



STUDENT HANDBOOK

DUAL ENROLLMENT EMERGENCY MEDICAL SERVICES (EMR/EMT) PROGRAM

Revised 7/21/2023

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SECTION 1: PREAMBLE

The Emergency Medical Services program, implemented through collaborative efforts of Northshore Technical Community College (NTCC), St. Tammany Parish Public School (STPPS) System and Tangipahoa Parish School System (TPSS), provides for the initial Emergency Medical Services (EMS) education for high school juniors and seniors through dual enrollment in both institutions. The program is designed to provide instruction based on the Emergency Medical Responder (EMR)/Emergency Medical Technician (EMT) curriculum published by the U.S. Department of Transportation National Highway Transportation Safety Administration. The curriculum, as currently developed by the faculty of the program, exceeds EMR/EMT training requirements by the Louisiana Bureau of Emergency Medical Services.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the EMS program of NTCC is an equal opportunity program and is dedicated to a policy of nondiscrimination in employment and training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training. Inquiries regarding compliance with these federal policies may be directed to the College Chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Program Goals and Objectives:

The goal of the EMS Program is to prepare students as competent entry level Emergency Medical Responders (EMR) and/or Emergency Medical Technicians (EMT). Program objectives are:

1. All graduates will demonstrate the ability to comprehend, apply and evaluate clinical information relevant to their roles as an EMR or EMT.
2. All graduates will demonstrate technical proficiency in all skills necessary to fulfill the role as an EMR or EMT.
3. All graduates will demonstrate personal behavior consistent with professional and employer expectations for an EMR or EMT.

SECTION 2: ADMINISTRATIVE STAFF AND FACULTY

Northshore Technical Community College

Dr. Jim Carlson
Interim Chancellor

Christi Marceaux
Associate Provost of Health Sciences and Nursing

Dr. Aaron Karlin
Medical Director

Jennifer Bonnet
Program Director/Primary Instructor

Ryan Lazaroe
Primary Instructor - STPSS

Dorothy Rayborn
Primary Instructor - TPSS

St. Tammany Parish Public School System

Dr. Cade Brumley
Louisiana State Superintendent

Melissa Strata-Burger
Supervisor, Curriculum and Instruction

Stacey Alexius
Career Technical Education Coordinator

Tangipahoa Parish Public School System

Karly Cooper
Career Technical Education Coordinator

Program Personnel Duties:

2.1 Program Director

The Program Director is responsible for ongoing review and evaluation of the EMS Program, including ongoing monitoring of instructor and student performance; overseeing EMR/EMT course planning, evaluation and revisions; ensuring adequate equipment and materials; ensuring integrity and security of written and skills exams; adhering to all BEMS policies and procedures, recognizing BEMS as the governing authority, as per LA R.S. 40:1131.

2.2 Primary Instructor

The Primary Instructor is responsible for delivering at least 80% of the instructional components of EMS Program courses and for assessing the cognitive, affective, and psychomotor ability of the students as stated in the EMR/EMT functional requirements. Primary Instructors meet with EMS Skills Instructors, clinical faculty, and medical directors at designated instructional and clinical sites to assure course objectives are being met and students' performance is consistent with the expectations of the EMS Program.

2.3 EMS Skills Instructors

EMS Skills Instructors are primarily responsible for the skills development portion of EMS Program courses. They provide skill demonstrations, practice sessions and evaluation of student skill competencies. They assist lead faculty in evaluating student progress throughout the various clinical rotations and in evaluating preceptor performance.

2.4 Medical Director

The Medical Director is a physician licensed by the Louisiana State Board of Medical Examiners and assists EMS Program administrative personnel and instructors in establishing policies and overseeing the medical education of students; establishing guidelines that ensure instructors remain competent; and regularly meeting and engaging with students and providing documentation of such interaction.

SECTION 3: PHYSICAL RESOURCES

3.1 Classrooms/Laboratories

Adequate classrooms, laboratories, clinical settings, and other facilities are provided for delivery of the courses in the EMS Program.

3.2 Learning Resources

Students will have access to an adequate supply of current books, journals, periodicals, and other reference materials related to the curriculum to enhance student learning. Clinical subjects, reference materials, audio and visual resources, and computer software and hardware will be available in sufficient number and quality to enhance student learning.

SECTION 4: STUDENT'S RESPONSIBILITIES

4.1 Admission Criteria

Dual Enrollment

High school dual enrollment is when a high school student attends NTCC during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units for each course taken. A student may attend NTCC as a dual enrollment student in one or more of the following areas:

- College level/degree credit courses
- Enrichment/developmental courses
- Work skills technical courses

In order for a course to be considered dual enrollment, the student must earn credit for the class both from NTCC and the student's high school. Students enrolling in dual enrollment courses must meet all college, program and course level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

Admission to the Dual Enrollment Emergency Medical Services Program

General Requirements:

- Be proficient in reading, writing, and speaking the English language.
- Must have a 1.85 cumulative GPA prior to entering the EMR program and maintain a 2.0 course GPA while in the program. Must have a 2.0 cumulative GPA prior to entering the EMT program and maintain a 2.0 course GPA while in the program.
- Have already passed, or concurrently enrolled in, high school Biology I.
- Be a minimum of 16 years of age by the scheduled end date of the EMR course. Be a minimum of 17 years of age at the conclusion date of the EMT course.
- The student must provide the course instructor with a parental permission form, with the signature of a parent or guardian, verifying approval for enrollment in the course.
- Have no physical or mental impairment that would render the student unable to perform all practical skills required for the level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments, and treatments without the need of an assistant.
- Currently possess or earn in the EMR course a current AHA BLS CPR (or equivalent) card.
- Currently possess a current state-issued license/ID, valid passport, or federal visa.
- Not have an arrest/conviction record (as an adult) that has not been cleared by the EMS Certification Commission.
- Maintain a professional appearance in line with local EMS expectations and according to the local school district policy.
- Not be under the influence of any drugs or intoxicating substances that impair the ability to provide patient care or operate a motor vehicle while in class or the clinical setting, while on duty, when responding to, or assisting in the care of a patient.
- Currently enrolled high school junior/senior in the STPPS/TPSS System
- In good standing with their high school
- Complete a NTCC Dual Enrollment Application
- Successful completion of an EMR course and subsequent licensure is a prerequisite for a student enrolling in an EMT course.
- Review and attest in writing their acceptance and understanding of the EMR or EMT Functional Position Statement. **Attachment A: Functional Job Descriptions**
- Review and attest in writing receipt of an agreement to adhere to the policies contained in the *Dual Enrollment EMS Program Student Handbook*. **Attachment B: Policy Agreement Form**
- Documentation from a physician attesting to the students' ability to perform the duties of an EMR or EMT. **Attachment C: Physical Exam Form**

4.2 Insurance

If a student is injured or becomes ill while participating in any EMS Program activity, NTCC and STPPS/TPSS System are not responsible for any medical bills incurred by the student. Students are required to have health insurance.

4.3 Criminal Background Affidavit

Louisiana BEMS requires all EMS Program students to complete a criminal background affidavit. If a student answers "yes" to any question on the criminal background affidavit, the student will be unable to test their national registry boards until clearance is received

SECTION 5: OPERATIONAL POLICIES OF THE EMR/EMT PROGRAM

5.1 Textbooks

Each EMS Program class will be provided a set of textbooks for use in class. Students can purchase their own textbooks if they choose. No textbook substitutions will be allowed.

5.2 Academic Standards

EMS Program students must meet standards specifically designed to guide matriculation in the program. EMS Program students are responsible for:

- Maintaining a 75% ('C') or higher grade average in EMS Program courses. If a student's grade is below a 75% ('C') average, they will receive high school and college course credit, but will not be able to obtain a license as an EMR or EMT through the Louisiana Bureau of Emergency Medical Services (BEMS)
- Attending at least 90% of total class time. No exceptions. Extenuating circumstances will be evaluated by the instructor and the program manager.
- Possessing and maintaining a current Basic Cardiac Life Support Provider Certification (American Heart Association *BLS for Healthcare Providers* or American Red Cross *BLS for Healthcare Providers*).

5.2.1 Grading Policies

EMS Program students will be graded on two domains of learning: cognitive and psychomotor. A student must successfully complete each domain of learning with a 75% ('C') or higher grade average in order to obtain a license as an EMR or EMT through the Louisiana BEMS.

5.2.1.A - Grading Scale

Within each course, all assignments (exams, quizzes, projects, etc.) will have a defined point value. The sum of all possible points will equal the total points available for the course.

The grading scale is defined as:

- A = 100-93
- B = 92-85
- C = 84-75
- D = 74-67
- F = 66-0

Note: In order for EMR students to be licensed the student must complete each nine week grading period with a 75% overall grade point average, make a 75% or higher on the mid-term and final exams, pass all NREMT stations during the clinical class within 3 attempts. If these requirements are not met the student will obtain their college course grade as well as the high school course grade they have earned but will not be allowed to apply for licensure.

In order for EMT students to test for National Registry certification (Practical and Computer Based Testing), the student must complete each nine week grading period with a 75% overall grade point average, make a 75% or higher on the mid-term and final exams, pass all NREMT stations during the clinical class within 3 attempts, and complete an EMT skills portfolio demonstrating proficiency in all skills. If these requirements are not met the student will obtain their college course grade as well as the high school course grade they have earned but will not test for National Registry certification.

GRADING SCALE BREAKOUT WILL BE AS FOLLOWS FOR ALL EMR/EMT CLASSES:

Exam	20%
<u>Work</u>	<u>80%</u>
Total	100%

80% work will be defined and adhered to by all EMR/EMT Instructors.

EMS Program students dual enrolled with NTCC will receive two college credit hours upon passing the following EMR courses:

- EMR I (1 credit hour)
- EMR II (1 credit hour)

EMS Program students dual enrolled with NTCC will receive six additional college credit hours upon passing the following EMT courses:

- EMT I (3 credit hours)
- EMT II (3 credit hours)

5.2.1.B – Psychomotor Skills Evaluation

The student must show competence in the skills for each specific course. The student will have three attempts to successfully demonstrate competence in the skills required for each course.

Skill Test 1st attempt- student successfully demonstrates competence in skill tested; a grade of 'A' is assigned
Skill Re-Test (2nd attempt) - student successfully demonstrates competence in skill tested; a grade of 'B' is assigned
Skill Re-test (3rd attempt) - student successfully demonstrates competence in skill tested; a grade of 'C' is assigned
If the student fails to show competency of any skill by the third attempt, they will receive a "O/F" and **will not be allowed to apply for their BEMS or National Registry licenses.**

EMR SKILLS REQUIRED: O2 with Nonrebreather, BVM of apneic adult patient, AED, Medical assessment, and Trauma assessment.

EMT SKILLS REQUIRED: O2 with Nonrebreather, BVM of apneic adult patient, Airway adjuncts, Supraglottic airway, AED, Medical assessment, Auto injector, Inhaled medication administration, Intranasal medication administration, Oral medication administration, Glucometer, Normal and Abnormal Childbirth, Trauma assessment, Supine and seated spinal immobilization, Long bone and joint splinting, Traction splinting, Bleeding and shock management, Team leader evaluation, and Team member evaluation.

5.2.1.C - Academic Accommodations

No accommodations will be accepted that are not reasonably available in a prehospital environment. Students may use performance aids (e.g. hearing aid) that could be readily available and easily accessible to them in the prehospital setting. To ensure that students will be able to operate in this capacity with reasonable and appropriate accommodations, only non-scholastic accommodations (e.g. preferential seating, printed notes) are permitted. Any form of a scholastic accommodation (e.g. extended time, tests read aloud, modified tests) forfeits the student's eligibility to license

5.3 Student Eligibility for National Registry/Louisiana Certification

Students will receive a detailed description of the National Registry Practical Examination appropriate for the student's level of education. Students will be assisted by instructors in completing all paperwork that is required for scheduling a test date with the Louisiana BEMS and the National Registry for the appropriate level of testing. Students will receive a description of the state and national certifications procedure.

Individuals applying for EMS certification must meet the following four (4) requirements:

1. Successful completion of a state-approved EMS course that meets or exceeds the National Emergency Medical Services Education Standards. Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion.
2. Have completed a current CPR-BLS course or a bureau-approved equivalent credential.
3. Completion of a psychomotor exam. For an EMT student, the Bureau of EMS must administer the psychomotor exam.
4. Successful completion of a cognitive exam. For an EMT student, Pearson Vue on behalf of NREMT administers the cognitive exam.

5.4 Attendance Requirements

Attendance will be mandatory for all classes, skills practice sessions, and supervised clinical experience unless students are notified to the contrary by the instructor. NTCC requires a total attendance of 90% of class clock hours for EMR/EMT students.

5.4.1 Didactic phase

1. The student will be allowed to miss 10% of the total clock hours of any given course. Absences that exceed this may result in failure of the course and/or ineligibility for licensing.
 - a. If a student is absent, it will be his/her responsibility to acquire the information and handouts from fellow students or faculty.
 - b. The student will be held accountable for the information and skills presented during their absence.
 - c. The student must present to the instructor a written explanation or doctor's note for the absence in order to make-up work. Work missed due to an **unexcused** absence will result in a grade of "0".
 - d. Excessive absences due to extenuating circumstances must be approved by the instructor and program manager.

5.4.2 Clinical phase

1. The student will be allowed to miss 10% of the total clock hours of any given course. EMT students are required to attend two ambulance shifts for which they are scheduled. Absences that exceed 10%, or shifts that are not attended, may be cause for failure of the course and/or ineligibility for licensing.

5.5 Emergency Closings

The dual enrollment EMS Program will follow any school closing by the STPPS/TPSS System. If school/classes are canceled for an extended period because of presidential or governmental order and class cannot continue in the normal in-person classroom setting, content will continue online. Students are expected to continue communicating with their instructor and to complete assignments in an online environment. If this is to occur, the structure of the grading system may change to reflect the new online content. A revised syllabi and schedule will be sent to students

5.6 Academic Honesty

Students in the EMS Program are responsible for conducting themselves in a manner that is above reproach at all times. Above all, ethical conduct, and especially honesty, are some of the most important attributes of a competent healthcare professional. Those entrusted with saving lives do not lie, cheat, or steal, nor do they tolerate those who do. Having adopted the high ethical standards of the EMS profession, the student is charged with the responsibility for the behavior of his or her colleagues as well as his/her own.

The following is expected from each student:

1. All assignments will be completed on an individual basis unless otherwise directed by the Program faculty.
2. No resources will be consulted during examinations or quizzes unless specifically authorized.

Any work for which a student will receive a grade or credit must be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the EMS Program. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in disciplinary action. Acts of academic dishonesty include:

5.6.1 Cheating

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy the work of another student; using a textbook or other materials during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

5.6.2 Plagiarism

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

5.6.3 Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

5.6.4 Academic Misconduct

Academic Misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/ or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

5.6.5 Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without expressed permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

5.6.6 Accessory to Acts of Academic Dishonesty

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty

5.6.7 Penalties for Academic Dishonesty

All forms of academic dishonesty are considered serious offenses. Penalties may include a grade of zero for the assignment in question, a reduction of grade in the course, a grade of 'F' in the course, or dismissal from the EMS Program.

5.7 Groups for Skills Training

EMS Program students will be divided into groups of approximately equal size. The purpose of these groups is to facilitate skills training by lowering the student to instructor ratio. Groups size shall not exceed 1:8 instructor to student ratio.

5.8 Reporting of Incidents

The faculty of the EMS Program strive to serve as student advocates whenever possible, supporting student decisions in administrative, educational, and clinical matters. To do this most effectively, students must provide timely notification of any significant incident, problem, or error.

1. If the student knows or feels that there may be some controversy regarding his or her actions (or inaction), it is best to notify the instructor before the problem is revealed from other sources.
2. Students are requested to write incident reports regarding any significant problem or unusual occurrence. Promptly contact the instructor for advice on the necessity and format of the incident report.

5.9 Standards of Behavior

EMS students are expected to conduct themselves in accordance with the high ethical standards expected of health related professionals. Graduates will assume responsibility for the health and welfare of the public as licensed health care practitioners. Because of this responsibility students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested. The EMS Program has the right and responsibility to sever the relationship with any student considered unfit for an EMS career and deny them the ability to test for national registry certification. Allegations of prohibited conduct will receive fair and thorough reviews, with vigorous attempts to avoid arbitrary and capricious decision-making.

It is a privilege for EMS Program students to attend clinical rotations at the established clinical sites. Clinical sites have the right to deny access to any student should they feel the student has not handled themselves appropriately, professionally, or any reason unbecoming of an EMS professional. This includes verbal comments, physical gestures or any action that implies harm to the staff or patients of the clinical site. If a student is denied access to any clinical site, he/she will not be able to complete the requirements of the course and will be dismissed from the program.

5.10 Anti-Harassment and Anti-Bullying

The EMS program will not tolerate harassment of any kind including sexual harassment, bullying, or cyberbullying. NTCC and STPPS/TPSS System believe all students have a right to a safe and healthy school environment. All campuses have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and adjuncts. A student shall not harass, bully, or intimidate any student through words or actions.

Definitions:

Harassment - consists of unwelcome conduct, whether verbal, physical, or visual, based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, medical condition, disability, mental status, citizenship status, or protected group status.

Sexual harassment – is unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex. These behaviors constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of good academic standing;
2. Submission to or rejection of the conduct is used as the basis for an academic decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," "jokes" about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed visual material, or physical contact such as patting, pinching, or brushing against another's body.

Bullying – is a pattern of one or more of the following where the pattern of behavior is exhibited toward a student more than once, by another student or group of students; and the behavior occurs, or is received by, a student while on school property, at a school-sponsored or school related function or activity, in any private vehicle used to transport students to and from schools, or any school sponsored activity or event.

1. Gestures including but not limited to obscene gestures and making faces;
2. Written, electronic, or verbal communication including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
3. Electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
4. Physical acts including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
5. Repeatedly and purposefully shunning or excluding from activities;

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school (Louisiana Act 861, enacted in 2012).

Cyberbullying – is bullying when it involves the use of electronic technology. Examples include but are not limited to text messages, emails, rumors sent by email or posted on social networking sites, and may include embarrassing pictures, videos, websites, or fake profiles.

Expectations:

Students shall immediately report incidents of harassment, bullying, or intimidation to their EMR/EMT instructor.

1. NTCC/STPPS/TPSS System Instructors are expected to immediately intervene when they see a harassment or bullying incident occur.
2. Each complaint of harassment or bullying shall be promptly investigated. This policy applies to students on school grounds and school-sponsored activities.

Reporting:

If a student feels that they are a victim of harassment, sexual harassment, bullying, or cyberbullying the student shall:

1. Ask the harasser or bully to stop the actions.
2. If not resolved or the student feels that he/she cannot speak to the harasser or bully, the student shall discuss the situation with the classroom instructor. The instructor shall instruct the student to document the circumstances surrounding the alleged harassment or bullying. In the meantime the instructor shall:
 - a. Notify the Program Director and inform them of the alleged harassment and/or bullying.
 - b. An investigation of the allegations shall begin immediately. This investigation shall include the victim's statement, witness statements, harasser or bully's statement, etc. It shall also include any physical evidence such as notes, emails, text messages, photos, etc.

Discipline:

1. All evidence and statements will be reviewed and a decision will be made regarding the allegations. If an offense occurred the harasser or bully will be subject to the appropriate disciplinary action:
 - a. Suspension from class or clinical rotations. Hours absent will be counted towards the student's total acceptable absence time. If a student exceeds the allowable time absent, he/she may be dismissed from the program. Assignments missed during this time will receive a grade of "0".
 - b. If the offense was severe the student may be immediately dismissed from the EMS Program.
 - c. If a student is dismissed from the program, all relevant documentation will be sent to the Louisiana BEMS and the Louisiana EMS Certification Commission for their review and any disciplinary action as they see fit.
2. If harassment or bullying involves physical abuse, the appropriate law enforcement agencies will be contacted.

5.11 Policies and Regulations Governing Student Conduct

EMS Program students are expected to comply with policies and regulations governing student conduct at all times. These policies and regulations include:

5.11.1 Professional Conduct

EMS Program students are responsible for conducting themselves in a manner that is above reproach at all times. Students, while at school or any clinical affiliate, will conduct themselves in a professional manner. During clinical assignments, students will be expected to perform any and all reasonable tasks requested, assigned by EMS instructors, clinical site staff, or designates, and to do so without complaint.

5.11.2 Drug-Free Campus Policy

NTCC and STPPS/TPSS System prohibits the use of drugs and alcohol on campus or at any activity sanctioned by the college or school system. It is unlawful to possess, use, or distribute illicit drugs on NTCC and STPPS/TPSS System property or at any college or school sponsored event, whether or not the event is conducted on campus. Students are prohibited from attending class and clinical sites under the influence of illegal substances. Any student found in violation of this policy will face disciplinary action, up to and including being dismissed or expelled.

5.11.3 Reporting to Class/Clinical Site under the Influence of an Intoxicant

Reporting to class/clinical under the influence of an intoxicating beverage or having used illegal drugs other than the properly authorized use of prescribed medication is prohibited. The student will be asked to leave class/clinical and time absent will be reflected in the attendance log. The attendance policy for each course will be enforced, which may result in dismissal from the course and/or program.

5.11.4 Firearm-Free Campus Policy

NTCC and STPPS/TPSS System prohibits unauthorized possession of weapons as defined by state law. Any student found in violation of this policy will face disciplinary action, up to and including being dismissed or expelled.

5.11.5 Policy and Procedure Agreement: Students will be provided with a copy of applicable EMS Program policies and procedures. After being given an opportunity to review the policies and procedures and have any questions answered, students will be required to sign an agreement to abide by the policies as a condition of the student's continued participation in the EMS Program (refer to *Attachment B: Policy Agreement Form*).

5.11.6 Lecture Conduct

During a presentation, common courtesy is expected. The students will remain seated during the lecture and not leave prior to the end of the presentation. The students are expected to arrive on time and not delay the presentation by reason of tardiness.

5.11.7 Cell Phone Policy

The use of cell phones is a serious distraction to the educational process and creates issues in the respect of exam security. For this reason the following policy has been implemented.

- The use of cell phones is forbidden in any classroom, instructional lab or building.
- Any student caught with a cell phone in a classroom, lab or building will be immediately dismissed from class for the day.
- The hours absent from class will count toward the student's total acceptable absence time.
- Any student caught with a cell phone in his/her possession during an exam or quiz, will be immediately dismissed from class. Those exam/quiz items completed up to the time of dismissal will be graded and that score awarded (e.g. 100 question exam, 10 questions answered, will receive a grade for correct answers only).
- If the infraction of this policy includes any attempt to gain an advantage on a graded assignment (e.g. cheating, copying exams or quizzes, etc.), the student will face appropriate disciplinary action and may be dismissed from the program.

5.11.8 Electronic Devices

The use of laptops and tablets are commonplace and may enhance the educational process. Students will be allowed to use their personal laptops, tablet devices, etc. (no cell phones) as a tool for learning. Although these devices may enhance the educational process, they may also be a distraction to the educational process as well. For these reasons, the following policy has been implemented.

- Students may only use their personal laptop or tablet for access to their textbook, note taking, research associated with the day's lecture, etc.
- The student is responsible for the operation of his/her own electronic device. If the device fails, battery is depleted, or otherwise does not function, the student is responsible for the day's material. The class instructor will not print any materials for the student.
- Students will not be allowed to plug in their device if the cord presents a trip hazard or any other safety hazard e.g. cord crosses a walkway, cord is frayed etc.
- Any student caught on other websites not associated with class (e.g. Facebook, YouTube, porn sites, etc. or any other site deemed inappropriate by the instructor) during lecture, class assignment time, skills labs etc. will be asked to exit those sites and may be dismissed from class for disruption.

The instructor retains the right to refuse any student from using his/her electronic device in the classroom, lab or building.

5.11.9 Social Media

Students enrolled in the EMS Program and who participate in online social media (including personal blogs, Twitter, You Tube, wikis [Wikipedia], virtual worlds, or social networks such as Facebook, My Space, Snapchat, etc.), are expected to understand and to follow these important guidelines. The overall goal is simple: to participate online in a respectful, relevant way that protects the reputation of students and the program, and follows the letter and spirit of the law.

Rules of Engagement for Social Media:

Protect Your Image (and the program's image): The image you portray online is a representation of and reflection on the EMS Program. Keep this in mind when posting/tagging pictures or other content that reflect on you or others. Social media sites are not the forum for venting personal complaints about instructors, classmates, clinical/field internship, etc.

Respect Others: Speak respectfully about instructors, students, preceptors or employees. Do not engage in name-calling or behavior that will reflect negatively. Do not post obscenities, slurs, personal attacks or comments that may be illegal, libelous threatening, discriminatory, or otherwise offensive. You may be held personally liable.

Protect Private Information/Confidential Content: Clinical/field internship topics, particularly those relating specifically to patient care, are prohibited from discussion in your personal social media networks. Do not post any HIPAA-protected information about any of the patients you may encounter during clinical or field internship rotations.

Take Responsibility: As an EMS Program student, be aware that you are responsible for the content you post and that information remains in cyberspace forever.

Consequences: Students must be mindful that there could be professional consequences to the posting of personal content, even when this content does not directly relate to the EMS Program. Users who violate this policy may be subject to discipline, up to and including dismissal from the program.

Finally, students shall ensure that their online activities do not interfere with their professionalism and/or commitment to the EMS Program. In general, a good rule of thumb is that if you are about to post content that gives you pause – or you think might make others uncomfortable – think twice before hitting “send.”

5.11.10 Representation of the EMS Program

1. Through their professional conduct, students represent the institution, and especially the EMS Program. The quality of medical care, written reports submitted, abilities to explain and/or justify the care provided, and even personal appearance all reflect the educational and professional philosophies of the program.
2. Students shall not make statements on behalf of the EMS Program or represent the program to the media in any capacity, without authorization of an EMS Program instructor or administrative personnel.
3. Students in uniform represent the EMS Program. Students shall be aware of their conduct at all times when in uniform and shall not use offensive language or engage in unprofessional behaviors.

5.11.11 Dress Code

In an effort to promote a professional image the following standards for personal appearance have been adopted:

1. The student shall wear the approved school uniform and footwear to all classroom, clinical site, or field ride time, or class functions unless otherwise notified. Uniforms shall be kept clean and suitable for the working environment.
2. Hair shall be clean, combed and neatly trimmed or arranged. The hair of male students shall be no longer than the bottom of the shirt collar. The hair of female students shall be sufficiently controlled as to not interfere with your duties. Certain hairstyles that are deemed inappropriate and /or unprofessional will not be permitted.
3. Beards and mustaches are allowed if neat and well-trimmed; otherwise, facial hair must be clean shaven at all times.
4. Hats shall not be worn in the classroom and/or lab areas.
5. Excessive makeup is not permissible. It must be used moderately and in good taste. No false eyelashes are allowed
6. No fingernail polish may be worn. Nails must be short and neatly trimmed. No acrylic nails are allowed.
7. No jewelry may be worn (except a wedding band). No necklaces or bracelets may be worn.
8. Students are allowed to wear one (1) pair of conservative style earrings, such as small gold, silver, pearl, or diamond ear studs. Absolutely no other earrings may be worn (no loops, ornamental, holiday, colored stones, etc.). One earring on each lower lobe only. Nose rings or tongue rings or any other visible body piercing are not allowed.
9. No perfume, heavy scented cologne, after shave or scented lotions should be worn while in uniform.
10. All visible tattoos must be covered at all times while in the clinical setting. Coverage may include wearing of a plain long sleeved T-shirt under scrubs. If tattoos extend onto the neck a turtle neck shirt must be worn.
11. A picture ID badge shall be worn at all times.
12. No decorations, pins, or additional items are allowed.

5.11.12 Failure to Comply with the Dress Code

Failure to comply with the dress code will result in an immediate counseling notice (refer to *Attachment D: Counseling Form*), and the student will be dismissed from the classroom, clinical site, or field ride time for that day. This will be considered an unexcused absence. The time missed will be added to the student's attendance record. This may affect the student's ability to remain in the course. Attendance policies will be enforced.

