## EMS Program Student Handbook

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Health Division / EMS Program</td>
<td>5</td>
</tr>
<tr>
<td><strong>Program Overview</strong></td>
<td></td>
</tr>
<tr>
<td>Mission and Philosophy</td>
<td>6</td>
</tr>
<tr>
<td>Student Learning Goals</td>
<td>6</td>
</tr>
<tr>
<td>Program Goals</td>
<td>6</td>
</tr>
<tr>
<td>EMS Program Approval &amp; Accreditation</td>
<td>7</td>
</tr>
<tr>
<td><strong>Conduct</strong></td>
<td></td>
</tr>
<tr>
<td>CCC Student Code of Conduct</td>
<td>8-9</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Professional Code of Conduct</td>
<td>10</td>
</tr>
<tr>
<td>Licensure</td>
<td>10</td>
</tr>
<tr>
<td><strong>Curriculum Plans</strong></td>
<td></td>
</tr>
<tr>
<td>• EMT</td>
<td>11</td>
</tr>
<tr>
<td>• EMT- Advanced</td>
<td>11</td>
</tr>
<tr>
<td>• Paramedic Option 1 – Certificate</td>
<td>12</td>
</tr>
<tr>
<td>• Paramedic Option 1 – A.A.S. degree</td>
<td>13</td>
</tr>
<tr>
<td>• Paramedic Option 2 – A.A.S. degree</td>
<td>14</td>
</tr>
<tr>
<td>Graduation Criteria</td>
<td>15</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td></td>
</tr>
<tr>
<td>Instructional Methods</td>
<td>16</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Class Cancellation</td>
<td>15</td>
</tr>
<tr>
<td>Student Evaluation</td>
<td>17</td>
</tr>
<tr>
<td>Grading</td>
<td>17</td>
</tr>
<tr>
<td>Written Examinations</td>
<td>18</td>
</tr>
<tr>
<td>Make Up Exam Policy</td>
<td>18</td>
</tr>
<tr>
<td>Comprehensive Assessment Exam</td>
<td>18</td>
</tr>
<tr>
<td>Examination Grade Appeal</td>
<td>18</td>
</tr>
<tr>
<td>Progression</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>19</td>
</tr>
<tr>
<td>Readmission</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>20</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>20</td>
</tr>
<tr>
<td>Experiential Learning</td>
<td>20</td>
</tr>
<tr>
<td>Communications</td>
<td>21</td>
</tr>
<tr>
<td>Uniform Policy</td>
<td>21</td>
</tr>
<tr>
<td>Transportation</td>
<td>21</td>
</tr>
<tr>
<td>Tobacco, Food, Drink</td>
<td>22</td>
</tr>
<tr>
<td><strong>Health and Safety</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Safety</td>
<td>23</td>
</tr>
<tr>
<td>American with Disabilities Act</td>
<td>24</td>
</tr>
<tr>
<td>EMS Essential Functions</td>
<td>24-25</td>
</tr>
<tr>
<td>Health Division Background Check Policy</td>
<td>26-28</td>
</tr>
<tr>
<td>Health Division Drug Screening Policy</td>
<td>29-30</td>
</tr>
<tr>
<td>Student Health Requirements</td>
<td>31</td>
</tr>
<tr>
<td>TB Screening</td>
<td>31</td>
</tr>
<tr>
<td>Immunizations</td>
<td>31</td>
</tr>
<tr>
<td>Communicable Disease Policy</td>
<td>32</td>
</tr>
<tr>
<td>Infection Control Policy</td>
<td>32-33</td>
</tr>
<tr>
<td>Clinical Education Policies</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Admission to Clinical Education Experiences</td>
<td>34</td>
</tr>
<tr>
<td>Clinical Assignments</td>
<td>35</td>
</tr>
<tr>
<td>General Clinical Guidelines</td>
<td>35</td>
</tr>
<tr>
<td>Clinical Conduct</td>
<td>36</td>
</tr>
<tr>
<td>Patient Confidentiality</td>
<td>36-37</td>
</tr>
<tr>
<td>Dress &amp; Grooming</td>
<td>38</td>
</tr>
<tr>
<td>Uniform</td>
<td>38-39</td>
</tr>
<tr>
<td>Required Equipment</td>
<td>39</td>
</tr>
<tr>
<td>Clinical Attendance Policies</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Evaluation</td>
<td>41-42</td>
</tr>
<tr>
<td>Paramedic Minimal Terminal Competencies</td>
<td>43</td>
</tr>
<tr>
<td>Clinical Sites</td>
<td>45-47</td>
</tr>
<tr>
<td>Breaks / Meals During Clinical Rotations</td>
<td>47</td>
</tr>
<tr>
<td>Injury During Clinical</td>
<td>48</td>
</tr>
<tr>
<td>Incident Reports</td>
<td>48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Costs</td>
<td>50-52</td>
</tr>
<tr>
<td>Request for Exam Question Review</td>
<td>53</td>
</tr>
<tr>
<td>Health Form Addendum</td>
<td>54</td>
</tr>
<tr>
<td>CCC Decatur Campus Evacuation Plan Map</td>
<td>55</td>
</tr>
<tr>
<td>Incident Report</td>
<td>56</td>
</tr>
<tr>
<td>Exposure Incident Form</td>
<td>57</td>
</tr>
<tr>
<td>EMS Program Student Handbook Acknowledgement</td>
<td>58</td>
</tr>
</tbody>
</table>
Emergency Medical Services Program

This handbook contains information regarding the opportunities, rights and responsibilities that apply to students enrolled in the EMS program. Many are in addition to those required by the College as stated in the current *Calhoun Community College Catalog and Student Handbook*. Unless otherwise designated in a course syllabus, the policies contained within apply in every EMS course in which you may be enrolled. Therefore, this handbook should be saved as a reference until you graduate.

EMS faculty want all students to have safe, successful, and enjoyable learning experiences. This aim is facilitated by student understanding of program guidelines. Once you have thoroughly read the handbook, please sign the agreement found in the back for placement in your permanent file. At any time, if you have questions, please feel free to ask.

*Welcome* to the Emergency Medical Services program.

Kenneth Kirkland, RN, BSN, NRP
EMS Program Director

STUDENT NAME: ____________________________________________________________

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It is the official policy of the Alabama State Department of Education and of Calhoun Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.
EMS Program Faculty

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misty.greene@calhoun.edu
Mission
In keeping with the mission of Calhoun Community College, the mission of the EMS program is to graduate knowledgeable, skilled, competent, professional and service-oriented EMTs, AEMTs, and Paramedics to provide quality pre-hospital care that meets the needs of employers and the general public.

Philosophy
- We believe EMS pre-hospital practice renders a significant service to health care delivery systems in our society and that Emergency Medical Technicians, Advanced Emergency Medical Technicians and Paramedics save lives that might otherwise be lost.
- We believe our program mission is fulfilled by a scientific educational plan with a strong clinical component which presents instruction in a logical sequence and provides ample opportunity for knowledge acquisition, attainment of psychomotor skills, the development of problem solving abilities, and the integration of ethical, legal, and professional behaviors.
- We believe learning is a shared process in which both the student and instructor accept responsibility for the learning objectives. Students are expected to actively participate in the learning process, effectively communicate their needs to appropriate individuals and fully utilize the opportunities provided by the educational program. We believe learning is more likely to occur in an atmosphere in which students feel respected and accepted.
- We believe EMS education responds to changes in health care and incorporates those changes into the curriculum plan. The program strives to stay abreast of current research, regulatory issues and standards of practice. The program collaborates with clinical education facilities, graduates, employers, physicians, and other emergency care providers and values active input from the community which it serves.

Student Learning Goals
The goal of the EMS program is to prepare competent entry-level emergency medical service personnel (EMT’s and Paramedics) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Paramedic Program Goals
- The completion rate of enrolled students in a paramedic cohort will be at least 70%.
- At least 70% of graduates in a paramedic cohort will obtain national registry certification.
- At least 70% of employers agree the CCC graduate possesses the knowledge, clinical proficiency, and behavior skills expected of an entry-level paramedic.
- At least 70% of graduates agree the program provided them the knowledge, clinical proficiency, and behavior skills to function as a competent entry-level paramedic.
- At least 70% of paramedic graduates will be employed within 6 months
EMS Program Approval and Accreditation

The EMS Program of Calhoun Community College is fully approved by the Alabama Department of Public Health – Office of Emergency Medical Services.  
http://www.adph.org/ems/

The CCC Emergency Medical Technician Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, www.caahep.org upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, phone (214) 703-8445 www.coaemsp.org
All students of Calhoun Community College shall be expected to conduct themselves in an honorable, ethical fashion. However, in the event of proven misconduct, appropriate disciplinary action will be taken. The following sections address the Student Code of Conduct, as well as the College’s disciplinary procedures.

**Misconduct Defined.** A student shall be subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the **commission of**, the **attempt to commit**, or the **solicitation of** any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College.
   - **Cheating** is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from, another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.
   - **Plagiarism** is defined to include the act of using in one’s work, or as one’s work, the work of another without clearly indicating that the work is someone else’s and stating the source of the other's work.

2. Forgery, alteration, or misuse of College documents, records or identification.

3. *Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.

4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.

5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.

6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one’s race, gender, religion, age, national origin, or disability.

7. Participation in any form of gambling.

8. Unauthorized entry to College facilities.

9. Unauthorized possession of a key to College facilities.

10. Unauthorized interference with the use of or access to a College facility.

11. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.

12. *Intentional misuse of any College fire alarm or fire-fighting equipment.
13. *Actual or threatened physical abuse of any person, including hazing or any other act, which would tend to endanger the health or safety of any person.

14. *Failure to promptly comply with directions of college officials or law enforcement officers acting in the performance of their duties as such officials and officers.

15. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College.

16. Violation of any College policy or regulation as published or referred to in the College catalog or student handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of parking of motor vehicles on the campus.

17. Violation of any Federal, State, or local law or ordinance.

*The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Dean for Student Affairs has probable cause to believe that the respective student committed such an offense. In such case, the Dean for Student Affairs will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.

**Grievance Procedures**

Refer to the *Calhoun Community College Student Handbook* for the Code of Conduct and Student Disciplinary Procedures.
Professional Conduct

When choosing a profession, an individual must be willing to assume professional behavior inherent to that profession. This begins in the classroom and continues in clinical training. Therefore, the CCC EMS program expects students to demonstrate absolute academic integrity, and moral, ethical, and professional behavior both in the classroom and in the clinical setting. Professional conduct includes, but is not limited to:

- Behavior and language that demonstrates respects for all persons, including other students, faculty, patients, families, coworkers, and other professionals.
- Treating all persons equally without regard to religion, race, gender, sexual orientation, marital status, age, beliefs, disability, or cultural differences.
- Keeping all patient, clinical facility, and student information confidential.
- Dressing appropriately.
- Taking care of school and clinical facilities property. Destruction of property will result in immediate dismissal and the student(s) will be responsible for the cost of repair or replacement of damaged equipment.
- Following instructions and adhering to policies and procedures.
- Refraining from disorderly conduct, horseplay, and/or sexual harassment. Consequences for such actions include but are not limited to the student being asked to leave the class, lab, or clinical and receiving an Unsatisfactory or "U" for their daily grade.
- Not engaging in illegal or unethical acts.
- Being prompt and prepared for all learning experiences.

Students and faculty are expected to abide by the National Association of Emergency Medical Technicians (NAEMT) Code of Ethics for EMS Practitioners

https://www.naemt.org/about_us/emtoath.aspx

Further, students must also abide by the same regulations, policies, and professional expectations as the employees of facilities assigned for clinical experiences. These regulations are in addition to those of Calhoun Community College and the EMS Program. In addition, some facilities to which students are assigned have requirements specific to students. Students may be subject to discipline by the program for any violation of these regulations.

Licensure

Upon successful completion of each level, the EMS student is eligible to apply to take the National Registry Examination at their respective level of training. The National Registry of Emergency Medical Technicians application for certification as an EMS provider may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, has unfit personal habits including alcohol or drug abuse, and/or has displayed other grounds for denial as specified by law. More information regarding this and other NREMT policies can be found at www.nremt.org

Successful completion of the NREMT examination is required for state licensure in Alabama as an EMT, AEMT, and Paramedic. The application for licensure as an EMT, AEMT, or Paramedic in the state of Alabama will ask, “Have you ever been convicted of a felony or criminal offense?” and “Have you ever been arrested or convicted for driving under the influence of alcohol or drugs?” The application may be denied on the basis of this review.
### Emergency Medical Technician Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>EMS 118</td>
<td>Emergency Medical Technician</td>
<td>9</td>
</tr>
<tr>
<td>EMS 119</td>
<td>Emergency Medical Technician Clinical</td>
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**EMT Certificate Total = 10**
### Paramedic – Option 1
Long-term Certificate

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>EMS 118</td>
<td>Emergency Medical Technician</td>
<td>9</td>
</tr>
<tr>
<td>EMS 119</td>
<td>Emergency Medical Technician Clinical</td>
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</tr>
<tr>
<td>EMS 100</td>
<td>CPR (optional)</td>
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<tr>
<td>EMS 107</td>
<td>Emergency Vehicle Operations (optional)</td>
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<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
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**Semester total = 16**

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<tr>
<td>EMS 240</td>
<td>Paramedic Operations</td>
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<tr>
<td>EMS 241</td>
<td>Paramedic Cardiology</td>
<td>3</td>
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<tr>
<td>EMS 242</td>
<td>Paramedic Patient Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMS 257</td>
<td>Paramedic Applied Pharmacology</td>
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</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
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**Semester total = 13**

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<tr>
<td>EMS 244</td>
<td>Paramedic Clinical I (45 clinical hours)</td>
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<tr>
<td>EMS 245</td>
<td>Paramedic Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS 246</td>
<td>Paramedic Trauma Management</td>
<td>3</td>
</tr>
<tr>
<td>EMS 247</td>
<td>Paramedic Special Populations</td>
<td>2</td>
</tr>
<tr>
<td>EMS 248</td>
<td>Paramedic Clinical II (135 clinical hours)</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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**Semester total = 15**

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<td>Paramedic Transition to the Workforce</td>
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<td>EMS 254</td>
<td>Advanced Competencies for the Paramedic</td>
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<td>EMS 255</td>
<td>Paramedic Field Preceptorship (225 clinical hours)</td>
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<tr>
<td>EMS 256</td>
<td>Paramedic Team Leadership (45 clinical hours)</td>
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<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
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</table>

**Semester total = 13**

**Paramedic Certificate Total (w/ optional hours) = 57 credit hours**

Clinical hours for clinical courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional clinical time may be required to achieve minimum competencies.
<table>
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<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
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<td><strong>Semester total = 16</strong></td>
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<tr>
<td>EMS 240</td>
<td>Paramedic Operations</td>
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<td>Paramedic Patient Assessment</td>
<td>3</td>
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<td>EMS 257</td>
<td>Paramedic Applied Pharmacology</td>
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<td>MTH 100</td>
<td>Intermediate College Algebra</td>
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<tr>
<td>BIO 202</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>EMS 244</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>PSY 200</td>
<td>General Psychology</td>
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<tr>
<td>EMS 253</td>
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<td>EMS 254</td>
<td>Advanced Competencies for the Paramedic</td>
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<td>EMS 255</td>
<td>Paramedic Field Preceptorship (225 clinical hours)</td>
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<td>SPH 106 /</td>
<td>Fundamentals of Oral Communications or</td>
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<tr>
<td>107</td>
<td>Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Art, Music, Foreign Language, Literature, Philosophy, Theater – or ENG 102: English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester total = 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Paramedic Option 1 AAS (w/ optional hours) = 67 credit hours**

Clinical hours for clinical courses are minimum clock hours. Students are required to achieve minimum competencies in each class. Additional clinical time may be required to achieve minimum competencies.
Paramedic - Option 2

**Pre-requisites:**
Prior to enrollment in Paramedic Track 2, the student must have first successfully completed the following general education coursework (23 credit hours):

- BIO 201 – Human Anatomy and Physiology I
- BIO 202 – Human Anatomy and Physiology II
- MTH 100 – Intermediate College Algebra
- ENG 101 – English Composition 101
- PSY 200 – General Psychology
- Fine Arts Elective – Art, Music, Foreign Language, Literature, Philosophy, Theater – or ENG 102 – English Composition II

