Southern Fox Valley Emergency Medical Services
Northwestern Medicine – Delnor Hospital
And
Waubonsee Community College

Paramedic Training Program
Course Handbook

This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational programs for the Emergency Medical Services Professions

Waubonsee Community College
Where futures take shape
Dear Paramedic Student,

Welcome to the SFVEMSS Paramedic Training Program. We are happy to have you with us and sincerely hope that we are able to help you fulfill your desire to become a licensed paramedic. We are here to assist you in meeting your goal.

You were selected because it was felt that you possessed the necessary qualities for successful completion of the program. This means that you must be willing to assume the responsibility for your learning. You need to read your text prior to attending class, ask questions about content you don’t understand, and take advantage of the resources available to you at Waubonsee Community College.

It is important that you become familiar with the policies outlined in the Paramedic Training Program Course Handbook, as well as the Waubonsee Community College Student Handbook. Please read and become familiar with these resources so that you may remain in good standing with the training program and college at all times.

It should be noted that the Paramedic Training Program Course Handbook is a general guide. The Program Administration and faculty reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide.

If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

Paramedic Course Faculty
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Program Description

The course shall be organized to provide the student with knowledge of the acute and critical changes in physiological, psychological, and clinical symptoms as they pertain to the prehospital emergency medical care of the pediatric and adult populations. Students shall have an opportunity to acquire practical skills, clinical experience and a field internship related to the emergency medical care of patients. Students will have an understanding of the ethical and legal responsibilities they will assume as students and which they are being prepared to assume as licensed paramedics. The course is based upon the U.S. Department of Transportation National EMS Education Standards developed in 2009. Successful completion of the course meets eligibility requirements for licensure procedures by the State of Illinois Department of Public Health or the National Registry of EMT.

The course shall consist of the following components:

- Didactic Instruction & Skills Laboratory
  - Lectures, discussions, and demonstrations presented by Lead Instructors, Paramedics, physicians and RN's who are competent in the field of EMS and patient care
  - Demonstrations and practice opportunities to develop the needed psychomotor skills of the paramedic
  - Practice opportunities in SimLab to evaluate and develop critical thinking skills
  - On-line sessions to provide additional didactic material

- In-Hospital Clinical Education
  - Instruction and supervised practice of emergency medical skills, primarily in the Emergency Departments at Northwestern Medicine-Delnor Hospital, Presence Mercy Medical Center and Rush-Copley Medical Center.
  - Other experience maybe be obtained in the critical care units, operating rooms, labor and delivery, pediatric medical offices, assisted and/or skilled nursing centers.

- Field Clinical Experience
  - A period of supervised prehospital experience on an ALS vehicle. It must be equipped with telecommunication to medical control, equipment and drugs necessary to provide advanced life support.
  - The students must be under the direct supervision of an Illinois licensed paramedic, RN or physician who has been approved by the EMS system.
  - This represents the phase of instruction where the student learns how to apply cognitive knowledge and the skills developed in the skills laboratory and hospital clinical to the field environment. This will be held concurrently with didactic and hospital clinical instruction.
  - See course outlines for specific requirements.

- Field Internship
  - Evaluative phase of the program, during which the student serves as an entry level paramedic, (requiring the student to act as the lead paramedic.)
  - The students must be under the direct supervision of an Illinois licensed paramedic, RN or physician who has been approved by the EMS system.
  - A run is defined as an ambulance call which the student assesses the patient and establishes priorities in directing patient care. The student and licensed paramedic maintains patient contact from onset of the call throughout the transport, to transfer of care at the hospital.
Accreditation

This program of instruction has been approved by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational programs for the Emergency Medical Services Professions.

Affiliation

The Southern Fox Valley EMS System Paramedic Training Program in affiliation with Waubonsee Community College does not discriminate in enrollment on the basis of race, creed, religion, natural origin, sex, age, or sexual orientation.

Program Goal

The goal of the Southern Fox Valley EMS System Paramedic Education program is to produce competent, entry level Paramedics.

Description of the Occupation

A Paramedic is an individual who has successfully completed a course of instruction in advanced life support care as prescribed by IDPH, is licensed by IDPH in accordance with standards prescribed by the EMS Act, and practices within an Advanced Life Support EMS System. (IDPH, EMS Act)

Paramedics have fulfilled prescribed requirements to practice the art and science of Paramedicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate of patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.
Competency of the Paramedic

Given the knowledge, skills, and field experience, the Paramedic is competent in:

- Recognizing a medical or traumatic emergency: assessing the situation, managing emergency care and if needed, extrication.

- Coordinating his/her efforts with those of other agencies involved in the care and transport of the patient, and establishing rapport with the patient and significant others to decrease their state of crisis.

- Assigning priorities of emergency treatment and recording and communicating data to the designated medical command authority.

- Initiating and continuing emergency care under medical direction: including the recognition of presenting conditions and initiation of appropriate invasive and non-invasive therapies (e.g. surgical and medical emergencies, airway and respiratory problems, cardiac dysrhythmias, cardiopulmonary arrest, and psychological crises), and assessing the response of the patient to the interventions.

- Exercising personal judgment in case of interruption in medical direction caused by communication failure or in cases of immediate life-threatening conditions. (Under these circumstances, the Paramedic provides such emergency care as has been specifically authorized in advance, i.e., via current SMO’s).
COURSE POLICIES AND PROCEDURES

Attendance
Attendance in class is of critical importance for successful completion of this course. It is the student’s responsibility to be in class. The student will be held accountable for all the material presented during his/her absence and it is the student’s responsibility to complete any assignments given. Being on duty and not being able to find coverage is not considered an excused absence. Attendance policies vary depending on whether it involves the didactic, lab, or clinical/Internship portion of the program.

Didactic (EMT 125-128)
Class attendance is recorded on a daily sign in roster.

Students are allowed two (2) absences during each course. Students who accrue a third (for a total of three [3]) absences during the same course may be withdrawn from the course at the discretion of the program administration.

Skills lab and scenarios (EMT 124)
Class attendance is recorded on a daily sign in roster.

Attendance for EMT 124 skill labs and scenarios is mandatory. Any absence must be made up. It is the responsibility of the student to coordinate with the instructor in order to make up any missed skills or scenario day. If the student fails to make up the time they will not progress on to EMT 130/131.

Clinical/Internship (EMT 130/131, 230/231, 299)
Clinical/Internship attendance is documented online via platinum planner.

Attendance during the clinical/internship portion of the program is essential for students to gain proficiency in acting in the role of a Paramedic. Students will be responsible to attend hospital and field clinical/internship shifts that they sign up for in Platinum Planner. Attendance will be verified through the student uploading a complete time sheet to the corresponding shift in Platinum planner.

Punctuality
Class begins promptly at the posted time, unless otherwise designated. Students should come to all courses (didactic, clinical and/or field shifts) ready to participate at the time they either signed up for in Platinum Planner or agreed to at the field clinical/internship site. Students that are attending classes on shift days need to arrange coverage to allow the student to be on time. Tardiness is inconsiderate to the educator/staff and the other students and points will be deducted from class participation for that day. Repeated tardiness will not be tolerated.

Tardiness
Students that are late three (3) times will be required to meet with the Program Director and/or designee(s), and will be charged with one (1) absence and deducted points from class participation. Excessive tardiness may lead to dismissal from the course if the tardiness in conjunction with absences exceed two (2) absences as outlines above.
Adverse Weather
Class will not meet if the college is closed, or at the discretion of the program administration. For information on class cancellations, students should check the Waubonsee College Website (www.waubonsee.edu) or the Emergency Closing Center (www.emergencyclosings.com).

Tuition and Fees
Tuition and fees are handled through Waubonsee Community College.

Parking
Students should park in the area approved by faculty for classroom sessions. The student is subject to the parking regulations established by the clinical agencies and is not considered to be part of the staff of the facility. Abuse of agency parking policy may result in disciplinary action.

Smoking/Tobacco/E-cigarettes
Students shall adhere to the smoking policy established by each facility. These policies must be followed or the student will be subject to disciplinary action, including possible expulsion from the course. **Chewing tobacco will not be allowed in the classroom or in any clinical setting**

Records and Mandates

- **Change of Status**
The SFVEMSS Office must be notified in writing and within five (5) days of any change in name, address, phone number, employment or department.

- **EMS Licensure**
It is the student’s responsibility to maintain a current Illinois Basic EMS license throughout the entire Paramedic Training program. This means that the student must maintain a current status in the Southern Fox Valley EMS System. Basic C.E. can be earned by attending EMT125/EMT126 lectures; a total of 40 hours may be awarded.

If a student is suspended from Southern Fox Valley EMS System, he/she will not be allowed to participate in any clinical setting. If a clinical rotation is scheduled and missed due to suspension from the system, it will be considered an absence.

- **Identification Badges**
All students enrolled in the SFVEMSS Paramedic Training Program are issued a photo identification (ID) badge. The photo ID badge must be visible at all times while in class and during all clinical settings. The photo ID badge will be worn above the abdomen at all times. Students coming to class without their ID badge may be sent to go get it (if they do not return, it will be considered an absence). Lost badges must be replaced at the student’s expense ($10.00). Badges are the property of Northwestern Medicine-Delnor Hospital and must be returned if the student withdraws or leaves the program. This ID must be turned in at the end of the program or at time of separation.

- **CPR Provider Status**
All students enrolled in the Paramedic Training Program are required to maintain a current American Heart Association Basic Life Support for Health Care Providers (CPR) card, on file with Waubonsee Community college throughout the duration of the Paramedic Training Program.
Patient Confidentiality

Patient confidentiality means respecting patient’s rights to privacy. Nothing seen or heard in the clinical area or during field internship is to be discussed in any context other than an educational manner privately with other appropriate healthcare professionals in the clinical setting or classroom discussion. Do not discuss patients in hallways, elevators, cafeteria, etc. under any circumstances even without use of patient name.

Patient confidentiality MUST be respected. Any breach of patient confidentiality will be grounds for immediate dismissal from the course.

Professional Behavior and Dress Code

The Paramedic student will be functioning in a professional institution and will be working with healthcare professionals. It is extremely important that the student behave, dress and function in a professional manner.

- No student will be allowed to participate in the training program with the odor of alcohol on their breath and/or under the influence of alcohol or other drugs.
- Students are expected to dress appropriately when coming to class or when attending a clinical experience.
- Classroom and clinical attire must be Paramedic Student polo shirt, worn with khaki, navy blue slacks or uniform pants, belt and appropriate uniform shoes/boots and socks. Uniform pants must be full length – no shorts or capris. Jeans are not allowed (unless approved by the Program Administration). Uniform boots or shoes must be worn with socks—no sandals. Hats and sunglasses of any kind may not be worn during class or at any hospital clinical setting.
- Daily use of deodorant, understated makeup, clean hands, nails and hair is basic requirements. Perfume and cologne are not to be worn. Excessive nail length, nail artwork or nail jewelry is not appropriate. Artificial nails are not allowed in any health care agency.
- Jewelry is limited to a watch, wedding ring, one (1) stud type ear ring per ear may by worn. All other piercing that is visible needs to be removed or covered up at all times in the classroom and clinical settings, this includes tongue rings. Tattoos may need to be covered per clinical facility policy.
- Hair must be neatly groomed. Individuals with shoulder length hair should have it pulled back or up.
- Some clinical areas may require hospital scrubs that will be provided. Scrubs are hospital property and must be returned. Theft of scrubs is grounds for dismissal from program.
- Students must have the following items available to them at all times during clinical and lab classes:
  - Stethoscope
  - Pen – black ink
  - Pencil for simlab
  - Watch/with a second hand
- Students are not allowed to bring pagers radios, cell phones or other personal electronic communication devices to the clinical setting. Failure to follow this policy may result in dismissal from the clinical setting and possible disciplinary action as outlined in the Student Standard of Conduct. Pagers, radios must be turned off while in the classroom.
Students will be expected to behave in a professional manner. Behavior that is unprofessional and inappropriate (i.e. offensive language or clothing, aggressive behavior, hazing of any kind) will not be accepted and the student will be requested to leave the classroom/clinical area. Repeated infractions of unprofessional behavior can be grounds for disciplinary action as outlined in the Student Standard of Conduct.

- Paramedic students wearing inappropriate attire or not adhering to the Professional Behavior and Dress Code policy will be sent home. This will be considered an absence.

Health Requirements

Submission of a completed “Waubonsee Community College EMT Paramedic Program To-Do-List” to the Office of the Dean for Health Professions and Public Service is required.

All students must be able to participate in clinical/Internship and labs without restrictions in physical activity.

A student who is pregnant must inform the faculty of her condition. Further, the student MUST provide a signed consent from her health care provider to attend and participate in clinical activities WITHOUT RESTRICTIONS. This documentation should be submitted to the faculty as soon as the student receives confirmation of her pregnancy.

The paramedic faculty reserves the right to request a physical or mental examination following a change in health status. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an injury/accident must obtain a written statement from a physician or licensed health care provider giving medical consent to attend clinical without restrictions.

Use of Prescribed Medications

It is the student’s responsibility to determine from a physician or licensed health care provider whether a medically prescribed drug may affect clinical performance. The student must report the use of such drugs or other substances, which may impair clinical performance to the faculty. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student’s termination from the course.

Injury/Exposure during Training

If a student sustains an injury/exposure in training classes or in a clinical area (including ride time at the fire department), an incident report must be completed. Faculty MUST be notified of any injury during a course.

Health Insurance

Southern Fox Valley EMS System, Northwestern Medicine-Delnor Hospital and Waubonsee Community College are not liable for any illness, injury and/or disability incurred by the student during the Paramedic Training Course. Any medical expenses/claims incurred must be submitted to private insurance or be paid by the student. Students are required to maintain personal health insurance and personal liability insurance coverage during the course of the class. This is at the student’s expense and is not covered by tuition.
Required Courses

Didactic Courses

- EMT124 – Survey of Paramedic Skills (co-requisite: EMT 125, EMT126)
- EMT125 – Paramedic I (co-requisite: EMT 124)
- EMT126 – Paramedic II (prerequisite: ‘C’ or better in EMT125 and co-requisite: EMT124)
- EMT127 – Paramedic III (prerequisite: ‘C’ or better in EMT126)
- EMT128 – Paramedic IV (prerequisite: ‘C’ or better in EMT127)

- Proficiency examinations are available for granting credit to students for educational experiences or courses undertaken at another institution on a case by case basis.
- Advance placement is not granted for this program.

Clinical Courses

- EMT130 – In-Hospital Clinical Experience I (co-requisite: EMT127 & EMT131)
- EMT131 – Field Clinical Experience I (co-requisite: EMT127 & EMT130)
- EMT230 – In-Hospital Clinical Experience II (co-requisite: EMT128 & EMT231)
- EMT231 – Field Clinical Experience II (co-requisite: EMT128 & EMT230)
- EMT299 – Field Internship (pre-requisite: successful completion of EMT128, EMT230 and EMT231)

Grading Scale

The grading scale for all didactic courses will be:

- 93% – 100% A
- 84% – 92.9% B
- 75% – 83.9% C
- 66% – 74.9% D
- 0% – 65.9% F

The grading scale for all clinical courses will be as outlined in each specific course grading policy.

Program Progression

Once a student has been admitted into EMT 124/125, he/she may continue to enroll in each successive course until the student finishes the program, provided a grade of ‘C’ or higher is earned in each course. Grades of D, F, I or W are not considered passing. Students must pass each course final with a passing grade in order to progress to the next course.

Grade determination for the purpose of progression through the course/program is based upon Southern Fox Valley EMS Office records of student performance rather than upon college transcripts.

The first time a student does not receive a passing grade in a course; he/she will be dropped from the program. The student is given an opportunity to reenter the program one (1) time, based on the program reentry criteria.

The second time a student does not receive a passing grade in a course the student will not be permitted to continue in the program, and will not be allowed to re-apply for the program. (Special considerations will be permitted at the discretion of the Paramedic Advisory Committee)
Program Reentry Criteria

A student may petition to reenter the Paramedic Training Program by submitting the following in writing:

1. Why the student left the program
2. What has the student done to prepare for reentry into the program
3. How does the student plan to succeed in completing the program?

For any student requesting reentry into the program, they must start at the beginning of the program (EMT 124/125) regardless of where they left the program.

The submission will be reviewed by faculty and the Program Director. In addition, the student may request their submission be reviewed by the Paramedic Advisory Committee. The student must agree to a learning contract, which may include a competency exam and skills competency testing in material covered by previously completed courses if re-entering program already in progress.

Program Completion Criteria

In order to successfully complete the training program, a student must meet the following criteria:

1. Completion of all courses with a grade of ‘C’ or better
2. A grade of 75% or better on all course final exams.
   (Final exams will be cumulative. You must successfully pass the final exam within one attempt or you will receive a failing grade for that course, despite your overall class grade.)
3. Successful completion of the following:
   - ACLS Provider class
   - PALS Provider class
   - ITLS Provider class
   - All Labs, scenarios and required rotations
4. Interview with EMS Medical Director or Alternate EMS Medical Director

State and National Registry Testing

To be eligible to take the State Licensing exam or National Registry certification exam, the student must have met the program completion criteria listed.

