



2019-2020

Ems Student Handbook

Jackson College

2111 Emmons Rd

Jackson, MI 49201

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The EMT Code of Ethics

Professional status as an Emergency Medical Technician and Emergency Medical Technician- Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician at the basic level or an Emergency Medical Technician-Paramedic, I solely pledge myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and in any enterprise detrimental to the public wellbeing.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.

(Source: The National Association of Emergency Medical Technicians ©2007)

Administration

Assistant Dean of Health ProfessionsPhyllis Eaton, PhD, RN, PMHCNS-BC
EMS Program Director/Course Coordinator.....Michael Booher, BSN, RN; EMT-P I/C
Clinical Coordinator..... Joe Smith, MS, EMT-B I/C
Medical DirectorDr. John Maino M.D.
Assistant Medical Director Dr. Michael FillD.O.

Instructor Biographies

Michael Booher, RN, BSN; EMT-P I/C. Mr. Booher holds the licenses of Paramedic and Instructor Coordinator (IC) and RN. He has over 35 years’ experience in EMS, and over 30 years in Nursing with over 30 years of instruction in both fields. Mike is an AHA instructor in BLS and ACLS and has held the title of Training Center Faculty and Training Center Coordinator. He has extensive experience in prehospital, emergency, and critical care environments, including disaster relief in the aftermath of 3 hurricanes, and the September 11 World Trade Center attack in New York. Mike has also taught Bio/Chemical terrorism for major airports within the jurisdiction of the FAA. Mike has been published with respect to the ANA and Eastern Michigan University. Mr. Booher teaches all levels of Emergency care and Nursing.

Joe Smith, MS, EMT-B, I/C

Joe is a lifelong Jackson County resident. After he graduated East Jackson High School he attended Jackson Community College (Jackson College today) and earned an Associate degree. He then went onto Siena Heights University to earn his Bachelors degree in Public Safety Studies with a minor in Health Care Management. Joe is currently a full time firefighter with the City of Jackson Fire Department. Joe is presently working on his Masters Degree at Eastern Michigan University. He started teaching at Jackson College in the summer of 2013, and through the years obtained his Master Adjunct status.

Joe is a state licensed Fire Instructor, utilizing this certification teaching new firefighters at the Jackson County Fire Academy; he also teaches EMS and EMS CE’s at local fire departments and other community colleges in Michigan. Joe currently lives in Jackson with his wife Amanda, son Oliver, and daughter Elliott.

Debbie Grajewski, BAS, EMT-P, IC

Debbie started teaching at Jackson College in the winter of 2016. She obtained her EMT license in 1991, Paramedic license in 1993, Instructor Coordinator license in 2016. Debbie also acquired has her Firefighter I and II certification in 1996 and is a paid-on call Firefighter for the Henrietta Township Fire Department. She is the EMS Program Director for the Jackson County Fire Chief’s Associations Medical First Responder classes as well as many other Medical First Responder Classes in adjacent counties; she also teaches continuing education credits to many local fire departments. She has spent majority of her career as a Senior - MICU paramedic working in Jackson County. Now she focuses her time teaching Emergency Medical education to students at the Jackson Area Career Center and Jackson College. Debbie received her Bachelor of Applied Science from Siena Heights.

Michigan Department of Health and Human Services

Program Approval # P-10-0015

MDHHS Goals and Educational Objectives

Jackson College meets the standards and guidelines of the following MDHHS Goals and Objectives:

MFR:

http://www.michigan.gov/documents/MFR_Objectives_9-02_156015_7.pdf

EMT-Basic:

www.michigan.gov/documents/EMT_Objectives_9-02_156011_7.pdf

Advanced-EMT:

http://www.michigan.gov/documents/mdch/Final_Draft_EMTS_Objectives_2012_407061_7.pdf

Paramedic:

www.michigan.gov/documents/Paramedic_Objectives_11-01_156017_7.pdf

National Education Standards

National Education Standards:

http://www.michigan.gov/documents/mdch/National_Education_Standards_406373_7.pdf

National EMS Scope of Practice:

http://www.michigan.gov/documents/mdch/National_EMS_Scope_of_Practice_406386_7.pdf

Registering for EMS Programs/Admission Requirements

Admission Forms/Early Entry

An application for the Advanced-EMT and EMT-Paramedic classes are required to be filled out, by the student, and submitted to the Jackson College Allied Health Office for acceptance into the program. Applications can be found at the following link:

<http://www.jccmi.edu/wp-content/uploads/emt-application.pdf>

Registration/Becoming a JC for Credit Student

After you have submitted your Program Admission Form you will need to register to become a student with Jackson College. You can visit Student Services Admissions on the JC campus or complete an application online at www.jccmi.edu/studentservices/admissions.

Registration/Becoming a JC for Non-Credit Student

Students seeking enrollment as a Non-credit/CCE EMS student will need to register with the Corporate and Continuing Education Department (CCE). EMS courses taken as a Non-credit/Corporate & Continuing Education course will require the students to abide by the course syllabus, but will not receive a letter grade for academic courses. The Non-credit/CCE student will receive a completion certificate if they meet all of the course requirements and be placed on the course completion roster for submission to the MDCH. Non-credit/CCE students who successfully complete the program requirements will be eligible for National examination. All non-credit/CCE students are held to the same classroom standards as those students seeking college credit. You can visit Corporate and Continuing Education Department on the JC campus or register and make payment online at <http://jacksoncce.augusoft.net/index.cfm>.

Payment for non-credit students is due in full prior to the start of the program of study. Students will not be eligible for payment refunds after the start of the program of study. Students who fail to maintain the program requirements, both in the clinical and academic areas, will not be eligible for payment refund or eligible for examination with the NREMT.

Courses Offered for Non-Credit

- Medical First Responder (MFR)
- Emergency Medical Technicians Basic (EMT-B)

General Admission Requirements

Advanced-EMT/EMT-Paramedic

In order to enter into the Advanced-EMT and Paramedic Programs, the following are required to be completed prior to the start of class (See Appendix A):

- Current MDCH License as an EMT-Basic or Advanced-EMT
- BLS Healthcare Provider (Valid CPR Card)
- Successfully pass a Criminal Background Check
- Successfully pass a Drug Screen
- Health Certification Form
- Current Immunization Records including negative TB results current during the program
- Seasonal Flu Shot

EMT-Basic

In order to enter into the EMT Basic Program, students are required to meet the assigned prerequisites of ENG 085* and MAT 020* (the * indicates they can assess for it and not necessarily have to take the course) or instructor permission into the program. In order to remain in the EMT Basic Program, the following are required to be completed prior to the start of clinical (See Appendix A):

- Successfully pass a Criminal Background Check
- Successfully pass a Drug Screen
- Health Certification Form
- Current Immunizations Records including negative TB results current during the program

Medical First Responder

In order to enter into the MFR Program, students are required to meet the assigned prerequisites or be provided with instructor permission into the program.

EMS Instructor-Coordinator Program

In order to enter into the EMS IC Program, students are required to meet the assigned prerequisites or be provided with instructor permission into the program. In addition to the assigned prerequisites the student must complete the items listed below.

- Application and acceptance to the College
- I/C candidates must have two letters of recommendation from current licensed EMS Instructor Coordinators prior to beginning the I/C course
- The I/C candidate must have at least three years of full time experience as a licensed provider
- They must also have a minimum license level of a Basic EMT with a life support agency prior to admission
- Completion of a written application, oral interview and meeting with the EMS Program Director.

EMS Programs

Medical First Responder

This is an open enrollment one semester course that prepares the student for a licensing exam. Upon successful completion the student may obtain a Medical First Responder (MFR) license, the State minimum requirement to work in positions involving public safety including police and fire departments. The MFR is trained in EMS operations, patient assessment, CPR and airway management, as well as treatment for traumatic injuries and medical emergencies

Mission

The goal of the Jackson College MFR Program is to prepare competent entry-level Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Overview

The MFR Program at Jackson College is a 15-week program designed to provide students the knowledge, skills and attitudes consistent with the expectations of the public and the profession. MFR students will complete the coursework in classrooms and laboratories, and gain valuable hands-on experience to prepare the student for prehospital care. Along with the possibility of earning many new lifesaving skills, graduates will be eligible to take the National Registry certifying examination at the completion of the program.

Basic Emergency Medical Technician

This is an open enrollment one semester course that prepares the student for a licensing exam. Upon successful completion the student may obtain a Basic EMT license, the State minimum requirement to work for an EMS agency. There are three classes that are taken concurrently; a lecture, skills lab, and a clinical rotation class which exposes the student to the real world. The Basic EMT is trained in EMS operations, patient assessment, CPR and airway management, as well as treatment for traumatic injuries and medical emergencies

Mission

The goal of Jackson College EMT-Basic Program is to prepare competent entry-level Emergency Medical Technician-Basic in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Overview

The EMT-Basic Program at Jackson College is a 15-week program designed to provide students the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT students will complete the coursework in classrooms and laboratories, and gain valuable hands-on experience while working in the hospital and prehospital settings. Along with earning an EMT-Basic Skill Set, graduates will be eligible to take the National Registry certifying examination at the completion of the program.

Advanced Emergency Medical Technician

Students enrolled in this course must hold an EMT-B license or show proof of completion in an EMT-B. Admission to this program is based on instructor permission and course pre-requisites, which can be waived by approval of the EMS Program Director. The student, upon successful completion, will receive an A-EMT completion document. Students that successfully complete of all course requirements will be eligible for recommendation to the MDCH roster to sit for the National Registry Exam. Once a successful passing grade at the Registry is obtained they can apply for licensing in the State of Michigan.