5.11.13 Smoking Policy

The use of tobacco products (cigarettes, chewing tobacco, snuff, e-cigarettes, vaping, etc.) in the classroom, at clinical sites, when performing ambulance field ride-time, or while engaged in any course activity, is strictly prohibited and will not be tolerated.

5.12 Student Health Requirements

Students enrolled in the EMS Program are required to complete the health history form, have a physical exam by a licensed physician, nurse practitioner, or physician assistant, and furnish proof of current and up-to-date immunizations.

5.12.1 Health History and Physical

Students are required to provide the EMS Program with a complete and accurate health history and other information necessary to ensure the safety of the student. This information shall be provided at the beginning of the course, and in a format prescribed by the program (refer to *Attachment C: Physical Exam Form*).

1. All physical/health requirements paperwork must be completed and returned to the instructor no later than two weeks after the start of class.
2. Failure to return health history/physical exam paperwork may result in dismissal from the course.
3. Healthcare provider's statement attesting to the overall health of the student must be current within one year.

5.12.2 Required Immunizations

- Polio (IVP) - Louisiana law requires students to have proof they have received four doses of the Inactivated Polio Vaccine (IVP).
- Measles, Mumps, Rubella (MMR) - Louisiana law requires students to have proof they have received two doses of the Measles, Mumps, Rubella (MMR) vaccine.
- Varicella - Louisiana law requires students to have proof they have received two doses of the Varicella vaccine.
- Tetanus Diphtheria Acellular Pertussis (Tdap) - Louisiana law requires students to have proof they have received The Tetanus Diphtheria Acellular Pertussis (Tdap) vaccine.
- Meningococcal - Louisiana law requires students to have proof they have received one Meningococcal (Meningitis) vaccine.
- Hepatitis B (HBV) - Louisiana law requires students to have proof they have received three Hepatitis B (HBV) vaccines.
- Tuberculin Skin Test - Specific clinical facilities may require students to have a TB Skin Test prior to a clinical rotation in the facility. No student is allowed to participate in clinical at the facility unless they have a negative TB Skin Test or chest x-ray. Students who have a positive TB Skin Test will be referred to a physician for follow-up evaluation.
- Flu vaccine - Routine annual Influenza (Flu) vaccination is recommended for all persons, especially those working in healthcare settings. An annual Flu vaccine may be a mandatory requirement in some clinical facilities.
- COVID vaccine - Ambulance services and clinical facilities may require students to be COVID vaccinated prior to a clinical rotation. Vaccinated status includes those with the single dose Johnson & Johnson or two doses of Mederma or Pfizer. Medical and/or religious exemptions are evaluated on an individual basis.

5.12.3 Disclosure of Pregnancy

A student who is pregnant should notify the instructor. Clinical practice will continue during pregnancy unless contraindicated by a physician. If the physician determines that performance of the required clinical practice is contraindicated, the student will be unable to continue clinical practice. A student who is pregnant must provide a note from their attending physician confirming that the student is able to participate in clinical experiences and national registry skills testing.

5.12.4 Infectious Disease

The student must be free of infectious disease. A student's participation in the EMS Program may be restricted or prohibited if the student is found to have a communicable disease that would present a serious threat to the health of the student or any other person. Examples of this may include untreated TB, conjunctivitis, hepatitis, flu, etc.

5.13 Clinical Procedures Performed on Students

Clinical procedures will be demonstrated by instructors and/or performed by students on each other. This is done for the following reasons:

1. Artificial training aids may be inadequate, or students may surpass the educational benefits of the training aids and need to perform the procedures on human subjects to gain the requisite experience to practice prehospital emergency medicine efficiently and effectively.
2. Students must become accustomed to the variability of normal human anatomy and physiology.
3. Students gain insight into the patient's perspective during the performance of procedures.

Procedures that may be performed include, but are not limited to, comprehensive physical exam and non-invasive clinical skills.

5.14 Equipment:

Students will be required to possess the following equipment:

Required Uniform (EMT)

Black Non-slip Boots with ankle support

Watch (with a second hand or a digital display that indicates time elapsed in seconds)

Safety Vest, Stethoscope, Pen Light, and Safety Glasses will be provided by STPPS/TPSS

5.15 Violations of Policies and Procedures

Students who violate the policies and procedures of the EMS Program may be subject to disciplinary action, including program dismissal.

Attachment A: Functional Job Descriptions

FUNCTIONAL POSITION DESCRIPTION EMERGENCY MEDICAL TECHNICIAN (EMT)

Qualifications

Successfully complete an EMS/BEMS State of Louisiana approved course. Achievement of a passing score on written and practical certification examinations. Pass both the practical and computer parts of the National Registry Certifications.

Generally, the knowledge and skills required show the need for a high school education or equivalent. Ability to communicate verbally via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written, oral, and diagnostic from instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to calculate weight and volumes, ratios and read small print, all under threatening time constraints; ability to read and understand English language manuals and road maps; accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders; ability to document, in writing, all ramifications of such; ability to converse in English with co-workers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light, confined spaces and other dangerous environments.

Competency Areas

EMT

Must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the National Standard EMT curriculum.

CERTIFICATION OF TASKS

Receives call from dispatcher, responds verbally to emergency calls, signal codes, and proper radio etiquette, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level). May use equipment (based on competency level) such as, but not limited to: defibrillator, advanced airway devices to open airways and ventilate patient, control bleeding and treat shock to improve patient's blood circulation.

Assist in lifting, carrying, and transporting patients to an ambulance and into a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblems to aid in care. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at the scene. Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from the hospital physician or emergency department, observes patient in route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with the facility. Assist in removing patients from the ambulance and into the emergency facility. Report verbally and in writing observations about and care of patients at the scene and en route to the facility, provides assistance to emergency staff as required.

Replaces supplies, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, washes ambulance exterior at end of shift, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

I HAVE RECEIVED A COPY OF, HAVE READ AND UNDERSTAND THE FUNCTIONAL JOB DESCRIPTION FOR EMERGENCY MEDICAL TECHNICIAN (EMT).

Student Name (print)

Student Signature

Date

FUNCTIONAL POSITION DESCRIPTION EMERGENCY MEDICAL RESPONDER (EMR)

Qualifications

Successfully complete an EMS/ BEMS for the State of Louisiana approved course. Achievement of a passing score on the written and practical certification examinations.

Ability to communicate verbally via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written, oral, and diagnostic from instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to calculate weight and volumes, ratios and read small print, all under threatening time constraints; ability to read and understand English language manuals and road maps; accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders; ability to document, in writing, all the ramifications of such; ability to converse in English with co-workers and hospital staff as to the status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light, confined spaces and other dangerous environments.

Competency Areas

EMR

Must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the National Standard EMT curriculum.

CERTIFICATION OF TASKS

Receives call from dispatcher, responds verbally to emergency calls, signal codes, and proper radio etiquette, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level). May use equipment (based on competency level) such as, but not limited to: defibrillator, opening airways and ventilating patients, control bleeding and treat shock to improve patient's blood circulation.

Assist in lifting, carrying, and transporting patients to the ambulance and into a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblems to aid in cars. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at the scene. Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from the hospital physician or emergency department, observes patient in route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with the facility. Assist in removing patients from the ambulance and into the emergency facility. Report verbally and in writing observations about and care of patients at the scene and en route to the facility, and provide assistance to emergency staff as required.

Replaces supplies, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, washes ambulance exterior at end of shift, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

I HAVE RECEIVED A COPY OF, HAVE READ AND UNDERSTAND THE FUNCTIONAL JOB DESCRIPTION FOR EMERGENCY MEDICAL RESPONDER (EMR).

Student Name (print)

Student Signature

Date

Attachment B: Policy Agreement Form

Please Read and Initial each of the following statements, print your name, and sign and date the form in the spaces provided:

_____ I have received a copy of the *Emergency Medical Services Program Student Handbook* and agree to abide by the policies within this document.

_____ I understand it is my responsibility to read the *Emergency Medical Services Program Student Handbook* upon receipt.

_____ I understand it is my responsibility to gain clarification of any policy or procedure by visiting with my instructor about the policy or procedure in question.

_____ I understand that my lack of knowledge of a policy or procedure does not excuse me from the consequences of non-compliance with the policy or procedure.

_____ I understand that violation of policy and procedures may result in disciplinary action, including dismissal from the program.

Student Name (print)

Student Signature

Date

Attachment C: Physical Exam Form

**DUAL ENROLLMENT EMERGENCY MEDICAL SERVICES (EMR/EMT) PROGRAM
HEALTH HISTORY AND PHYSICAL EXAMINATION FORM**

Instructions: Pages 1-3 are to be completed by the student. Page 4 is to be completed by a licensed physician, nurse practitioner or physician assistant. Attach a copy of your immunization record on page 5. All immunizations must be current and up-to-date.

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Age: _____ Date of birth: _____ Height: _____ Weight: _____

Medical/Surgical History: (Be specific)

1. Previous Illnesses (Also complete page 2)

2. Previous surgeries:

3. Present Illness/disorder:

4. Current Medications (include dosage and frequency); NOTE: a letter on your physician's letterhead (not on a prescription pad) and signed by the physician (NOT STAMPED) is required for all prescription medication indicating the dosage and frequency of the medication. Physician must also indicate in the letter that the medication(s) will not impair your ability to function effectively and safely in a clinical setting. **See attached Technical Performance Standards**

5. Are you currently under the care of a physician or a psychiatrist? _____ Yes _____ No
If yes, please explain circumstances: (be specific)

Name of Physician: _____ (please print legibly)

6. Do you have any disorder or disability that limits your cognitive (conscious) awareness or physical activity or that requires special accommodations either continuously or intermittently?

_____ Yes _____ No If yes, please describe: _____

Note: IF YOU ARE PREGNANT PLEASE HAVE THE PHYSICIAN COMPLETE THE APPROPRIATE INFORMATION ON PAGE 4.

7. Please indicate if you currently have or *have ever had* any of the following. You must explain all YES answers and discuss them with the physician.

Condition	N O	YE S	Explain all YES answers here
Visual defects/problems			
Hearing defects/problems			
Speech defects/problems			
Cardiac disease/disorders			
High blood pressure			
Low blood pressure			
Tuberculosis/lung or Respiratory problems			
Hepatitis or any Liver Disease			
Sexually Transmitted Diseases			
Fainting spells, epilepsy, convulsions or seizures			
Diabetes			
Thyroid disorders/problems			
Kidney or bladder disease			
Cancer			
Back injuries or surgery			
Joint injuries or problems			
Immunosuppressive therapy			
Treatment for chemical/alcohol/drug dependency			
Treatment for emotional/mental health problems			

Additional comments:

My signature below indicates that I have no injury or illness other than specified on page 1 or 2 of this form. If my condition changes it is my responsibility to notify the EMS instructor of the change. I understand that **falsification**, **omission** or **misrepresentation** of my physical health and abilities may be grounds **for dismissal** from the program.

I attest that I am able to meet the **Technical Performance Standards** (see page 3) for the program.