### Paramedic – Track 2
Associate of Applied Science degree

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 156</td>
<td>AEMT Clinical</td>
</tr>
<tr>
<td>EMS 240</td>
<td>Paramedic Operations</td>
</tr>
<tr>
<td>EMS 241</td>
<td>Paramedic Cardiology</td>
</tr>
<tr>
<td>EMS 242</td>
<td>Paramedic Patient Assessment</td>
</tr>
<tr>
<td>EMS 257</td>
<td>Paramedic Applied Pharmacology</td>
</tr>
<tr>
<td>EMS 273</td>
<td>ECG Interpretation</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>EMS 244</td>
<td>Paramedic Clinical I (45 clinical hours)</td>
</tr>
<tr>
<td>EMS 245</td>
<td>Paramedic Medical Emergencies</td>
</tr>
<tr>
<td>EMS 246</td>
<td>Paramedic Trauma Management</td>
</tr>
<tr>
<td>EMS 247</td>
<td>Paramedic Special Populations</td>
</tr>
<tr>
<td>EMS 248</td>
<td>Paramedic Clinical II (135 clinical hours)</td>
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<tr>
<td>EMS 253</td>
<td>Paramedic Transition to the Workforce</td>
</tr>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>EMS 254</td>
<td>Advanced Competencies for the Paramedic</td>
</tr>
<tr>
<td>EMS 255</td>
<td>Paramedic Field Preceptorship (225 clinical hours)</td>
</tr>
<tr>
<td>EMS 256</td>
<td>Paramedic Team Leadership (45 clinical hours)</td>
</tr>
<tr>
<td>EMS 266</td>
<td>Advanced Cardiac Life Support</td>
</tr>
<tr>
<td>EMS 267</td>
<td>Prehospital Trauma Life Support</td>
</tr>
<tr>
<td>EMS 269</td>
<td>Pediatric Advanced Life Support</td>
</tr>
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<td></td>
<td>Semester total = 11</td>
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</table>

Paramedic Track 2 AAS = 62 credit hours
Paramedic Graduation Criteria

Paramedic students are required to satisfy both the academic and clinical requirements of the program to be awarded a certificate or an associate of applied science degree. This includes:

- Completion of all general education courses in the curriculum plan by the end of the last semester of paramedic training.
- Completion of all EMS courses with a grade of C (75%) or > in a 12-month period (Cognitive Domain)
- Demonstrated mastery of all terminal competencies in the laboratory, simulation, and clinical settings (Psychomotor Domain)
- Exhibition of the ethical, legal, and professional behavior that adheres to the practice standards of a Paramedic. (Affective Domain)

Successful completion of the paramedic program qualifies a graduate to sit for the National Registry of EMTs Paramedic Level examination.
Instructional Methods

EMS students learn through live and recorded lecture, classroom group discussion, audio-visual presentations, demonstrations, independent reading and study guide assignments, individual and group assignments, patient models, computer assisted learning, case studies, supervised campus laboratory practice, simulation training, and clinical experiences.

Class and Clinical Attendance

Attendance policies of the EMS program are commensurate with those of the College as stated in the CCC Catalog. Class and laboratory attendance is important for students to gain and demonstrate competencies in course concepts and skills. Any class session missed, regardless of cause, reduces the academic opportunity of the student to prepare for entering the profession. It is expected that students treat their classroom and lab time as professional and therefore all students should be present and arrive prepared and on time for class. Student absences may adversely affect outcomes.

- **See Examination Policies** regarding tardiness or absence from testing
- Clinical absences must be reported by the student to the preceptor and the clinical coordinator in a timely manner. **See Clinical Attendance Policies.**

Class and Clinical Cancellation / Inclement Weather

If the college is closed and/or classes are canceled because of inclement weather the CCC website, local radio stations WZYP, WEUP, WAAY, WRSA, WBHP and WDRM and television stations WAFF-48, WAAY-31, WHNT-19 will be contacted no later than 6:30 a.m. for day classes and 3:30 p.m. for evening classes. The CCC ALERT system also sends notification of class cancellation to registered devices. Area radio and TV stations are contacted only when classes are canceled. Students are requested to check the CCC website rather than call the health division or EMS faculty regarding college closure status.

Students are advised to use their judgement regarding safe travel and their attendance at clinical assignments. There is no penalty for missed classes or clinical assignments due to inclement weather.
Evaluation

Student learning is evaluated using a variety of methods including written examinations, written assignments, campus laboratory skills validation and clinical performance evaluation.