Paramedic

Students enrolled in this course must hold an EMT-B license or show proof of completion in an EMT-B. Admission to this program is based on instructor permission and course pre-requisites, which can be waived on an individual basis by approval of the EMS Program Director. Students must also successfully complete Biology (BIO155; or BIO253 and BIO254) prior to or during enrollment. Experience in the field is recommended but not mandatory. The student, upon successful completion of all course requirements, will receive a Paramedic completion document. Students that successfully complete the program will be eligible for recommendation to the MDCH roster to sit for the National Registry Exam. Once a successful passing grade at the Registry is obtained the students can apply for licensing in the State of Michigan.

Mission

The goal of the Jackson College Paramedic Program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Overview

The Paramedic Program at Jackson College is a 13-month program designed to provide students the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedic students will complete the coursework in classrooms and laboratories, and gain valuable hands-on experience while working in the hospital and prehospital settings. Along with the possibility of earning an Associate of Applied Science degree, graduates may take the National Registry certifying examination after the successful completion of the program.

EMS Instructor Coordinator

This course consists of three consecutive courses designed to prepare currently licensed EMT, AEMT or Paramedic for State EMS Instructor Coordinator Licensure. This course is a Michigan Department of Community Health EMS and Trauma Systems section approved program. This course includes state mandated modules with a primary focus on educational pedagogy and state requirements for EMS education. The first semester includes: Blooms Taxonomy, creating lessons, classroom management, critical thinking and assessment etc.

EMS Program Degree/Certificate

Paramedic Program, Associate in Applied Science Degree

See specific course in JC catalog description <http://www.jccmi.edu/degree/emergency-medical-technology-associate-applied-science/>

Graduation & Commencement

An application for graduation needs to be filed for each degree. Students should refer to the college's Graduation & Commencement process located on JC's webpage at <https://www.jccmi.edu/registration-records/graduation/>

EMS Course Descriptions

HOC 110	Advanced First Aid & CPR	2 CR
<p>Provides instruction in adult, child and infant cardiopulmonary resuscitation, as well as advanced first aid. It is designed to prepare an individual to handle medical or accidental emergencies until professional help arrives or until the victim can seek help, and to handle minor injuries that do not require professional assistance. Upon successful completion of this course the student is qualified to receive CPR and Advanced First Aid certificates through the American Heart Association (AHA) and American Academy of Orthopedic Surgeons (AAOS).</p>		
EMS 113	Medical First Responder	5 CR
<p>The Medical First Responder course (MFR) is a minimum 64-hour lecture/lab and practical based emergency medical education program in a wide variety of medical and trauma settings. This level of education is the first level of licensure that the State of Michigan recognizes for a professional emergency healthcare provider. The scope of practice is typically utilized by rural Fire Departments, Police and Security agencies, industrial plant workers, lifeguards, search and rescue teams, along with private and public-school personnel.</p>		
EMS 122	Basic Emergency Medical Technician	12 CR
<p>The Basic Emergency Medical Technician course is a Michigan Department of Health and Human Services approved course. This program provides the information and experience necessary to prepare the student to sit for the National Registry Basic EMT Certification exam. Topics include: legal responsibilities, anatomy, physiology, patient assessment, management of various emergency situations, extrication, and current standards for EMTs in the field. Students will also participate in scenario-based education and computer-based testing to reinforce skills learned within these areas. Students must complete a minimum of four twelve-hour experiences in the hospital emergency room setting and with a pre-hospital life support agency. Laboratory and clinical experiences are included (EMS 1220 & EMS 1221).</p>		
EMS 160	Advanced Paramedic I	4.25 CR
<p>This course is designed to prepare the student for licensure as an Advanced Emergency Medical Technician (Paramedic) in the state of Michigan. This course includes patient assessment techniques and concepts, advanced airway management, fluid and shock resuscitation, acid/base and body buffer systems, and multi-systems trauma treatments. Included in this course is a module on medical terminology. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, Michigan Department of Health and Human Services, and Jackson County Medical Control Authority.</p>		
EMS 1600	Paramedic Lab I	2 CR
<p>This course is designed to provide the paramedic student with the skills as prescribed by the Michigan Department of Community Health (MDCH) for the paramedic curriculum. This course includes skill practice and scenarios (both computer and classroom).</p>		

EMS 162	Paramedic Pharmacology I	2.25 CR
<p>This course is designed to provide the paramedic students with a knowledge of basic pharmacological principles, biological factors influencing drug actions, predictable effects of drugs on physiologic problems, modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application for pharmacological therapy in the pre-hospital setting. Concentration will focus on cardiovascular drugs in this semester.</p>		
EMS 163	Paramedic Cardiology I	2.25 CR
<p>This is a course designed to provide knowledge in cardiology to fulfill the needs of the Paramedic program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Community Health, and the American Heart Association Advanced Cardiac Life Support standards. Topics include: rapid interpretation of EKGs, static recognition of EKGs, electrical therapy, pharmacological therapy, and basic algorithms for treatment of cardiac arrhythmias.</p>		
EMS 164	Pediatric Advance Life Support	2 CR
<p>This course is designed to provide the paramedic student with the skills and knowledge to handle pediatric emergencies in the pre-hospital setting. Pediatric patients are not treated as "young" adults. They are a distinct population with different responses to injuries than adults.</p>		
EMS 1601	Paramedic Clinical I	3 CR
<p>This course is designed to provide the first semester clinical hours necessary to meet the requirements of the Michigan Department of Health and Human Services Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. In addition, classroom time is scheduled to review clinical procedures and progress of the students.</p>		
EMS 170	Advanced Paramedic II	4.25 CR
<p>This course is designed to prepare the student for licensure as a Paramedic in the State of Michigan. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, the Michigan Department of Health and Human Services, and Jackson County Medical Control Authority. Topics include: advanced life support in gynecological emergencies, behavioral emergency management, gastrointestinal emergencies, lab test analysis, and other medical emergencies.</p>		
EMS 1700	Paramedic Lab II	2 CR
<p>This course is designed to provide the paramedic student with the skills as prescribed by the Michigan Department of Health and Human Services, for the paramedic curriculum. This course includes skill practice and scenarios (both computer and classroom).</p>		
EMS 172	Paramedic Pharmacology II	2.25 CR
<p>This course is designed to provide pharmacological information on the remaining non-cardiac drugs, which a paramedic will experience in the pre-hospital and hospital setting. This course</p>		

is based on the Paramedic Education program requirements as set by the Michigan Department of Health and Human Services		
EMS 173	Paramedic Cardiology II	2.25 CR
<p>This course is designed to provide knowledge in cardiology to fulfill the needs of the AEMT (Paramedic) program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Health and Human Services, and the American Heart Association Advanced Cardiac Life Support standards. Topics include pathophysiology of heart disorders, 12 lead EKG interpretation, pediatric ACLS, pharmacological therapy.</p>		
EMS 174	Advanced Paramedic III	4.25 CR
<p>This course provides the paramedic student the knowledge in the transport of patients with special considerations and advanced EMT operations as prescribed in the U.S. Department of Transportation's paramedic curriculum. Student will take a comprehensive exam at the conclusion of this course for certification by Jackson Community College. This certification can be used as evidence of completion for the National Registry Exam (passage of which leads to licensing in most U.S. states) https://www.nremt.org/rwd/public/data/maps</p>		
EMS 1701	Paramedic Clinical II	3 CR
<p>This course is designed to provide the second semester clinical hours necessary to meet the requirements of the Michigan Department of Health and Human Services' Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. In addition, classroom time is scheduled to review clinical procedures and review progress of the students.</p>		
EMS 245	Paramedic Clinical Internship	4 CR
<p>This course is designed to provide the Field Internship as prescribed by Michigan Department of Transportation and the requirements of the Michigan Department of Health and Human Services' paramedic curriculum. This course is the last course taken as part of the Paramedic Program. This course includes clinical rotations at ambulance services as the lead Paramedic under the supervision of a field Paramedic. Students are expected to complete their clinical competencies during this class. In addition, classroom time is scheduled to review clinical procedures and review progress of the students. This course includes up to eight hours of medical simulation to help achieve any missing Paramedic competencies.</p>		
EMS 280	EMS Instructor Coordinator I	4 CR
<p>This course is the first of three consecutive courses designed to prepare currently licensed EMT or AEMT for State EMS Instructor Coordinator Licensure. This course is a Michigan Department of Health and Human Services' EMS and Trauma Systems section approved program. This course includes state mandated modules with a primary focus on educational pedagogy related to teaching EMS. The first semester includes: Blooms Taxonomy, creating lessons, classroom management, critical thinking and assessment etc. Prerequisite: Licensed EMT-B, EMT-I or EMT-P with a minimum of three years of field experience.</p>		

EMS 282	EMS Instructor Coordinator II	4 CR
<p>This course is the second of three consecutive courses designed to prepare currently licensed EMT or AEMT for State EMS Instructor Coordinator Licensure. This course is a Michigan Department of Health and Human Services', EMS and Trauma Systems section approved program. This course includes state mandated modules with a primary focus on state requirements for EMS education. This semester includes; guided student teaching, guidance in didactic and laboratory skills, information related to adhering to state mandates policies and procedures EMS education. Prerequisite: EMS-280 Instructor Coordinator I. All EMS students must complete EDU-290 Instructional Skills Workshop as the third course component.</p>		

Lecture/Laboratory Policies

Classroom/Lab Attendance

Dependability and punctuality are important factors in the EMS clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the students and disrupts the operation of the clinical sites. There are minimum numbers of state required hours that CANNOT be made up. Students missing more time than the minimum required class hours will neither be recommended nor eligible for the National Registry Examination.

Classroom hours (both lecture and lab) and all clinical hours (hospital, specialty, and ambulance), are included for this policy. Tardiness and leaving early will be counted against this required time. The student will be allowed absentee time according to the course syllabus and MDCH state guidelines. Students are required to make up subject matter for missed classroom time regardless if excused or unexcused.

Any student missing more than 5 minutes, but less than 15 minutes of the class period will be considered tardy. Any student missing more than 15 minutes will be considered absent. The first tardy will result in a verbal warning to the student. A second tardy will result in a documented written warning to the student, and the third infraction will result in a full absence or 8 hours missed classroom time. Chronically tardiness or excessive absences can prevent the student from a completion document and are grounds for removal from the program. Any missing time will be recorded and counted towards the student's attendance.

Course Sign-in Sheets, Platinum Planner and the clinical verification form will act as the attendance roster. Lack of signature will be considered an absence. All time not in class (arriving late or leaving early) will be tracked and considered time away from the "required minimum hours".

Dress Code

Requirements

- Students are required to be in full uniform in both the clinical and classroom settings
- JC EMS Education polo shirt: available through Pro Image Uniforms
- JC EMS Education lab t-shirt: available through Pro Image Uniforms
- Navy EMS slacks/navy jacket (no logo) for clinical
- Black polishable shoes or boots (leather and lace up preferred)
- Black belt
- Watch with sweeping second hand or digital watch with a chronograph
- TB mask (N95) (provided in class)
- Name Badge (Jackson College ID and/or Hospital ID Badge)
- Hats will not be permitted in the classroom or clinical setting

Name Badge

All EMS students may be required to wear a name badge. The name badge can either be clipped on the shirt at the neckline or worn on a lanyard during class. (Lanyards are not allowed at clinical rotations). The name badge must display the student's name, their EMS program, and the school year.

Fit Testing

Each student is required to be fitted with an approved TB mask (N95). The mask will be fitted in class prior to clinical participation. Due to OSHA requirements, no facial hair will be permitted if a proper mask seal cannot be obtained. It is the responsibility of the student to remember his/her mask size and to carry the mask during all clinical rotations. (See Fit Testing Form Appendix D).

Academic Performance

Student Responsibilities

- All students are expected to be aware of all criteria set forth and adhere to be cognizant of their role in the learning process.
- It is the student's responsibility to read and understand the course outline and adhere to the program attendance policy.
- As a guideline, each student should expect to spend at least two hours of study time outside of class for each hour the class meets.
- Each student is responsible for reading the text, completing all assignments and not relying entirely on classroom lecture to learn the required material.
- If help is needed in completing an assignment, the student must show the attempted work when seeking help. The student is encouraged to contact the instructor during posted office hours or by special appointment.
- Each student is responsible to be honest with all paperwork associated with completing the course requirements: homework, exams, clinical, and internship. If the student fails to do so, this will result in a grade of zero. See academic policy for cheating.
- The student should read, understand and refer to the National curriculum, State objectives, course outline, and student handbook.
- The student should save (archive) samples of his/her best work to complete a portfolio, which may be required for program completion. The student is encouraged to contact the instructor if there are any questions.
- Students must come to class dressed appropriately in uniform, wearing proper ID, on time, and with all completed assignments.
- Participation in all classroom/lab activities is mandatory. Failure to participate will result in an incomplete for the class. It is the student's responsibility to determine if any work missed needs to be made up.
- The student is responsible for all announcements and material presented in class, for completion of all homework and lab assignments, and for actively participating in the learning process, which includes participating in Jet Net and utilizing the JC email system as correspondence, which will be maintained through this source.

Didactic Grading Policies

An EMS student must maintain a 2.5 GPA (80% level) in the EMS courses while they are in the program, and must maintain this overall GPA to receive the Associate of Applied Arts and Science Degree or the Certificate Degree. A student will not be allowed to register for the next semester in a series (i.e., Paramedic EMS 160 followed by EMS 170) without a 2.5 minimum. If at any time a student falls below the minimum, the student will be expected to seek guidance from the instructor and to adhere to any or all academic suggestions.

Grades will be changed only for incomplete grades or faculty/clerical error. Incompletes will only be given in extreme situations (i.e., death, serious medical, etc.). It will NOT be utilized for change of job, poor attendance, etc. In order for a student to be granted an incomplete they must be in excellent academic standing, meet what the instructors to consider “an extreme situation”, and sign a waiver. The waiver will state they, the student, understand they will have one (1) semester to complete the course or the last grade earned will be used in computing a student’s cumulative grade point average. All grades will remain on the student’s academic records and any grade not used to compute a student’s GPA will be designated. The complete credit hours will be counted only once for each degree/certificate purpose. EMS courses earning an Incomplete that are longer than one (1) semester will require that students attend all semesters again, from the beginning, due to the nature of the courses and loss of didactic and practical skills. Any exception to this rule will be decided on the case by case basis.

EMS courses taken as a Noncredit/Corporate & Continuing Education (CCE) course will require the students to abide by the course syllabus, but will not receive a letter grade in the system. The Noncredit/CCE student will receive a completion certificate if they meet all of the course requirements and be placed on the course completion roster for submission to the MDCH.

All EMS course grades are first figured as a percentage of total possible points on the examination; then, the percentage is converted to a number grade using the following scale.

93 - 100%	= 4.0
89 - 92%	= 3.5
86 - 88%	= 3.0
<u>80 - 85%</u>	= <u>2.5</u> (80% is the minimum requirement for MDCH & NR eligibility)
75 - 79%	= 2.0
70 - 74%	= 1.5 Non-Passing Grade
65 - 69%	= 1.0
< 65%	= 0.0

The final grade is given is an accumulation of course work grades and includes performance in the affective domain. At times, content from previous courses will be tested in subsequent courses. It is the student responsibility for material covered in prior courses, as many EMS courses build on previous knowledge.

Comprehensive Final Written Examination

A comprehensive department final examination will be given at the end of the course. This test is written at the department level, or through EMS testing, to assure competency in all courses. All students must pass this examination with a minimum score of 80% in order to be eligible for the National Registry of EMT’s or state exam for their respective level of licensure. Any student who does not pass the exam with the minimum score may be given the opportunity to review and challenge the exam a second time. Any student who does not pass the second attempt will not receive a completion certificate and will not be eligible for national certification. Normally, the final examination for each of the licensure levels will be given as follows;

- EMS 113 (lecture section) Final Exam for Medical First Responder
- EMS 122 (lecture section) Final Exam for Basic EMT
- EMS 170 Final exam for Paramedic
- EMT 282 Final Exam for EMS I/C

Comprehensive Computerized Adaptive Testing

Students may be required to pass a computerized adaptive test as part of their Basic EMT and Paramedic Programs. Within the Basic EMT Program, this exam must be passed before a student will be allowed to challenge the final written comprehensive exam. Within the Paramedic program, this exam must be passed prior to completing the clinical internship (EMS 245). The results on the CAT test are broken down by category and score for the students. Possible scores in each category are: Fail, Not Good, Good, and Pass. A score of Fail or Not Good are not acceptable for minimum passing scores. A score of Good or Pass is an acceptable passing score. It is highly recommended that all students receive a score of Pass in each module since this is an indicator of a successful score for the National Registry Exam.

For JC, all students need to complete this CAT online comprehensive final exam with a score of Good or Pass in all modules to be deemed acceptable and successful for recommendation to take the National Registry Exam. If you have specific questions regarding this exam, see your classroom lecture instructor.

Lab Grading

Students are required to pass all skill lab assessments with 100% accuracy. Lab skill exams (midterm and final) are based on the first attempt at a skill testing station. Students will be allowed a second attempt at the skill station if they fail the first attempt. If the student fails the second attempt at the skill station the student will fail the lab skills exam and therefore, the lab course, unless deemed otherwise by the EMS Program Director. This policy applies to all lab practical exams. Lab courses are graded with a final grade of "P" for Pass or "F" for Fail based on performance in the coursework. No letter grade is normally assigned for skills courses due to the nature of the class.

Comprehensive Final Practical Examination

Students are required to pass a practical skill examination at the end of their course. Students must successfully complete all areas of the exam in order to be eligible for licensure. Students will be allowed a second attempt at the skill station if they fail the first attempt. If the student fails the second attempt at the skill station the student will fail the Comprehensive Final Practical Examination. Any student who does not pass the second attempt will not receive a completion

certificate and will not be eligible for national certification, and will therefore be removed from the program of study. Removal from the Program is at the sole discretion of the EMS Program Director. Normally, the Final Practical Exam will be given during the following courses;

- ❑ EMS 113 (lab section) for Medical First Responder
- ❑ EMS 1220 for Basic EMT
- ❑ EMS 1700 for Paramedic

Affective Laboratory Evaluation

Utilizing the Jackson College Professional Behavior Evaluation form, an evaluation of student performance, obtained three times per semester (week 3, 8, and 14), effectively measures student progression in the affective learning domain. This evaluation ensures each student demonstrates professional behavior and growth throughout his or her EMS education.

Students are required to pass a minimum of two evaluation per semester. Students, who do not successfully pass the Professional Behavior Evaluation, will receive a written warning and participate in an advising meeting regarding their poor affective evaluation. A second failing evaluation within the same semester will indicate a critical warning and the potential for removal from the program of study. Each score of “Not yet Competent” will result in deduction from the total points possible (11 points possible).

Passing cut scores are outlined below per class section.

Affective Evaluation Passing Score				
	EMS 113	EMS 122/1220/1221	EMS 160/1600/162/163	EMS 170/1700/172/173
Week 3	80% (Score: 9/11)	80% (Score: 9/11)	80% (Score: 9/11)	90% (Score: 10/11)
Week 8	90% (Score: 10/11)	90% (Score: 10/11)	90% (Score: 10/11)	100% (Score: 11/11)
Week 14	90% (Score: 10/11)	90% (Score: 10/11)	90% (Score: 10/11)	100% (Score: 11/11)

Platinum Testing

A student may (varies by class) be issued authority to use the EMSCAT. Students may not in any way cut and paste, copy, or reproduce the test questions. This is a copyright infringement. Students found reproducing this test material will be immediately dismissed from the program and their information will be turned over to legal affairs and to the Platinum Education Group.

Test materials may be generated from any validated source or may be written by the JC EMS program and validated against the National Curriculum. Platinum quizzes and tests are monitored by the instructors. You are only allowed to access the quizzes/tests that you have been cleared to take.

Cheating

Cheating is defined as but not limited to: copying another's answers; giving answers on tests to another; bringing answers to a test situation; plagiarism including copying other student's papers, etc.; forging competency evaluation forms; forging or misrepresenting clinical hours; any other act which does not truly reflect the student's progress. Breaching security measures on quizzes, tests and exams may be cause for termination, including copying test questions. Any student found cheating in any EMS course will fail that course and a written warning will be issued following the due process procedure. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Academic honesty policy: <http://www.jccmi.edu/wp-content/uploads/1004.pdf>

Tutoring

If a student needs help with any EMS course, a math course, or a writing assignment, the Center for Student Success can help. Full and part-time faculty, para-professional, certified and peer tutors offer tutoring in a variety of formats, including online tutoring. We also hire tutors and train them through our College Reading and Learning Association Certified Tutor Training Program, a great opportunity to earn while you learn. Tutoring is free to JC students. To request a tutor or train to become one, please call us at 517.796.8415.

CPR Certification Requirement

Every student is required to obtain a "BLS for Healthcare Provider" CPR Certification via The American Heart Association. This training includes infant, child, adult, 1 person – 2 person CPR, choking and AED devices. CPR must be maintained and proven every 2 years.

Continuous Quality Improvement

Instructors and Lab Assistants are continually working to improve their overall presence in the classroom. A major way for Instructors and Administrators to know where improvements are needed is through Student Evaluations. Instructors and Administrators do a subjective review bi-annually on their performance. Core instructors meet and discuss educational goals and areas for improvement and change, with the goal of implementing the best solution. Advisory Committees and the Physician Director are included in discussions and collective decisions.

Clinical Rotation Objectives

Clinical Rotation Objectives

Emergency Department

(All EMS Levels)

Goal: The goal of this rotation is for the student from Jackson College to actively participate in patient care within the Emergency Department, becoming familiar with procedures performed at each institution.

Objectives: The objectives for this rotation are to allow the student to develop and increase their knowledge in areas of patient assessment, triaging, IV insertion* and management of patient illness or injury. All skills will be performed under the close supervision of a hospital approved preceptor. The student will have the opportunity to practice and/or observe the following skills:

REQUIRED:

1. Obtain a medical history
2. Perform patient assessments
3. Interpret ECGs*
4. Auscultate lung sounds
5. Utilize physical survey
6. Participate in medical emergencies
7. Perform peripheral IV insertion*
8. Triage patients
9. Assist in cardiac arrest care, including CPR, defibrillation and medication administration*
10. Administer medications via endotracheal tube*
11. Phlebotomy*
12. IV push/bolus medications and infusions*

OPTIONAL (At the option of the hospital):

1. NG Tube Placement*
2. Cardiac pacing (external)*
3. Cricothyrotomy*
4. Chest decompression*
5. Foley catheter insertion*

*Denotes Advanced Life Support (paramedic) skill only

Ambulance Service (All EMS Levels)

Goal: The goal of this rotation is for the student from Jackson College to actively participate in Ambulance Emergency and Non-emergency runs and become familiar with performed at each service.

Objectives: The objectives for this rotation are to allow the student to develop and increase their knowledge in areas of patient assessment, triaging, IV insertion, and management of patient illness or injury. All skills will be performed under the close supervision of an ambulance service approved preceptor. A minimum of three run sheets must be submitted for each rotation. The student will have the opportunity to practice and/or observe the following skills:

REQUIRED (all levels including Advanced-EMT and Paramedic)

1. Obtain a medical history
2. Perform patient assessment
3. Auscultate lung sounds
4. Utilize physical survey
5. Participate in medical emergencies
6. Observe emergency driving
7. Write patient care reports
8. Observe/give unit to hospital radio reports
9. Triage patients
10. Assist in cardiac arrest care, including CPR (all students)

REQUIRED (Advanced-EMT and Paramedic only)

1. Defibrillation and medication administration
2. Interpret ECGs
3. Perform peripheral IV insertion
4. Administer medications via endotracheal tube
5. IV push/bolus medications and infusions

ICU/CCU/CSU (Paramedic Students)

Goal: The goal of this rotation is to allow the student from Jackson College the opportunity to observe the cardiac/critical care patient and utilize procedures performed in the ICU/CCU/CSU.

Objectives: The objectives for this clinical rotation are to allow the student the opportunity to observe all types of cardiac dysrhythmias, administer medications, and perform defibrillation. During the ICU/CCU/CSU rotation the student will have the opportunity to observe the monitoring system in the CCU/ICU and under the direct supervision of the preceptor demonstrate the following skills:

1. Recognize dysrhythmias
2. Describe and implement appropriate treatment
3. Document dysrhythmias with an ECG strip
4. Perform defibrillation
5. Administer IV medications both by infusion and bolus
6. IV insertion

7. ET tube placement

Labor & Delivery (Paramedic Students)

Goal: The goal of this rotation is to provide the student from Jackson College the opportunity to become knowledgeable in the labor and delivery stages of the obstetrical patient.

Objectives: The objectives for this clinical rotation are to allow the student to observe and participate in the birth of a child in a complicated and uncomplicated patient. During the obstetrical rotation the student will be given the opportunity to observe and actively participate in the labor and delivery of an obstetrical patient. Under the supervision of a preceptor the student will demonstrate the following techniques:

1. Assist with patient care
2. Observation of labor and delivery of an uncomplicated birth
3. Observation of labor and delivery of a complicated birth
4. IV insertion
5. Administer approved IV medication, bolus and infusion

Neonatal Care Unit/Pediatrics (Paramedic Students)

Goal: The goal of this rotation is to provide the student from Jackson College the opportunity to become knowledgeable in the area of newborn and pediatric assessment skills.

Objectives: The objectives for this clinical rotation are to allow the student to assess the newborn and/or pediatric patient in a hospital setting. During the neonatal/pediatric rotation, each student will have the opportunity to demonstrate under direct supervision of a preceptor the following techniques:

1. Assess a newborn and/or pediatric patient
2. Document a newborn and/or pediatric history
3. Perform physical examination on a newborn and/or pediatric patient
4. Present a complete written patient assessment including history and treatment
5. IV insertion (optional)
6. ET tube placement (optional)
7. Medication administration as directed

Inpatient Anesthesia / Operating Room (Paramedic Students)

Goal: The goal of this rotation is for the student from Jackson College to perform endotracheal intubation.

Objective: The objective for this clinical rotation is to allow the student to become proficient in the practice of endotracheal intubation. Under the guidelines of a hospital approved preceptor, the student will perform the following techniques:

1. Airway management
2. Proper use of the laryngoscope
3. Selection of correct size endotracheal tube
4. Proper visualization

5. Insertion of endotracheal tube
6. Proper securing of the tube
7. Proper auscultation of lungs for tube placement
8. Use of end tidal measurement device (optional)
9. Pulse oximeter (optional)
10. BVM (bag valve mask) use

Psychiatric (Paramedic Students)

Goal: The goal of this rotation is to give the student from Jackson College exposure to patients with pre-existing psychiatric illnesses. While interaction and assessment would be preferable, the primary role of the student should be in observation. The student should observe patient and staff interaction, reactions, and assessment skills.

Objectives: The objective of this clinical rotation is to safely gain competency in patient assessment and treatment of patients experiencing psychiatric emergencies or events. All skills will be performed under the close supervision of a hospital approved preceptor. During clinical rotations in this area, the student should have the opportunity to gain experience and develop proficiency in the following skills:

1. Methods of interviewing patients with emotional, psychiatric, or chemical dependency problems
2. Signs and symptoms of psychiatric illnesses and relate them to specific diagnoses and treatment modalities
3. Psychotropic drugs and their side effects
4. Safety measures used when caring for psychiatric patients
5. Medical-legal issues relating to psychiatric and chemically dependent patients
6. Signs and symptoms of chemical dependency withdrawal
7. Treatment modalities for chemical dependency
8. Write a patient assessment for a psychiatric or chemically dependent patient

Telemetry (Paramedic Students)

Goal: The goal of this clinical rotation is to give the student from Jackson College exposure to multiple cardiac rhythms. The student should spend the rotation observing and interpreting cardiac rhythms.

Objectives: The objective of this clinical rotation is to allow the student to observe and interpret multiple cardiac rhythms.

Clinical Rotation Information

Clinical/Internship Paperwork

All students are required to maintain copies of all forms and verification paperwork.

Each student must submit:

- Verification for each clinical shift
- Lab and Clinical skill competency verification (varies by class)
- Generate the minimum amount of patient care reports (varies by class)
- Generate a student site evaluation
- Return a signed and sealed copy of a student affective behavior evaluation form from the clinical experience

Electronic clinical paperwork is to be submitted no later than 24 hours after completion of the clinical experience. All paper forms are to be submitted no later than seven (7) days following the completion of the clinical. Failure to return electronic clinical paperwork within 24 hours and/or failure to return any paper forms within seven (7) days of the clinical will result in shift invalidation and require the clinical be repeated.

Affective Clinical Evaluation

Utilizing the Jackson College Clinical Affective Evaluation form, an evaluation of student performance completed by the Clinical Preceptor, at the end of a clinical experience/shift, effectively measures the students' demonstration of the affective learning domain. This evaluation ensures each student demonstrates professional behavior and growth throughout his or her EMS education.

Students are required to show competency in each Clinical Affective Evaluation with a cut score of 70% and receive no scores of "1 or Needs Remediation" in any field. Students receiving a score of "1 or Needs Remediation" will be unsuccessful in demonstrating the affective clinical behavior. Students who do not successfully complete the Clinical Affective Evaluation, will receive a written warning and participate in an advising meeting regarding their poor affective evaluation. A second unsuccessful evaluation within the same semester will indicate a critical warning and the potential for removal from the program of study. Each score of "1 or Needs Remediation" will result in deduction from the total points possible (87 points possible). Passing cut score is defined as 61 points or higher.