Student Standards of Conduct

The Standards of Conduct are applicable to all students during the entire program, at all clinical settings, and at any area in conjunction with the Field Internship experience. While instructors strive to establish an informal classroom environment, students must conduct themselves in a manner that continues to facilitate learning. Students may have fun in the classroom while also learning. However, students are expected to:

1. Come to class, clinical, internship and lab prepared for the scheduled subject or activities
2. Behave in a manner that does not interrupt or disrupt classroom or skills lab activities. (Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, sleeping in class, inappropriate or offensive behavior, defiance of or disrespect toward the instructor, ignoring the instructor’s instructions, or attempting to redirect or disrupt the orderly flow of instruction.) **Disruptive behavior may result in the removal of the student from the class. And will considered an absence for that day.**
3. Interact with and address all instructors and proctors with appropriate respect for their position and authority.

Any student who creates an interruption of the normal function of the Paramedic Training Program, either in or out of the classroom, may be asked to leave the area or shall be subject to disciplinary action as outlined in the Student Standards of Conduct. Failure to comply will result in documentation of the student’s actions placed in the student’s permanent records. Students committing any of these behaviors will be subject to disciplinary action in accordance with the policies of Southern Fox Valley EMS System and the Code of Student Conduct, as outlined in the Waubonsee Community College Student Handbook.

Disciplinary action will begin with review by the Education Review Board, consisting of faculty, Medical Director or designee, EMS System Coordinator, a field preceptor, and a department Chief/EMS Coordinator.

**Plagiarism**

Plagiarism is one form of academic dishonesty and misrepresentation. It is a serious breach of academic integrity, and as such, is considered a breach of the Code of Student Conduct. See the Waubonsee Community College Student Handbook for a definition of what constitutes plagiarism and any questions on this policy.

**Communication**

Students will be required to utilize their Waubonsee Community college student email account for all communication regarding the Paramedic program. All communication will be directed to southernfox0948@cadencehealth.org
Hospital Clinical Guidelines
1. Students during their clinical rotation are subject to the policies and procedures outlined in the clinical guidelines as well as those in corresponding Course Grading Criteria.

2. All clinical rotations, along with all required assignments and competencies, must be completed to pass the course.

3. Students may count hours, skills, and patient care toward course completion requirements only if they are functioning in the capacity of a student on a scheduled clinical rotation.

4. Students that are employed at a system hospital will not be allowed to complete any clinical rotations at that hospital.

5. Any procedures beyond the scope of the student’s current level of EMS certification must be performed under the direct supervision of a nurse or physician.

6. Students should come to each clinical rotation ready to participate. This means they should have the appropriate equipment and an adequate supply of relevant clinical documentation forms. The student should be well-rested and ready to learn.

7. A stethoscope, watch with a second hand and pen (black ink) are mandatory and must be brought with the student at all clinical settings.

8. Student should report to the charge nurse or EMS Coordinator at the clinical area at the time they agreed to when scheduling the experience. Tardiness will not be tolerated. Excessive tardiness may lead to dismissal from the course, as outlined under the Attendance Policy in the Paramedic Training Program Handbook.

9. All students must wear their student ID card at all times during their clinical experience, or you will be sent home and charged with an absence.

10. Students shall protect the rights of patient confidentiality and privacy. Any breach of confidence will terminate clinical experience and the student will be dropped from the course. Students must NOT make copies of any patient record or report.

11. The majority of your clinical experience is to be gained in the Emergency Department. Students must attend a minimum of twenty-four (24) hours of clinical in the Emergency Department in at least two (2) of the System Hospitals during the course of EMT130 and EMT230:
   - Northwestern Medicine-Delon Hospital
   - Presence Mercy Medical Center
   - Rush-Copley Medical Center

12. The following clinical sites are mandatory as assigned:
   - Emergency Department
   - Emergency Department Triage
   - Respiratory Therapy
   - Labor & Delivery
   - Surgery
   - Skilled Nursing Centers/Assisted Living Centers
   - Pediatric Emergency Room
13. Other experience may be obtained in other areas:
   - Post-Op/Same Day Surgery
   - ICU/CCU
   - IV Therapy

14. Students are required to achieve competency in essential skills during assigned clinical rotations. Students must perform required skills under the supervision of a licensed therapist, RN or physician in the clinical setting. Competency is the ability to perform a skill in its entirety and in a clinically appropriate environment, unsupervised. (this does not include patient care technicians)

15. Additional mandatory clinical rotations may be scheduled at the discretion of the faculty.

16. Students will maintain at all times a professional attitude in the clinical area. Any inappropriate behavior will be noted by the clinical setting staff and reported to the faculty for disciplinary action.

17. Student shall not answer the telephone unless directed by the Emergency Department staff to do so. There shall be no loitering in the staff lounge. Students will not answer the telemetry radio.