The EMS program grading policy is more stringent than the general college grading policy. In order to pass an EMS course the student must receive a grade of 75% or greater. Students who do not receive a minimum of 75% as a final grade in a course will not be allowed to progress in the program. It is the belief of the faculty that having a strict grading policy will help to better ensure student knowledge and competency. The CCC Personnel Handbook acknowledges that “some programs / courses may have a higher grading system”.

Grading Scale

Letter grades are assigned as follows:

- A = 89.5 - 100
- B = 79.5 - 89.4
- C = 74.5 - 79.4
- D = 64.5 - 74.4
- F = < 64.4

Every EMS course has a syllabus that is the student-teacher agreement for that specific course. The syllabus contains the course objectives which must be achieved to pass the course. The evaluation methods used to assess learning and the breakdown of grading are defined in the course syllabus. Students are responsible for all material taught in previous courses and may be tested on that content in current courses. Therefore, students are encouraged to retain previous course syllabi.

In addition to written examinations, EMS student learning is evaluated by practical laboratory examinations. Student performance is scored according to a skill criteria grading rubric which is provided to students prior to the exam. Students receive a pass or fail grade on laboratory practical lab exams.

Any student whose theory / laboratory average drops below an average of 70% during a semester will be suspended from clinical learning experiences until they are remediated and their class average is restored to greater than 70%.

A grade of satisfactory or unsatisfactory will be assigned for student performance each clinical day by the clinical instructor / preceptor. Final course grades are assigned by CCC faculty.

EMS students are expected to participate in the evaluation of courses, instructors, and clinical agencies. Student and graduate input is a valuable resource in program review and improvement.
Written Examinations

Examinations are administered after completion of a section of a course, as deemed appropriate by the instructor, to check student progress in learning. The schedule of examinations is published in the course syllabus.

- Theory examinations will generally be computer based and timed with 1.5 minutes allowed per number of questions.
- Students arriving after the start of an examination are not provided additional time for testing.
- Students arriving to class 15 minutes or longer after the start of an exam will not be allowed to begin testing.
- Cell phones, other electronic devices, papers, and personal items may not be in sight during testing or test review. If a cell phone or other electronic device is in evidence or emits noise which disturbs the class during an examination, an instructor may choose to assign a zero (0) as the examination grade. Cell phone use during testing will be interpreted as cheating and addressed according to the CCC Student Code of Conduct and academic dishonesty.
- Students may not wear hats during examinations.

Make Up Exams

- If a student is absent for an exam, they are allowed to take one make up exam per semester per EMS course unless the absence is due to military duty, jury duty, or official college business / travel pre-approved by the Dean as commensurate with the Calhoun Community College Catalog.
- After one make up exam has been taken in an EMS course, the student will receive a grade of 0 for any / all subsequent missed exams in that course.
- If a student has been absent for an examination, they are allowed three business days beginning the day of the missed exam to schedule a make-up exam date with the course instructor and seven days to take the make-up exam unless prior approval is obtained.

Comprehensive Assessment Exams

During their final semester paramedic students sit for a comprehensive assessment exam as a component of evaluation in EMS 254. The student has one attempt to successfully complete the exam. Failure to pass all portions of the comprehensive assessment exam with a score above the predetermined cut score will result in a grade of “D” being assigned for the course if the student’s class average is above 75%. If the student’s class average is below 75%, fail to pass the comprehensive assessment exam will result in a course grade of “F”.

Failure of this exam results in failure of EMS 254. The student must repeat the course if they are eligible to reenter the program.

Examination Grade Appeal

If a student feels that he/she has been treated unfairly in any examination, written or practical, the concern should be voiced to the course instructor immediately following the exam. Students may “flag” online exam questions to request faculty clarification during exam review. A student may also request faculty analysis of the validity of an exam question by completing the Request for Review of Examination Question Form found in the back of this Handbook.
Program Progression

In order to progress through each segment of the EMS program, the student must:

1. Earn a letter grade of C (75%) or greater in every EMS course prior to enrolling in subsequent courses. If a student withdraws from an EMS course and is not passing the clinical component, the withdrawal will be treated, for readmission purposes only, as a course failure (even when the withdrawal is before the official college “last day to withdraw with a “W” date”).