Clinical Attendance

Dependability and punctuality are important factors in the EMS clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the student and disrupts the operation of the clinical site. Students are required to notify the EMS Clinical Coordinator and the appropriate clinical site supervisor at least one hour prior to the clinical start time, if possible.

All missed clinical time must be made up within the semester that the absence occurred. Any unreported absences will automatically result in critical warning and will warrant immediate dismissal from the program. Tardiness or reported absences will result in a warning action (see Student Conduct/Warning Notice Procedure).

*****Absences not reported (no call, no show) may result in dismissal from the program with EMS Program Director permission*****

Students are required to be at their EMS clinical site until the completion of the shift unless permission is obtained from the supervising clinical instructor. Students will only receive clinical hours for time actually spent within the clinical setting. Students are required to submit their clinical attendance reporting forms weekly to their EMS Instructor and to keep a copy for their records. The student is to notify the attending EMS clinical/staff coordinator whenever they leave the clinical site. Failure to do so may be interpreted as abandonment of the clinical assignment and will result in a warning action (see Student Conduct/Warning Notice Procedure).

Excessive tardiness (5 minutes or more) will be counted against the total clinical hours. If it appears that you will be late, notify the clinical EMS clinical coordinator and site preceptor, if available, as soon as possible. Excessive tardiness will result in a warning action (see Student Conduct/Warning Notice Procedure). Keep in mind that many clinicals are scheduled or operate on an emergency call basis and showing up late may result in having to reschedule the entire clinical.

Clinical/Field Dress Code

The appearance of a student is a reflection of themselves, as well as Jackson College and the clinical site. The student's appearance will reflect good personal hygiene and professional dress during all of their clinical practicum and be compatible with the dress code of the clinical site. The student should check with the Clinical Coordinator regarding specific requirements of the clinical site.

The Jackson College EMS student uniform may consist of the following:

- While doing attending clinical, the student will wear the required program uniform as noted above.
- Must comply with the dress code of the clinical site
- Clinical scrubs ONLY when indicated by clinical site
- No visible body piercing will be allowed, including tongue rings and one pair of post/stud style earrings will be allowed, while at internship.
- Hair should be kept clean and conservative. Students with long hair must keep it tied back during internship.
- Any and all visible tattoos, that are deemed offensive, shall be covered up during clinical rotations.

- Make up should be kept conservative, and never applied in patient care areas.
- No perfumes or colognes may be worn while on internship, as they may be irritants.
- Short, natural fingernails, if polish is worn it must be one solid color without adornments.
- Washable dark turtleneck shirts may be worn under the uniform for warmth
- The student's mode of dress must adhere to the proper safety regulations and requirements of the clinical site and are the requirement of the classroom uniform.
- Sandals are NOT to be worn while at the clinical site.
- NO JEANS OR SWEAT PANTS ARE TO BE WORN AT A CLINICAL SITE DURING SCHEDULED CLINICAL PRACTICUM.

Anesthesia & Labor and Delivery Rotation (Advanced-EMT/Paramedic)

Clean tennis shoes should be worn as a substitute for the work boots, only for the OR rotation.

Name Badge

All EMS students will be required to wear a name badge at all times. The name badge can either be clipped on the shirt at the neckline or worn on a lanyard during class. (Lanyards are not allowed at clinical rotations). The name badge must display the student's name, their EMS program, and the school year.

Clinical/Internship Grading

Students are required to complete ALL CLINICAL/INTERNSHIP hours within the allotted time frame. Students are also required to submit all required clinical documents as described in the Clinical/Internship Paperwork section. Students must also meet the minimum clinical skill competences.

Clinical/Internships courses are graded with a final grade of "P" for Pass or "F" for Fail based on performance in the coursework. No letter grade is normally assigned for skills/clinical courses due to the nature of the class.

Standards of Clinical Conduct

Approximately one-fourth of the EMS experience at Jackson College will involve time spent in health care facilities or ambulance services. Since these facilities and crews open their doors and give the student the opportunity to observe and participate in their daily routine, it is the students' responsibility as EMS candidates to present themselves in a manner which is complementary to our profession.

While attending a clinical internship the student is governed by the rules of conduct as set forth in the Jackson College Student Handbook. In addition to those guidelines all patients, hospital staff members, physicians, instructors, and your peers have the right to courtesy, compassion, respect, and privacy. These rights must be foremost in the student's mind to enable him/her to present himself/herself in a manner which exemplifies a true professional. As a guideline, listed

below are several things the student should take into consideration when attending clinical rotations.

Smoking: Many areas are now considered smoke free. Remember that smoking may be offensive to others. Smoke only in designated areas and only on break.

Personal Hygiene: Good personal hygiene and clean clothes or uniforms are essential (see dress code).

As a JC EMS student you represent not only the profession of pre-hospital care providers but Jackson College. It is expected that you will conduct yourself with a professional demeanor at all times. Each clinical site reserves the right to refuse clinical time to any student without cause. If a student has been refused clinical time at a site, that site remains closed to them for the remainder of their clinical experience, or until this issue is corrected and return approval has been given to the student, by the Clinical Coordinator or EMS Program Director. There are NO exceptions. The clinical site has the final word on whether a student is to be allowed to intern at their site.

Criminal Background Checks

Clinical agencies require a criminal background check to practice within the agency. The agency can deny the student access to the facility based on the results of the criminal background check. Denial of student access to the clinical agency may prevent successful completion of the EMS Program depending on the availability of appropriate alternative clinical sites willing to accept the students.

Within the clinical course, the Clinical Coordinator will distribute the Allied Health Program Criminal Background Check Requirement and the Jackson College Criminal Record Check Forms. Students interested at participating at sites where this background check is required must complete this form for participation at the clinical site. An outside agency will perform the check and results are confidential, information will be provided during student orientation.

Substance Abuse/Drug Screens

College policy prohibits the possession or use of alcohol, controlled substances, or illegal drugs while participating in College activities. Violation of this policy may lead to disciplinary action, including dismissal from the program. See the Jackson College Student Handbook for a full explanation of the student code of conduct.

Clinical sites now require a pre-placement drug screen. Students must provide a drug screen according to the specific standards the clinical site has defined. The EMS Program Director will advise the student where and when to have the drug screen completed to ensure compliance.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The EMS Program Director will advise the student where and when to have the drug screen completed to

ensure compliance. The College contact for the reporting of drug screen results in these situations is the Dean of Student Services.

The cost of a drug screen is the responsibility of the student.

Students obtaining drug screens will be required to obtain the test at Garcia Laboratory. The fee for this test is the responsibility of the student.

Medical Marijuana or Legal Recreational Drug Use

Use of medicinal or recreational drugs, during non-clinical hours, will operate under the guidelines of Jackson College. Due to the nature of the clinical rotations, the student must be of sound mind and body, therefore drugs/medications that impair a student's ability to perform at 100% will not be tolerated. In the event that a student is suspected of being impaired, they will be removed from the clinical rotation immediately, as to protect patients and the student, and their clinical rotations will be suspended pending the outcome of an investigation.

Student/Employment at Clinical Sites

Students are not considered employees of the clinical agencies or Jackson College for the purposes of compensation, fringe benefits, workers compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose. Each student is placed with clinical agencies as part of the academic curriculum. Duties performed by students are not as an employee but rather in fulfillment of these academic requirements. At no time shall students replace or substitute for an employee of the clinical agency. This provision shall not prohibit employment of any student by an agency under separate employment agreements.

Clinical Observation

Hospital and field operations may be somewhat foreign to the student beginning his/her clinical rotations. Remember each hospital and field crew is different; each has its own "personality". You may observe procedures done quite differently in different facilities or by different EMS crews. Do not be alarmed by this, but learn from it. By determining "why" a procedure is done differently, by different facilities and crews, the student should be able to do some simple evaluation and take the best of both worlds with him/her as he/she enters the world or pre-hospital medicine.

Questions in the clinical setting are expected by the hospital staff and crews. Most of them are more than happy to answer intelligent questions. The time for questions is not in the middle of the call when the action is heavy. Questions should also not be asked in front of patients as this may seem to the preceptor and patient as you are questioning their actions rather than trying to learn. Questions should be asked after the run or at the nursing station. We all have a bad day occasionally. If a preceptor seems distant or short tempered, write your questions down and the instructor or Clinical Coordinator will answer them.

It should be noted here that students on rotation will hear things in the clinical setting that may

not be appropriate to repeat outside this setting (what is said in the truck stays in the truck). The field has a rumor mill that reacts and transmits information with a speed that rivals the information super highway. This information is not to be repeated to other students, crews, staff members, or persons not directly involved in the clinical experience. If the student hears some information which deeply disturbs him/her it may be brought to the Clinical Coordinator for follow up.

Patient Rights and Confidentiality

All information with regard to patients is privileged and of a confidential nature. Cases may be discussed with peers but without the use of patient names or any other identifiable information, such as name, social security number, address, or date of birth. Any repetition of this information outside the proper channels of communication may lead to disciplinary action within the JC EMS Program.

According to the Patient's Bill of Rights, "A patient has the right to expect that information obtained by any caregiver, whether it be volunteered by the patient or obtained through records, is of a confidential nature and is not open to discussion with anyone not associated with the case. Any breach of confidentiality by any caregiver can be constituted as a violation of the patient's right to privacy and civil rights. As such, charges can be filed against the implicated parties in a court of law."

EMS Clinical Coordinator

The EMS Clinical Coordinator is a staff member who is responsible for students at all clinical internships. The Clinical Coordinator is the first person contacted by students in the event of a missed clinical, problem at a clinical site or questions regarding the clinical internship.