18. Students are not allowed to bring pagers, radios, cell phones or other personal electronic communication devices to the clinical setting. Failure to follow this policy may result in dismissal from the clinical setting and possible disciplinary action, to include dismissal from the course.

19. Students should only be contacted during clinical in the case of an emergency by calling the main hospital number and requesting the specific department the student is working at that day.

20. No student will be allowed to participate in the clinical areas with the odor of alcohol on their breath and/or under the influence of alcohol or other drugs. Any student that is suspected of being under the influence will submit to an immediate alcohol and/or drug screen. Results of this test may lead to disciplinary action, including possible removal from the course.

21. Charting on the patient record will be allowed at the discretion of the clinical institution.

22. It is the student's responsibility to keep a supply of forms with them while at clinical. The student is NOT to be using a cell phone or other electronic device to track clinical performance during clinical hours. Assessments and skills should be tallied on the appropriate form with information kept on a handwritten notepad for electronic submission after the clinical shift is completed.

23. All hospital clinical hours are scheduled in Platinum Planner by selecting an available shift on the Platinum Planner calendar. All skills, patient care and clinical evaluation forms must be documented/uploaded per appendix A, within twenty-four (24) hours of the shift end time. Credit will be given for the data that has been entered into Platinum Planner at the time of submission (once verified). Unverified data and/or late entry of data will not be accepted.
Field Guidelines

1. During their clinical rotation, paramedic students are subject to the policies and procedures outlined in the clinical guidelines as well as those in the Paramedic Grading Criteria.

2. All field rotations, along with all required assignments and competencies, must be completed to pass the course.

3. Dress code:
   a. Students that are riding with their own department for field experience should wear the appropriate uniform that is required by their department.
   b. If riding as a guest with another department, the student should wear the ‘Paramedic Student’ shirt, with navy slacks, belt, black shoes/boots and socks. A plain navy blue jacket or sweatshirt (no patches or department identification) or a “Paramedic Student” sweatshirt may be worn over this in colder weather.

4. Student should come to each field clinical rotation ready to participate. This means they should have the appropriate equipment and an adequate supply of relevant clinical documentation forms. The student should be well-rested and ready to learn.

5. Student should report at the time they agreed to when scheduling the experience. Tardiness will not be tolerated. Excessive tardiness may lead to dismissal from the course, as outlined under the Attendance Policy in the Paramedic Training Program Handbook.

6. Student should report to the lead paramedic or shift officer when reporting for duty.

7. A Platinum Planner run evaluation must be completed by a system approved paramedic, RN or physician for each patient contact seen during the student’s field experience.

8. A minimum of 75% of each student’s Field Clinical Hours must be spent assigned to an ambulance; the balance may be during assignment on an ALS Non-Transport Vehicle. (100% of the Field Internship hours must be assigned to an ALS transporting ambulance as a third provider.)

9. Student shall protect the rights of patient confidentiality and privacy. Any breach of confidence will terminate clinical experience and the student will be dropped from the course. Students must NOT make copies of any patient record or report.

10. Students are not allowed to bring pagers, radios, cell phones or other personal electronic communication devices to the clinical setting. Failure to follow this policy may result in dismissal from the clinical setting and possible disciplinary action, to include dismissal from the course. Students riding with their own department may wear a department pager and/or radio as appropriate for their department.

11. Students should NOT be using a cell phone or other electronic device to track clinical performance during any patient contact; notes may be kept on a hand-written notepad for electronic submission after the run. Students should follow the field department’s guidelines for use of the internet for data entry during ‘down-time’ and/or non-patient contact time.

12. It is the student’s responsibility to secure emergency contact information from their field clinical site.
13. Students will maintain at all times a professional attitude. Any inappropriate behavior will be noted by preceptor and reported to the faculty for disciplinary action.

14. No student will be allowed to participate in clinical with the odor of alcohol on their breath and/or under the influence of alcohol or other drugs. Any student that is suspected of being under the influence will submit to an immediate alcohol and/or drug screen. Results of this test may lead to disciplinary action, including possible removal from the course.

15. All field clinical and Internship hours are scheduled in Platinum Planner by selecting an available shift on the Platinum Planner calendar. All skills, patient care and clinical evaluation forms must be documented/uploaded per appendix A, within twenty-four (24) hours of the shift end time. Credit will be given for the data that has been entered into Platinum Planner at the time of submission (once verified). Unverified data and/or late entry of data will not be accepted.

16. All ALS procedures must be performed under the direct supervision and presence of a system approved paramedic, RN or physician. Deviation from this standard may lead to disciplinary action, including possible removal from the course.