMS Program Student Handbook. I understand while I am enrolled in the EMS Program, I will be subject to the current EMS Program Student Handbook and ACC Student Handbook which I can access online through the ACC website or request a hard copy from the appropriate offices. I do elect to abide by these policies in pursuit of my goal to become an EMT.

I understand violations of standards, regulations, or code of conduct may result in disciplinary sanctions up to and including expulsion and/or program dismissal.

I am aware this EMS Program Student Handbook does not cover every policy. I will avail myself of the ACC Catalog, Student Handbook and other publications. I indicate my willingness to adhere to these policies and statements by my signature.

Student Signature

Date

Printed Name

S Number

ACC EMS ACADEMY CLINICAL GUIDELINES AND EXPECTATIONS AGREEMENT

As a student enrolled in the EMS Program I agree to the following:

1. I will complete all requirements to participate fully in the EMS Program (i.e. background clearance, drug screen, proof of vaccinations, etc. See complete list located under Health and Safety Requirements).
2. I will provide safe patient care in accordance with the guidelines provided in EMS Program Student Handbook, along with the clinical agencies policies and procedures.
3. I will follow Professional Appearance Guidelines as outlined in the EMS Program Student Handbook
4. I understand if I am tardy, I may be issued a mandatory absence and this will count against my clinical hours which are required for successful completion of the course.
5. I will adhere to the Standards of Professional Conduct as outlined in the EMS Program Student Handbook along with the standards of behavior in the ACC Student Code of Conduct. I understand violations may result in disciplinary action up to and including expulsion from the college and/or program dismissal.
6. I understand while I am enrolled in the EMS Program, I will be subject to the current EMS Student Program Handbook and ACC Student Handbook which I can access online through the ACC website or request a hard copy from the appropriate offices.

I have read and understand the above and by my signature acknowledge my willingness to comply with and follow the guidelines, expectations, policies and procedures required of an EMS student in the ACC EMS Program.

Student Signature

Date



EMS Academy Student Handbook

Printed Name

S Number



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**ARAPAHOE COMMUNITY COLLEGE
NON-PAID COOPERATIVE EDUCATION STUDENT**

VERIFICATION FORM FOR WORKER'S COMPENSATION*

**Clinical Experiences are considered non-paid cooperative education for worker's Compensation purposes.*

I have been notified by the Cooperative Education office of the procedure to follow in the event I incur a work-related injury or illness while working in a non-paid cooperative education or internship position connected with the college. I understand that Arapahoe Community College has designated Concentra Medical Center and Swedish Medical Center in Englewood as the primary provider for all work-related injuries and illnesses. I understand if I do not receive my medical care for work-related injuries or illnesses from Concentra Medical Center or Swedish Medical Center in Englewood, I will be financially responsible for that care.

I have received my student identification card and I have been informed that phone or written authorization is required from Arapahoe Community College 303-797-5715 (Public Safety after hours 303-797-5800) before I access care for non-emergency, work-related injuries and illnesses.

Please Print Name Clearly

Signature of Employee/Student

Date

Arapahoe Community College Human Resources Office, 303-797-5715 or
Campus Public Safety Office, After Hours, 303-797-5800



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EMS STUDENT CONFIDENTIALITY AGREEMENT

I understand that in the course of my assignment as an EMS student, I may come into the possession of health information. I have a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of the patients' health information. I understand the facilities in which I may be placed must assure the confidentiality of human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

In the course of my assignments, I understand I may come into the possession of this type of confidential information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Arapahoe Community College and health care facility privacy and security policies. I understand that by signing this Agreement, I will comply with this EMS Student Confidentiality Agreement.

Student Signature

Date

Printed Name

S Number

EXAM RESPONSIBILITIES

I affirm the following regarding academic honesty:

In submitting this exam, I hereby affirm this is my work alone and I have neither received nor given assistance to another student on this exam. I understand all evaluation materials are secure and no questions in whole or in part were copied, photographed, or transmitted to any other person

Student Signature

Date

Printed Name

S Number

DISQUALIFYING OFFENSES

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Healthcare Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals. As a student, I understand I may be assigned to a clinical rotation with stricter disqualifying offenses than those required by the CCCS for admission; and could impact my progress in the EMS Program.

Student Signature

Date



EMS Academy Student Handbook

Printed Name

S Number

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Consent to Use Name/Photograph/Film/Interview

Calendar Year

Name (printed)

I, _____, hereby consent to have my name, practice/agency name and primary area of practice listed in any ACC medium. I also consent to be interviewed or have photographs, film or video footage taken of me by a representative of Arapahoe Community College for the purposes of publication in newspapers, magazines, or other printed media or broadcast transmission by display boards, podcast, radio or television. These publications will be made to keep the communities served by ACC informed about matters related to health care of interest to such communities.

This signed consent covers the use of still photographs, motion picture films, videotapes, and other types of recordings.

I understand this consent also covers the release of general information about me. I understand that I will receive no compensation for the listing of my name, practice/agency name and primary area of practice by ACC. I also understand that if I were to become a patient this would not apply. I also understand that I will not receive compensation for the use of my image by ACC.

I understand that the use of my name, practice/agency name and primary area of practice interview, photo or film sessions are being carried out with my consent and so assume full responsibility.

The person named, photographed, video taped, filmed and / or interviewed is: (if any of the below were to become a patient, this release would not apply*)

- Practice Staff
- EMS Agency Staff
- Provider
- Student
- Other: _____

Date:

Signature of Person-Entity Named / Photographed / Interviewed



EMS Academy Student Handbook

Student Information Sheet

(Please print all information)

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

(Name you prefer to be called)

Permanent _____
Street address

City State Zip Code

Cell phone # _____ Home phone # _____

Email address _____ Work phone # _____

Employer: _____

Position: _____

In case of emergency notify:

Name: _____

Relationship: _____ Phone # _____

Reason for taking this course:

Special needs or concerns:

