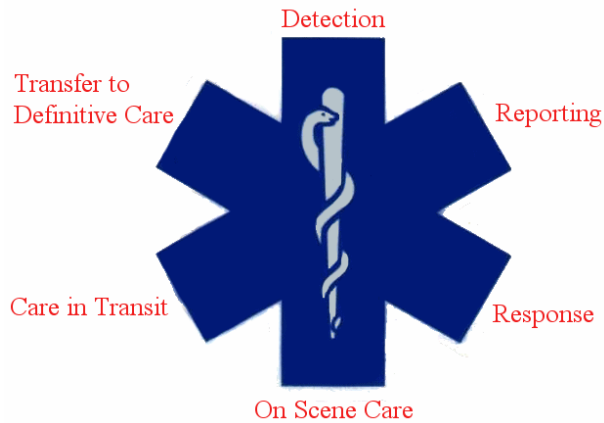




NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Paramedic Program Policies Book FY23





NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Programs:

Paramedic Diploma; Paramedic A.A.S.

East Grand Forks Thief River Falls

Paramedic Program Terminal Competency:

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains,” with or without exit points at the Advanced Emergency Medical Technician (AEMT), and/or Emergency Medical Technician (EMT), and/or Emergency Medical Responder (EMR) levels.

Paramedic Program Learner Outcomes:

1. **Student will** complete all assigned tasks and duties in a manner consistent with the roles and responsibilities of a Paramedic within an EMS system.
2. **Student will** demonstrate professional behaviors and attitudes expected by employers and the paramedicine profession.
3. **Student will** complete all assigned tasks and duties within the expected legal and ethical parameters of a professional paramedic.
4. **Student will** demonstrate entry-level competencies of assessment and management of diverse patients.
5. **Student will** apply the basic concepts of development, pathophysiology, and pharmacology to assess and manage diverse patients.
6. **Student will** safely manage the scene of an emergency, demonstrating behaviors conducive to effective teamwork.
7. **Student will** communicate effectively with all healthcare providers and patients with respect for diversity of culture, age and gender.

Program Learner Outcomes submitted to *Academic Affairs & Standards Council*
(Initial here: 3/21/17)

Program Learner Outcomes approved by EMS Advisory Board
(Initial here: 3/13/18)

General Policies:

- 1) You are expected to be punctual.
- 2) These classes are for you; your success in them rests largely with you.
- 3) Discussions are a crucial part of these courses. Please enter discussions freely and enthusiastically.
- 4) Feel free to share experiences that are appropriate and applicable to the current discussion.
- 5) Confine your discussions to the topic at hand.
- 6) Only one person should talk at a time. Avoid private conversations during class (be courteous of your class mates and the instructor).
- 7) Be patient with other class members.
- 8) Appreciate the other person's point of view.
- 9) All policies outlined in the current NCTC Student Handbook will be followed.
- 10) Northland Community & Technical College policy 1020 Nondiscrimination in Employment and Education Opportunity Policy:
 - a) Northland Community and Technical College hereby adopts MnSCU 1B.1 Board Policy in full, as NCTC Policy:
 - b) Part 1 (*of 4 cited here*). Policy Statement. Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.
 - c) Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.
 - d) This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.
 - e) The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.
 - f) This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as

well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action. This policy supersedes all existing system, college, and university non-discrimination policies.

Technical Standards:

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

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

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

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

Incident Reports

Any circumstance that occurs at any of the program's designated clinical sites that requires the clinical education site to complete an incident report must be reported to the program director. The program director or clinical coordinator will require documentation to complete the NCTC incident report if applicable. This may include, but not limited to a patient fall, exposure to a communicable disease such as TB, performing procedure on incorrect patient, needle stick etc. If the student is working with a patient and an injury or unusual circumstance occurs, they are to report the incident immediately to their clinical instructor or a staff if working under indirect supervision. Facility protocol will be followed following any incident. The student and/or clinical instructor will notify the clinical coordinator or program director within 24 hours following the incident and may be requested to provide a copy of the report. When the need arises such as in cases of exposure to a communicable disease, the student will follow facility protocol.