Normally, the EMS Clinical Coordinator will attend one of the lecture classes in the student's field of study to explain the sign-up procedures. It is the responsibility of the EMS Clinical Coordinator that all students are following all rules and requirements prior to, during and after a clinical internship. Students participating in clinical internships are expected to follow the direction of the Clinical Coordinator in all matters related to their clinical internship.

The Clinical coordinator is also responsible for providing feedback to the students throughout their clinical participation. The clinical coordinator, as the situation warrants, may change the number and duration of clinical experiences at specific sites based on assessment of the student's individual strengths and weakness to maximize the learning potential for the student. It is the responsibility of the Clinical Coordinator to make the final evaluation grade (Pass, Incomplete, or Fail) for each student during the clinical internship.

If, in the event of a true emergency, the Clinical Coordinator cannot be contacted by cell phone, the EMS Director, may be contacted.

Clinical Scheduling and Attendance

Attendance at all clinical rotations is mandatory. If you must miss a clinical rotation you must inform the EMS Clinical Coordinator prior to the beginning of the rotation. Failure to make such a contact is grounds for suspension of clinical privileges. The student is also responsible for rescheduling the rotation with the EMS Clinical Coordinator.

Clinical scheduling is only done through the Clinical Coordinator in conjunction with the Platinum Planner program or other scheduling software. Clinical rotations must be noted on the appropriate rotation schedule.

Students that meet the clinical sign-up criteria will be able to sign-up using a web-based schedule. This will be explained at your clinical orientation or during your class. Due to clinical contract stipulations and malpractice insurance requirements, all clinical rotations must be scheduled two (2) weeks in advance of a shift. A published list will be available on line.

Under no circumstances are students authorized to contact the clinical site directly to schedule clinical time. Any breach of this policy will result in disciplinary action up to and including dismissal from the program.

In the event the student needs to cancel a clinical rotation due to illness within 24 hours of the shift, the student must call the EMS Clinical Coordinator and leave a message informing the EMS Clinical Coordinator about the problem. Canceling clinical rotations within 24 hours of the shift is highly discouraged and any student making a habit of this practice will have clinical privileges suspended. You are expected to call the clinical site to notify them of the change in shift status. Jackson College or any contracted clinical site reserves the right to refuse clinical rotations without cause at any time.

Only clinical time scheduled at contracted clinical sites will be accepted for credit. Agencies outside this network will not be used for clinical rotations.

In the event that a preceptor observes a violation of this handbook, as it relates to clinical rotations, medical/exposure, or code of conduct, may ask the student to leave the clinical location. If this occurs, the preceptor needs to explain the reasons “why” to the student, and the clinical coordinator shall be notified immediately.

Clinical Folders

Clinical folders, for the semester, are made available, and will be provided to the student. These folders will be kept in a designated, secure area, inside HLC211. It is the student’s responsibility to maintain the clinical folder. The Clinical Coordinator will initial completed documents and portions of the folder as assignments are completed. Documentation that is unacceptable or incomplete must be brought into the standard before the Clinical Coordinator can accept the work. It is the student’s responsibility to meet with the Clinical Coordinator on a regular basis. The Clinical Coordinator will make general times available to students to discuss clinical progress. Students can also schedule time for individual conferences as well.

Student Health

Student Health Issues

It is the student's responsibility to inform the Director of Allied Health and the EMS Program Director of any illness, injury, surgery or medical condition that might compromise the safety of either the student or the patient(s), or cause a classroom emergency (i.e. lifting limitations, contagious disease, seizure disorders, diabetes, heart conditions, etc.). If a student has an infectious condition that may endanger others in the classroom or clients in the clinical setting, The student will need to inform the Director of Allied Health and the EMS Program Director of the situation, and provide a written letter from their health care provider indicating when it is safe for their return to the class and/or clinical site.

While in the program, any student with a medical condition or injury which causes a student to miss class or clinical for over two (2) days, will be required to obtain a written doctor's release to continue in class and clinical and/or to return to class and clinical. These hours will still be counted as an absence. The release will verify that the student is able to meet class/lab/clinical practice requirements without restrictions on activity (such as limitations on weight lifting). The goal is to prevent aggravating an existing condition, or jeopardizing the student's, classmate's or patient's safety or wellbeing. If a student must interrupt the clinical component for period greater than two (2) weeks, the student will only be re-admitted into clinical with the EMS Program Director and Clinical Instructor's permission.

If at any point there are concerns regarding a health problem or disability, Jackson College reserves the right to require a medical release or physical examination. Students are responsible for contacting the EMS Program Director regarding concerns or risks related to their own health care needs. Students must meet the Technical Standards and Functions set for participants in the Jackson College Allied Health Programs with or without reasonable accommodation.

Physical Abilities and ADA

JC will meet any reasonable accommodation request for disabilities with proper documentation. Students requesting accommodation for a disability will be required to supply appropriate documentation at orientation. Students must meet the Technical Standards and Functions set for participants in the Jackson College Allied Health Programs with or without reasonable accommodation. Please see Jackson College's Policy here: <https://www.jccmi.edu/wp-content/uploads/2301.pdf>.

The student is responsible for discussing with the instructor any needs for test taking or other accommodations and the instructor must receive notification from the Center for Student Success (<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>). Keep in mind, student success is a high priority for all Jackson College Staff;

however, the NREMT may not make any accommodations for learning disabilities. You will need to contact the State and NREMT (<https://www.nremt.org/rwd/public/document/policy-accommodations>) for further details.

Health Certificate Form

A Statement of Physical/Emotional Fitness must be completed (by a licensed medical physician of your choice) for the sole purpose of determining and documenting your physical status prior to beginning the clinical component of your Allied Health Program. The Health Certificate Form includes: a negative Tuberculin Skin Test or negative chest x-ray; proof of immunizations for Rubella (German Measles); Rubella (Hard Measles); Tetanus/Pertussis; the Hepatitis B Vaccine Series; Varicella Zoster (Chicken Pox) or a physician diagnosed history of Varicella Zoster; and a recent physical examination. It is preferable that the Hepatitis B series is completed prior to entering the Allied Health program; however, minimally it must be started or a waiver signed before the student is allowed to attend the clinical site. This Health Certificate Form must be completed and returned to the Allied Health Office prior to starting any clinical education courses. You will want to retain a copy of this document for your own records.

Health Insurance

It is important that you maintain health insurance to defray the cost of hospital and medical care of any illness or injury that may be sustained while participating in a clinical experience. Substantial monetary liability can be incurred if you do not have medical insurance and an injury or illness occurs.

Personal Illness or Injury

Any student who is unable to participate in classroom activities or clinical duties because of personal illness or injury must notify the Clinical Coordinator and EMS Program Director as soon as possible. The notification must be in writing and include the anticipated length of the illness or disability.

Classroom/Clinical Injury or Exposure

Due to the nature of the EMS Program, students participating in various classroom skills and/or clinical internships are at risk for unforeseen injuries and/or exposure to pathogens (blood borne or otherwise). It is expected that all actions be taken by the instructor, preceptor, and students to minimize, to the greatest extent possible, the potential risk for injury or exposure. Any student who incurs an injury/exposure during his/her program studies in the classroom or at a clinical site must complete the steps below:

1. Notify the course instructor or clinical preceptor that an injury/exposure incident has occurred
2. If the incident occurs within the clinical setting, notify the Clinical Instructor and EMS Program Director by phone as soon as possible.
3. If the incident occurs within the clinical setting, the student will be instructed to follow the clinical site's process. Note: the clinical site will not be financially responsible for treatment of any injury/exposure sustained at the clinical location.
4. Complete the Jackson College incident report within one business day following any incident (<https://cm.maxient.com/reportingform.php?JacksonCollegeMI>).
5. Formulate in writing what occurred to cause the injury/exposure and e-mail his/her statement to the EMS Program Director and the Allied Health Director. The report should include the following:
 - a. Student Name
 - b. Date of the Injury/Exposure incident
 - c. Time of the Injury/Exposure incident
 - d. Details of the Injury/Exposure incident (what and how it occurred)
 - e. Names of any individuals who witnessed the Injury/Exposure
 - f. Where medical evaluation was obtained
 - g. Medical evaluation recommendations (if known)

Communicable Disease Policy

This policy is to protect health care personnel from transmission by considering all patients as potentially infected with HIV and/or other blood-borne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods regarding SHARPS or biohazard disposal.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
6. Body substances such as feces, airway secretions, wound drainage, and urine always may contain potentially infectious organisms. The universal precaution system not only protects health-care workers from transmission of blood-borne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

General Policies

Cell Phones

While the Allied Health faculty recognizes that communication with family and friends is important, the use of personal cell phones, pagers, or portable radios in class is very distracting to other students and to your instructor. Please keep all personal electronic devices on either vibrate or silent mode during class. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students. It is up to the individual instructor to determine if cell phone use will be permitted during class lecture or practical.

Cell phone use during clinical rotations will follow the same policy as the facility staff. It is important to determine facility restrictions for cell phone use, prior to starting the rotation, as use in some areas may impact sensitive medical equipment. It should be noted that while downtime is expected, students need to understand that they are there for educational purposes and excessive cell phone use may be counted negatively in their affective evaluations.

Drug Free Campus Policy

For the well-being and safety of all concerned, unlawful manufacturing, possessing, distribution, or the ingesting of controlled substances or illegal drugs such as, but not limited to, marijuana, narcotics, stimulants, depressants, and hallucinogens, are strictly prohibited on the college/clinical premises, equipment, job site, and during college activities.

No person shall report for work, no student shall report for class, and no person shall come on college/clinical premises while under the influence of alcohol or illegal drugs. No person shall become impaired/intoxicated by the use of alcohol, controlled substances and/or illegal drugs on college/clinical premises.

Individuals who choose to violate the above become subject to institutional and legal sanctions. The college will cooperate with outside law enforcement agencies as they carry out their responsibilities both on and off campus.