Signature of Student

Date

Student must possess sufficient ability to:	Demonstrated by, but not limited to, the following examples (with minimal or no assistance/supervision)
1. Read and communicate orally and in writing using the English language.	Able to communicate verbally via telephone and radio equipment; read and understand English language manuals and road maps; accurately discern street signs and address numbers; interview patient, family members, and bystanders, and document, in writing, all the ramifications of such; converse in English with co-workers and hospital staff as to the status of patient; Interpret written, oral, and diagnostic from instructions
2. Hear with or without auditory aids to understand normal speaking voice without viewing the speaker's face.	Able to work effectively in an environment with loud noises; hear monitor alarms and emergency signals at various levels; auscultate breath/heart/bowel sounds; hears and responds to cries for help without undue delay; can hear high and low pitched sounds with a stethoscope.
3. Visually, with or without corrective lenses; observe changes in patient's condition and actively participate in the learning process.	Able to see small print and numbers on medical equipment, supplies and labels; work in low light; detect changes in patient's condition, including color changes, swelling, presence of blood or body fluids; able to read multiple chapters in textbooks; can see instructor or whiteboard in lab/classroom from a distance or up close.
4. Utilize stamina, strength and psychomotor coordination necessary to perform routine procedures at floor or bed level.	Able to lift, carry, and balance up to 125 pounds (250 with assistance); work in confined spaces and other dangerous environments; move in and about work areas of ambulance and clinical facility; stand/sit/bend/kneel for extended periods of time; move/ position and transport patients safely without causing injury/harm/undue pain or discomfort to patient, self or others; maneuver and transport equipment safely and in a timely manner; perform CPR or other emergency measures; possesses cognitive awareness, stamina and physical strength for assigned procedures.
5. Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective patient care.	Able to set up, calibrate, operate and manipulate all equipment utilized to care for patients; position patients properly; write; document patient care and use computers (if applicable); don sterile gloves and maintain sterile field; prepare and administer medications (as applicable); perform all tasks with dexterity to ensure the highest quality patient care
6. Solve problems and apply critical thinking skills while providing safe and efficient patient care.	Able to calculate weight, volumes, and ratios; collect, read and interpret data; use data to provide patient care; evaluate actions taken; identify cause and effect relationships in the clinical setting; respond to emergency situations in a timely manner; utilize good judgment; integrate previously learned material into clinical practice; prioritize and adapt patient care.
7. Interact with individuals, families, groups from various socioeconomic and cultural backgrounds.	Able to establish rapport with patients and members of the health care team; develop therapeutic listening skills; demonstrate courteous and attentive behavior.
8. Adapt and functions in a multi stressor environment while adhering to legal/ethical guidelines of the program, state regulatory agencies; and clinical training facilities.	Able to follow all program rules and regulations; accept clinical assignments or changes of such; maintain confidentiality of patients/peers; respond appropriately and quickly to changes in patient's condition; follow directions in mature, professional manner; identify own learning needs and seek guidance/resources; report unsafe/illegal/unethical practices.

Student Name: _____

Date: _____

Physical Exam

Healthcare Provider (Physician, Nurse Practitioner, or Physician Assistant): Please review the health history (pages 1 & 2) completed by the student, the Technical Performance Standards (page 3) for the program, complete all sections on this page, and sign the form. Thank You!

Vital Signs: Temp _____ P _____ R _____ B/P _____

Review of Systems: (Please note **any** abnormalities/problems, **even if intermittent**, that may affect the student’s ability to **participate fully** in the program.)

Integumentary: _____

HEENT: _____

Neurological: _____

Cardiovascular: _____

Gastrointestinal: _____

Genitourinary: _____

Hearing: _____

Teeth: _____

Vision: _____

(Requires Glasses/Contacts Yes No)

Free of communicable disease? Yes No (If no, comment below)

Immunizations are current and up-to-date? Yes No (If no, comment below)

History of exposure to TB, HBV, or HIV? Yes No (If yes, please comment below)

Does the student have any history of or current problems that impair his/her cognitive awareness or physical abilities for any periods of time? Yes No (If yes, please comment below)

Prescription Medications: attach letter on office letterhead (NOT prescription pad) attesting that student is able to function effectively and safely in the clinical setting, caring for ill or injured clients with minimal supervision. See Technical Performance Standards (page 3).

**** For Pregnant Students Only: Please check one.**

I have examined this student and she is able to **participate fully** in all activities required.

This student is **not able** to participate fully in the program due to complications at this time. Please explain restrictions below.

Unless indicated otherwise, I certify that this student is able to function in a safe and effective manner while caring for ill or injured clients in a clinical setting. The findings indicated above qualify this student both physically and emotionally for enrollment into the program. He/she is able to participate fully without special accommodations in all activities of this program. If special accommodations are required please indicate below. Please comment on any responses above that need further clarification.

Comments: _____

Healthcare Provider’s Signature

Date

Place a copy of your immunization record here.

Attachment D: Counseling Record

**Dual Enrollment EMS Program
Counseling Record**

Student: _____ **Program:** _____
Campus: _____ **Date** _____

Reason for Counseling:

- Tardiness Attendance Unprofessional attitude Insubordination Dress code violation
 - Behavior toward others Noncompliance with safety standards Noncompliance with standards or policies (specify) _____
 - Unsatisfactory academic progress in _____ course(s)
 - Other (Specify) _____
-

Instructor's effort to resolve Problem: _____

Instructor's Recommendation: Warning Probation Dismissal

Instructor's Signature Date Student's Signature Date

REFERRAL TO GUIDANCE COUNSELOR No Yes (Date: _____)

Student's Comments: _____

I understand the consequences of my actions and realize that I am on a warning or probation, and if I continue to violate the policies of the program, I can be dismissed from this program.

Student's Signature Date Counselor's Signature Date

REFERRAL TO EMS PROGRAM DIRECTOR: No Yes (Date: _____)

Remarks of EMS Program Director (If Applicable)

Director's Signature Date