Course Policies:

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

Lecture Course Policies:

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

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

A majority quizzes are to be taken in Brightspace D2L. Other formats may be utilized as needed.
4. Major examinations:
 - a. If major examinations cannot be taken on the day scheduled, prior approval and arrangements must be made with the instructor prior to the date scheduled. If no prior approval and/or arrangements have been made the student will not be able to take the exam and a zero will be recorded for that examination.
5. Assignments:
 - a. Any assignments that are made will not be accepted after the due date/time.
 - b. Any assignment must be completed in accordance with the guidelines of the assignment to get credit.

Laboratory/Skills Course Policies:

1. The students are expected to assist in cleaning and returning all equipment and supplies to their storage areas and return the classroom to its normal configuration at the end of class.
2. The students are encouraged to utilize the laboratory for out-of-class practice. With prior arrangements made with the faculty, the classroom and equipment will be made available when possible for extra practice.
3. The student will be allowed 2 attempts to pass any particular skill assessment. The best score possible for each successive skill attempt shall be as follows: 1st = A; 2nd = B.
4. If after the second attempt the student has not been successful in the skill assessment and the student wishes further attempts to be successful with the skill assessment, the student will need to write a five page paper on the skill that was not successfully passed with at least three references other than the course text books. This paper will be emailed to the instructor for review. This paper will be double spaced, with one inch margins top, bottom and sides. After this paper has been approved as being acceptable it will earn the student two more attempts at the skill validation. The best score possible for each successive skill attempt shall be as follows: 3rd and 4th - C. If after the fourth attempt the student has not been successful a score of an "F" or "0" will be recorded for that skill.
5. If a student is absent on the day of instructor skill evaluations the student will forfeit the first two opportunities provided on the scheduled day. This will place the student in the 3rd test out option described in #4 above.
6. For the required peer evaluations for the various skills, none of the peer evaluations may be performed by the same student for that particular skill evaluation. In other words each of the required peer evaluations required for a particular skill must be done by different students/peers as class size dictates.
7. These courses are designed with as much practice time as practical while still covering the material adequately and allowing for peer and instructor evaluation time. It is expected that the students will take advantage of this time to practice the skills. It is also expected that the students will utilize the facilities for out of class practice.
8. The students may be required to wear the standard clinical uniform during lab sessions.

Clinical Course Policies:

1. CastleBranch immunization and records documentation will be 100% complete prior to student being allowed to participate in any clinic and/or internship experiences.
2. Punctuality:
The students are expected to arrive for clinicals/internship with enough time allotted to prepare for the clinical shift so that they are ready to participate at the start of the scheduled shift.
3. Student identification:
During attendance of clinical/internship shift the student will wear the name badge issued by the college. A new name badge will be issued to the student each semester. This name badge will be visible at all times.
4. Dress code:
 - a. The uniform for clinicals/internship will be black ambulance uniform style pants with cargo pocket(s) for personal equipment, navy blue or black uniform Paramedic Program polo shirt, black uniform style shoes or boots, and a black belt. Any over

shirt, which is optional, will be the program approved 14 zip heather/royal pull over with program/college embroidery.

- b. The uniforms must be kept clean and neat in appearance at all times.
- c. Hair must be neat and clean. If longer than collar length it will be tied up for a neat/professional appearance as well as a safety factor.
- d. No jewelry, i.e. necklaces, earrings. Earrings may be worn but only **post earrings**. This is a safety factor keeping in mind, what a violent patient may have to grab you by.
- f. Some clinical rotations may vary from this dress code in regards to uniform and equipment. These will typically be psychiatry, in which some rotations will require clean street cloths, and surgery, labor & delivery, ICU, ER or other areas which may wear scrubs. If this is the case, these requirements will be identified to the student in the course.
- g. The student must provide for themselves and wear protective apparel and equipment in accordance with OSHA to protect themselves from exposure to blood and body fluids to include a HEPA Respirator and eye protection. Exam gloves are typically provided by the clinical site.
- h. Remember, you represent NCTC-EGF, the faculty and staff of the college, your fellow students and yourself.
- i. **If the dress code is not adhered to, you will be sent home by the clinical staff and this will be viewed as a missed shift without prior notice, thus you will receive a grade of "F" for that shift.**
- j. No perfumes or colognes are to be worn.

5. Equipment:

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

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

6. Schedules

Schedules for clinical participation shall be distributed as soon as practical. Once a schedule has been assigned changes will not be allowed with the exception of an emergency situation and prior approval of the faculty.

7. Attendance:

- a. Mandatory attendance at an officially scheduled orientation for each clinical facility is required for personal safety, legal and regulatory purposes. Failure to attend orientation prevents continuation in the clinical course.
- b. Attendance is required on scheduled shifts.
- c. If you need to reschedule a shift after it has already been scheduled, prior notification must be given to the program faculty. Your request will be accommodated as the

schedule and clinical site availability permits. If it cannot be rescheduled you will be expected to show for your originally scheduled shift.

- d. If a student misses any clinical hours it will be counted as an entire day's absence. Students absent from more than two clinical days will need to withdraw from the course and reenroll in the next semester the course is offered.
- e. If a rescheduled shift is missed it will not be rescheduled again and a score of "F" will be recorded for that shift.
- f. **Students will not be late for start of shifts.** It is expected that the student will be ready to participate with the staff in patient care at the start of shift. If you feel that you need time to prepare yourself or to locate the appropriate facility or area, you then need to show up early.

8. **Conduct:**

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

9. **Documentation:**

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

10. **Immunizations:**

CastleBranch immunization and records documentation will be 100% complete prior to student being allowing to participate in any clinic and/or internship experiences. This include proof of the following immunizations or serological immunity:

- a. TB(initial TR screening must be a 2 step with a single screening annually thereafter)
- b. Tetanus-Diphtheria
- c. MMR
- d. Hepatitis B vaccination (all three injections completed)
- e. Varicella
- f. Influenza (annually)
- g. Current American Heart Association BLS Provider CPR certification

11. **Background checks:**

- a. The student will complete a Minnesota Department of Human Services background check and be approved for direct patient contact (the cost of this is covered by NCTC, finger printing cost are covered by the student).
- b. The student will complete a national background check through CastleBranch and be approved for direct patient contact (the cost of this is covered by the student).

12. **Patient/Staff Confidentiality:**

Patient/Staff confidentiality is considered of utmost importance. The students are expected to maintain this confidentiality. Any breach of any patient or staff

confidentiality will result in immediate removal from the clinical site and disciplinary action will follow Student Conduct Policy of the NCTC EGF Student Handbook to include the possibility of immediate dismissal.

13. Clinical Sites:

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

14. Expectations

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

- a. Patient care is the responsibility of Altru Health Systems Staff. It is expected that students will comply with instructions when patient, student, or staff's health/safety are of concern. Failure to comply with staff instructions will result in termination of that clinical day.
- b. To conduct themselves in a professional and civil manner with patients, staff, the general public, and entities that we work with. To refrain from behavior that would indicate a concern of safety for patients, staff, the general public, or entities we work with.
- c. At Altru Health Systems staff's request, any situations that arise concerning student performance or behavior on clinicals will be addressed at a meeting between NCTC-EGF and Altru Health Systems.
- d. Altru Health Systems will expect a written agreement, between NCTC-EGF and the student, will be made with any student involved in an incident. This agreement will come from the meeting with Altru Health Systems representative and the NCTC-EGF representative. At this time Altru Health Systems will reconsider clinical rescheduling of the student. This agreement will address the actions and expectations and would be signed by both the student and the NCTC-EGF. A copy will be given to the Ambulance and Emergency department leaders prior to the student being rescheduled.
- e. A second occurrence will result in Altru Health Systems notifying NCTC-EGF that the student will not be rescheduled at Altru Health Systems for future clinicals.
- f. These definitions also pertain to all other remote clinical areas.

15. Clinical Grading:

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

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

16. Pass/Fail criteria: the student must obtain an overall clinical score from their preceptor of a Meets of performed skills and assessments. Obtaining an overall score of Below would indicate the student is not performing skills and assessment at the current level of skill

training. Obtaining a Below would deny the student of credit for the assigned clinical and would result in a Zero for the clinical.