Students found to be in violation of the college Drug Free Campus Policy will be subject to discipline and sanctions set forth in appropriate institutional manuals up to and including expulsion. Where applicable, individuals will also be subjected to local, state, and federal legal sanctions.

Non-Discrimination Policy

Jackson College does not discriminate in its programs and activities, including employment, on the basis of race, color, religion, national origin, age, sex, height or weight, familial status, marital status, sexual orientation, gender orientation, disability, veteran's status, pregnancy, genetic information or any other legally protected status under

federal, state or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any investigation of discrimination or related proceeding. (<https://www.jccmi.edu/wp-content/uploads/1712.pdf>)

Patient Rights and Confidentially Legal Responsibilities

EMS students are responsible and liable for their own actions, including any acts of negligence committed during the course of clinical experiences. When you perform duties that are within the scope of practice, you are legally held to the same standard of skill and competence as a licensed provider. To fulfill responsibilities to clients and to minimize chances for liability, EMS students must:

- Be prepared to carry out the necessary care of assigned patients.
- Ask for additional help or supervision in situations for which they feel inadequately prepared.
- Comply with the policies of the agency in which they obtain their clinical experience.

Jackson College requires EMT and Paramedic students to participate in JC's Liability Insurance.

Sexual Harassment Policy

Jackson College is committed to maintaining a working and learning environment for all students, faculty, and staff that is free of discrimination and harassment. Discrimination and harassment are contrary to the mission and beliefs of the College and are not tolerated.

Sexual Harassment, a form of gender (sex) discrimination, may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1963, and Michigan's Elliot-Larsen Civil Rights Act make sexual harassment unlawful.

Any Jackson College employee who witnesses any conduct that may be sexual discrimination or who receives any complaint or report that sex discrimination may have occurred or may be occurring, must promptly report the incident to their immediate supervisor or the College's Title IX Coordinator. If not reported directly to the Title IX Coordinator, the supervisor will ensure that the Title IX Coordinator receives prompt notice of the complaint. (<https://www.jccmi.edu/wp-content/uploads/1717.pdf>)

Smoking Policy

All students are expected to abide by the Jackson College smoking policy as follows.

Jackson College is a Tobacco Free Environment. Jackson College is committed to protecting the health of students, staff, faculty and guests by prohibiting the use and/or sale of tobacco products on all JC properties. No person shall use, ingest, chew, smoke or sell tobacco products at any time or in any place on JC properties, including sidewalks within the boundaries of any JC campus.

This policy applies to all of the following:

- Jackson College and all properties owned, operated, leased or maintained by JC including JC@LISD, Clyde LeTarte Center, W.J.

Maher Campus and Jackson County Airport Center.

- Parking lots and ramps, including JC vehicles, and all JC equipment, such as golf carts, gators and Kubotas. Personal vehicles are excluded.
- JC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased or maintained by JC.

Definitions

- Tobacco products include tobacco used for any purpose, including but not limited to, cigar, cigarette, pipe smoking, and smokeless tobacco.
- Centers include any facility in which JC owns, operates, leases or maintains. When JC is offering classes or services owned and operated by another entity JC employees and students will adhere to those entity's rules and regulations.

Procedures

The enforcement of this policy is placed as a responsibility on all members of the College administration and campus security. Individuals, studying, working or visiting Jackson College are expected to cooperate with the tobacco-free policy and persons that repeatedly disregard the policy will be subject to the appropriate disciplinary action. Contact Human Resources, Campus Security and/or Student Services if you have any questions regarding this policy.

Student Confidentiality

The EMS students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privileged information. Any EMS student violating a patient's right to confidentiality may face legal action and will be dismissed permanently from the EMS program upon proof of such violation

Student Employment

Students are encouraged NOT to work full-time during the EMS program. Due to limited clinical site affiliations and scheduled workdays within the clinical assignments, students will be required to follow a rigid schedule during their clinical site portion of the program. Therefore, if a student chooses to continue to work while in the program, the clinical site schedule will not be altered or adjusted in any way to conform to the student's personal work schedule. EMS students are NOT allowed to accept financial compensation for any of their clinical site component.

Vehicle Parking

All EMS students are to park their cars in a designated area of a particular clinical site's choice.

Student Conduct and Warning Notice Procedure

EMS Students are expected and required to conduct themselves in a professional manner at all times.

A student will receive a verbal warning notice as the first step of the correction process for unsatisfactory performance. A written warning notice is the second step of the correction process. These notices will be issued soon after the problem is identified. Progressive violations will warrant immediate removal from the program. Failure to improve behavior following a written warning will result in removal from the program.

Criteria for Receiving a Warning Notice (may not be an all-inclusive list)

1. Unsatisfactory achievement of clinical objectives.
2. *Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several repetitive examples of the following:
 - a. Errors in recording a pertinent clinical data.
 - b. Failure of safely adopting basic patient care skills to actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the EMS program.
 - c. Failure to demonstrate sound judgment relative to the student's degree of EMS curriculum completion.
 - d. Unsafe or inappropriate diagnostic service to the patient.
 - e. Failure to follow universal precautions or blood-borne pathogens processes.
3. *Failure to establish effective working relationships with clinical site team members in providing patient services.
4. *Failure to establish effective relationships with patients.
5. *Violation of the EMS codes of ethics.
6. *Students are prohibited from being under the influence of alcohol, or an illegal drug while at a clinical site, in class, or participating in other aspects of the program. Prescription or over-the-counter (OTC) medication that provide a degree of impairment is also included in this prohibition. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If the student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.
7. *Failure to assume the responsibilities of a student in the EMS program.
 - a. Excessive tardiness.
 - b. Inappropriate personal appearance or inappropriate clinical behavior.
 - c. Unethical behavior, i.e., lying, cheating, stealing, etc.
 - d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work.
8. Failure to meet the "Clinical Guidelines & Competency Levels" of the JC EMS Program.

9. *Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
10. *Failure to comply with Jackson College's Student Code of Conduct or Student Rights and Responsibilities Handbook.
11. *Failure to comply with HIPAA laws.
12. *Failure to comply with program policies.

*Serious violations will warrant immediate removal from the program without a verbal or written warning issued (note – those marked may not be an all-inclusive list).

Student Reply to the Warning Notice

The student is required to reply to the warning notice within one week, using the student corrective action reply. The student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. The reply must include the following:

- Student's perception of the problem
- Awareness of the seriousness of the Warning Notice
- Methods that will be utilized to correct problem

Failure to provide a reply indicates that the student does not wish to change their behavior or they do not have a plan of action to correct the issue. In either case, the student will not be able to continue in the program, as unsatisfactory behaviors that are unchanged, will not be tolerated.

Resolution of the Warning Notice

At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the Warning Notice and the current instructor.

- If the student shows satisfactory improvement, the Warning Notice will be resolved. A written evaluation of the student's progress will be submitted, signed and dated by both the instructor(s) and the student. This will remain on file until the student graduates. Copies go to the Chairperson of Allied Health, EMS Program Director, the Clinical Coordinator, and the student.
- If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course, and will be dismissed from the EMS-program.
- If the student does not show satisfactory improvement after receiving a warning notice, the recommendations of the issuing instructor will be followed.

Changes in Clinical Schedule Due to a Warning Notice

When issued a warning notice, students:

- Will not progress to any clinical area where the identified problems cannot be evaluated until the

warning notice has been resolved, unless otherwise specified by the instructor.

- Will have their schedule arranged, if possible, by the instructor in consultation with the Chairperson of Allied Health to prevent loss of academic time.
- Will be held back in their program by the EMS Program Director if schedule rearrangement is not feasible.

Appeal Process

Students who wish to appeal a grade should refer to the Academic Complaint process in the College Catalog or <http://www.jccmi.edu/studentservices/catalog> or the Student Ombudsman Office at <http://www.jccmi.edu/ombudsman/>

Personal Problem Solving

If any EMS student is having difficulties maintaining the program course work, personal conflicts, or complaints regarding the program the following individuals may be contacted to assist the student:

Allied Health Faculty Chairperson	Heather Ruttkofsky	(517) 796-8531
EMS Program Director	Michael Booher	(517) 796-8509

The name of Program Medical Director and a list of the current EMS Advisory Committee are available upon request from the EMS Program Director.

Financial problems should be discussed with the Jackson College Financial Aid Department.

Re-Consideration to an EMS Program

The student seeking to return to an EMS program will send a letter requesting re-consideration to the Director of Allied Health. Students are allowed ONE re-consideration to a program. The request for re-consideration letter will include:

- The student's perception of the problem leading to dismissal and explanation of contributing circumstances.
- Demonstration of an understanding and awareness of the problem.
- What the student has done to rectify the problem.
- The student's detailed plan for success in the EMS course to be repeated and future EMS courses if re-admitted.

The request will be forwarded to the Allied Health Department Re-Consideration Committee. The Committee will be composed of two (2) allied health faculty other than the faculty directly involved in the dismissal, one (1) faculty member from another discipline, the Student Ombudsman, and the Allied Health Department Chair. The Allied Health Department Re-Consideration Committee will meet as needed.

The student and faculty member involved in the dismissal will be informed of the time, date, and place of the meeting. At the meeting, the student will present a detailed academic success plan. The faculty member involved in the dismissal will present an overview of the behaviors that led to the dismissal and his/her support for or against re-consideration. In absence of the involved faculty, the lead faculty of the course will present. The student has the choice of being present or not being present during the involved faculty's presentation. The student and involved faculty will then be excused from the meeting.

The Allied Health Department Re-Consideration Committee, after reviewing the student's history, the documents described above, and faculty recommendation, will determine if the student will be re-admitted to the EMS program. The Allied Health Department Re-Consideration will look for compelling evidence that the reasons for the dismissal can be corrected with certain changes, and that these particular changes improve the chances for a successful outcome. If the student is permitted to return to the program, the Allied Health Re-Consideration Committee along with the EMS Program Director will determine if additional courses must be repeated, and will detail what other requirements (i.e. skills validation) are associated with the opportunity to repeat the failed course.