Disability Access and Learning Services:

Northland Community and Technical College is committed to providing equitable access to learning opportunities for all students. The Academic Success Center (ASC) collaborates with students who have short-term or long-term disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability please contact the ASC at 218-683-8560 (V), or email asc@northlandcollege.edu to arrange a confidential meeting. Students must first register a documented disability to establish an accommodation plan. Additional information is available on the ASC website: <http://www.northlandcollege.edu/support-services/academic-success-center/disability-services/> 15

If you are a registered student with the ASC and have a current accommodation letter, please schedule an appointment to visit with me, during my office hours, to discuss implementation of your accommodations.

Diversity

It is an integral part of Northland Community and Technical College's mission to acknowledge, understand, value, and celebrate the diverse heritage, cultures, and individuals within our learning environment and community's. The college views diversity as an essential component of the education experience of our students.

Social Networking

Social media sites such as Facebook, You Tube, Snap Chat, My Space, Twitter, Instagram, allnurses.com, blogs, etc. provide the ability for students to communicate with and receive support from their peers. However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. HIPAA guidelines must be followed at all times. Information concerning patients, clinical staff and clinical rotations must not be posted in any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums.

Graduation Requirements:

1. Cumulative GPA of 2.0
2. All individual courses in the curriculum must be completed with a "C" or better. This includes the liberal arts courses as well as the technical courses.
3. To be considered for graduation from the ***Paramedic Diploma*** students achieving assessment scores below the established minimums must register and successfully complete (with a grade of C or better) the required developmental courses in order to meet graduation requirements.
4. The Paramedic Diploma minimum scores for the Accuplacer Assessment test are as follows:
Reading Comprehension: 64
Arithmetic: 50

5. To be considered a graduate of the *Paramedic Diploma, Paramedic A.A.S* program from Northland College Community & Technical College (NCTC), and thus be eligible to be awarded a Paramedic Diploma or Paramedic A.A.S degree and also to be approved to take the National Registry of EMT's Paramedic exam, the student will have met the following minimums:
 1. Complete the full curriculum (technical and liberal arts courses) as approved by NCTC and the EMS Advisory Committee.
 2. Be approved/accepted for graduation by the Registrar of NCTC.
 3. Within 2 attempts, score a minimum of 70% on the program summative written exam.
 4. Successfully complete all individual skills requirements as outline on EMCE.
 5. The student will complete all of the experiences listed on the attached "Student Minimum Competency Matrix".
 6. Obtaining a "Competent" rating in all of the following Affective areas:
 - a. Integrity
 - b. Empathy
 - c. Self-Motivation
 - d. Appearance & Personal Hygiene
 - e. Self-Confidence
 - f. Time Management
 - g. Team Work & Diplomacy
 - h. Respect
 - i. Patient Advocacy
 - j. Careful Delivery of Service
 7. ***All student must meet ALL of the graduation requirements as listed prior to being allowed to graduate. If at the end of the scheduled clinical/internship rotations the student has not met these requirements the student will be scheduled for additional clinicals/internships or simulations as appropriate to meet these requirements. Any additional clinical/internship shifts required must be completed prior to the end of the fall semester. If any requirements are not met by the end of the fall semester a failing grade for the appropriate clinical/internship course will be assigned and the student will need to repeat that course, likely in the following year.***

Probation and Dismissal:

Violations of ethical and professional conduct by the student in class or on clinicals/internships may constitute reason for probation and/or immediate dismissal from the program includes, but are not limited to:

1. Falsification of any class records or assignments to include clinical records and in or out of class assignments.
2. Any dishonest practices demonstrated by the student to include, but not limited to, stealing, cheating on assignments and examinations.
3. Insubordination with school, clinical, or internship staff.

4. Discourteous treatment of patients, staff, the public, member of other agencies, fellow students or school faculty and staff.
5. Any breach of patient or staff confidentiality.
6. Any action under this section may be appealed as outlined in NCTC policy 3240 and Procedure 3240P.

National Registry of EMT's Paramedic Exam:

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

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

Student Name (Please Print)

Student Signature

____/____/____
Date