The Director of EMS will notify the student in writing of the final determination and any re-consideration conditions. Any re-consideration is based on space availability. If the student is denied re-consideration and wishes to appeal the Allied Health Department Re-Consideration Committee decision, the student will submit a letter requesting a review to the College Re-Consideration Committee. The decision of the College Re-Consideration Committee is final.

The student will not be allowed to continue in the program until this process is complete and a determination on readmission is made.

A student who wants to be considered for re-consideration will need to have their written request received by the Allied Health Office by the following deadlines:

EMT-Paramedic: July 31st (for re-consideration for the next August start of a program)

EMT-Basic: One (1) month prior to the start of the semester

Medical First Responder: One (1) month prior to the start of the semester

National Registry Licensing Process

Application for National Registry Exam

After successfully completing any of the Emergency Medical Service programs, the graduate is eligible to make application to the NREMT for the National Registry examination. The College will make available the applications and proof of course completion for the students. The College will assist the student to make application to the National Registry for computer-based testing (CBT). See link below:

<https://www.nremt.org/nremt/downloads/NREMT%20EMSStudent%209.23.pdf>

The completion roster is sent to MDCH, once verified and the student has applied for NREMT, the college will verify the student completion status with the NREMT releasing them for testing. Allied Health verifies NREMT each Friday for the first six (6) weeks after course completion and the first Friday of the Month thereafter.

National Registry Written and Psychomotor Examination

Visit the NREMT links below for the necessary steps involved in registering for the NREMT Written and Practical Exams.

EMS CERTIFICATION

<https://www.nremt.org/nremt/downloads/NREMT%20Nat%20EMS%20Cert%20bro%20 2011%20FINAL%20pgs.pdf>

EMT-BASIC

https://www.nremt.org/nremt/downloads/EMT-Basic_Brochure.pdf

PARAMEDIC

https://www.nremt.org/nremt/downloads/Paramedic_Brochure.pdf

National Registry Exam Results

The National Registry of Emergency Medical Technicians (NREMT) keeps a list of individuals who have gained and maintained status as a Nationally Certified First Responder, EMT-Basic, Advanced-EMT, and/or Paramedic. To determine if an individual possesses national certification, you will need to choose either the [public search](#) option or the [registry number validation](#) option at the following link: www.nremt.org/nremt/about/checkEmtStatus.asp

Criminal Background Disclosure

Any student convicted of a felony or misdemeanor other than minor traffic violations will have to send in an explanation of the circumstances to the State, and will not be allowed to take the National Registry exam until a decision by the State has been reached. Depending on the situation, the student may not be allowed to sit for the National Registry exam based on the States findings. It is the student's responsibility to contact the State and determine eligibility. After completing the EMS program eligible students must complete the National Registry within two years of to be eligible for licensing.

State of Michigan Licensing Process

Michigan Licensure Application Process

Upon passing this written and practical NREMT exam, the graduate may apply for a license as a Medical First Responder, Emergency Medical Technician Basic, Advanced Emergency Medical Technician, or Paramedic, depending on which EMS program the student has completed.

Personnel Licensure & Education Requirements

For more information on licensure and education requirements see link below:

https://www.michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508-47472--,00.html

Michigan Licensure vs. Registry Status

Registry status does not need to be maintained to re-license in the State of Michigan; however, ongoing education credits do need to be maintained. It is the student's responsibility to decide how and what licenses (National or State) they will maintain. For specifics on CE's needed for licensure in the State of Michigan, review https://www.michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508-47472--,00.html forms and publications.

State License Verification

A State of Michigan license can be verified at the following link:

https://www.michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508-47472--,00.html

APPENDIX A: Health Record Immunizations

IMMUNIZATIONS

The following items are required of EMT- Basic & Paramedic students before they may begin their clinical education.

1. Rubella (German Measles)
 - Documentation of 2 doses of MMR 4 weeks apart OR a positive Rubella titer
2. Rubeola (Hard Measles)
 - Documentation of 2 doses of MMR 4 weeks apart OR a positive Rubeola titer
3. Parotitis (Mumps)
 - Documentation of 2 doses of MMR 4 weeks apart OR a positive Mumps titer
4. Varicella (Chicken Pox)
 - A positive history from your healthcare provider of chicken pox (include date of illness) OR documentation of 2 doses of Varicella given 28 days apart OR a positive Varicella titer
5. Diphtheria/Tetanus/Pertussis (TD or Tdap)
 - Documentation of a booster within the past 10 years. If booster is needed recommend a Tdap
6. Hepatitis B
 - Documentation of 3 dose Hepatitis B series at 0-1-6 month interval OR a positive Hep B surface antibody titer OR signed declination letter
7. Two Step Tuberculin Skin Test (TST)
 - Documentation of first negative TST
 - Documentation of second negative TST
 - If first TST is positive you need documentation from your health care provider of evaluation and treatment OR
 - If you have a previously positive TST you must submit a copy of a chest x-ray, no older than 2 years, and documentation from your health care provider that there is no active pulmonary disease.
 - The date of the second test becomes the anniversary date for your annual TST.
8. Seasonal Flu Shot
 - Documentation of current year Flu Vaccine and Lot Number

APPENDIX B: Technical Standards and Functions

TECHNICAL STANDARDS AND FUNCTIONS THAT ARE REQUIRED TO SUCCESSFULLY COMPLETE A

DEGREE / CERTIFICATE PROGRAM IN EMERGENCY MEDICAL SERVICES

STANDARDS

FUNCTIONS

Vision sufficient to see fine detail, and sufficient to be able to read and accurately complete reports and charts.	Observing patient's skin color, measuring exact amounts of parental medications. Reading and completing of charts and reports.
Speech sufficient to be understood by others; ability to understand the communication of others.	Communicating with patients, and other health care professionals.
Hearing sufficient to understand the spoken work, hear variations in physical assessment findings.	Listening to patients and other health care staff including phone conversations. Auscultate lung sounds, heart sounds, and bowel sounds.
Physical coordination including fine motor functions sufficient to perform nursing procedures accurately, efficiently and safely.	Ability to perform nursing procedures such as insertion of catheters, suctioning, and applying dressings.
Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner. Able to stoop when necessary.	Lifting and transferring of patients, physically assisting patients, moving beds and equipment. Bending at the knees to empty foley bags, lift objects off the floor.
Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.	Recognizing and responding appropriately in emergency situations.
Free of Chemical Impairment during participation in the EMS program including classroom, laboratory and clinical settings.	Displaying behavior that is free from signs of chemical impairment such as frequent mood swings, disappearing with an insufficient excuse, unexplained absences, and inappropriate behavior.
Ability to learn technical, medical, and pathophysiological information.	Completion of clinical and didactic components of program requires ability to learn.

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

APPENDIX C: Jackson College Incident Report



Incident Report

File this report immediately with the Security Office located in the Campus Services Building.

Distribution:
White copy – Insurance
Yellow copy - Security

- Visitor
- Student
- Employee
- Student Employee

Name (Last, First, MI)		JCC Student/Employee ID Number	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Address (number and street)		City/State	Zip
Date of Birth (MM/DD/YYYY)		Home Telephone	Work Telephone/Ext.
Position	Department		Supervisor

Date of Incident (MM/DD/YYYY)	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Weather Conditions (if applicable)
Incident/Injury/Illness Location (building/room, parking lot, car, etc.)		
Incident/Injury/Illness Description (i.e. theft, property damage, trip/fall)		Events causing incident (i.e. fell operating machinery, chemical exposure). Please be specific and complete and attach separate sheet if necessary.
Part of Body Affected (hand, arm, etc.)		
Object or Substance involved (knife, acid, ladder, etc.)		
Property Damaged/Stolen		
Estimated Cost	Actual Cost	
Nature of Damage		

Emergency Personnel Requested?	Hospital/Clinic:	Phone:
<input type="checkbox"/> 911	Address:	
<input type="checkbox"/> Campus Security		
<input type="checkbox"/> Ambulance		
<input type="checkbox"/> None	Physician:	Phone:
<input type="checkbox"/> Rescue	Address:	
<input type="checkbox"/> Other		
Medical Treatment Sought? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Witness Name	Witness Name
Phone	Phone
Address	Address
<i>Attach additional information (witness narrative, etc.) on separate paper as necessary.</i>	

Report prepared by: _____ Name _____ Date report prepared _____

APPENDIX D: Fit Test Form

MOLDEX Bitrex®
Qualitative Fit Test Record

Date: _____

Company: _____

Employee: _____

Respirator Used: _____

Of Squeezes to Sensitivity (10, 20, 30): _____

In order to pass, the subject must not detect Bitrex during any of the exercises.

Exercise

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| 1. Normal Breathing: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Deep Breathing: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Turning Head Side to Side: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Moving Head Up and Down: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Talking: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Jogging: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Normal Breathing: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

OVERALL RESULTS

Pass: _____ Fail: _____

Comments: _____

Person Conducting Test

Employee:

I have been instructed in the proper use of the Moldex respirator.

I will follow all procedures, instructions, and warnings when wearing this type of respirator.

Signature _____

Date _____

9700-713 REV C 4/06

Student Acknowledgement of Receipt of the EMS Handbook Form

I hereby acknowledge that I have received, read, and understand the Jackson College EMS Student Handbook. I further agree to follow all policies and procedures within the handbook.

I understand while attending the clinical site of the EMS program I am expected to follow all reasonable rules and regulations of policies and procedures of the assigned clinical site.

I understand that failure to abide by these rules and regulations may result in dismissal from the EMS program.

I further understand that my signature below would allow personnel from the accrediting body, CoAEMSP, to review my student file during a formal audit of the EMS program.

Date: _____

Name: _____

Signature: _____

This acknowledgement form needs to be completed and submitted to the EMS/Allied Health Office (JW231) within **ten days after receipt** of the EMS Student Handbook.