2. Fulfill all prerequisites for courses as noted in EMS course descriptions found in the CCC Catalog. The mathematics (MTH), English 101 (ENG) and Humanities / Fine Arts requirements must be completed by the end of the last semester of Track 1 AAS degree paramedic training.

3. Maintain a 2.0 or > cumulative grade point average.

4. Sustain a satisfactory level of performance in clinical learning experiences. Removal from a clinical area due to unprofessional behavior or patient endangerment will result in an unsatisfactory clinical grade for the course and the student will receive the grade of “F” and be immediately removed from the EMS program. The student may voluntarily withdrawal from the course and EMS program to avoid receiving the grade of “F”.

5. Display a satisfactory level of mental and physical health.

6. Maintain current malpractice / liability insurance through the CCC Health Division.

7. Remain current in CPR certification at the healthcare provider level.

8. Maintain a current CCC Health Division Physical Exam Form on file with all health screening and immunizations requirements up to date.

Withdrawal

If a student chooses to withdraw from any of or all of their EMS courses, it is important to first discuss the matter with an instructor prior to taking action. If, following discussion with faculty, a student decides to withdraw from a class or classes, it is important that the student officially withdraws by the published deadline date for that semester by means of their MyCalhoun account.

Instructors may not withdraw students from classes. Late withdrawals are not accepted and classes that are not withdrawn by the deadline require the instructor to post a grade. If a student stops attending class but does not withdraw, the only option available to faculty is to issue a failing grade. Instructors may not withdraw students from classes and if the student fails to officially withdraw from a course, the resulting grade of F may adversely impact financial aid.

Additional information regarding student course withdrawal can be found in the CCC Catalog.
Readmission Policy

A student may be readmitted to an EMS course one time following a failure due to poor academic performance or a withdrawal. A student will not be readmitted to the EMS program if he/she has been removed from class or a clinical learning experience due to unprofessional behavior or patient endangerment. Students who return following a failure or withdrawal are considered to be using their second and final opportunity to complete the EMS program. Readmission is based on availability of space and the student-teacher ratio provided a student is eligible to return.

Readmission to the EMS program requires:

1. Written notification at least one month in advance to the EMS program director that the student desires to reenter the program.
2. A current minimum cumulative grade point average of 2.0 for EMT / AEMT and a current minimum cumulative GPA of 2.5 for paramedic.
3. For paramedic courses, no longer than twelve (12) months may elapse between completion of an EMS paramedic course and enrollment in subsequent courses.

*Students who withdraw from or are temporarily ineligible to progress through a program of study in the Health Division are readmitted under the CCC Catalog in effect the year of readmission.*

EMS Transfer Credit Policy

Transfer credit for the paramedic program will be accepted with the following conditions:

- The student must meet all admission requirements of Calhoun Community College.
- Previous college credit must be accepted by the CCC Office of Admissions and Records.
- Once accepted by the CCC Office of Admissions and Records, transfer credit for EMS courses will not be accepted by the program without a letter of good standing from the EMS director of the transferring institution. This requirement is to ensure the student left without ethical, legal or professional concerns.
- Transferred paramedic level credit must have been completed within the past 12 months.
- A contract for enrollment will be developed by the program director and signed by the student which will include:
  a. the requirement to achieve a passing grade on practical (laboratory) skills final exams of the equivalent EMS courses accepted in transfer to insure competency
  b. the dates of the required skill exams, scheduled at faculty, not student, convenience
- If EMS transfer credit is accepted, a student must meet all degree requirements as stated in the CCC Catalog including residency obligations

Students with transferred EMS coursework must meet all minimal competencies of the program prior to graduation and will be required to pass instructor validation in all ALS skills prior to start of class.

Advanced Placement / Experiential Learning Credit

- No advanced placement credit or experiential learning credit can be applied to any part of a student’s EMS education including paramedic training.
Communication

**Email:** Communication between students and CCC faculty and staff will primarily be through CCC e-mail. The College sends important campus-wide information via student e-mail. To access institutional email, visit [www.calhoun.edu](http://www.calhoun.edu) and log into your MyCalhoun account using your assigned “C” number. The initial MyCalhoun password will be your date of birth. The MyCalhoun portal is used to access Blackboard, financial information, transcripts, CCC email, and grades.

If a student needs to contact faculty about a missed examination or absence from a clinical learning experience, they should use CCC email (preferably) or telephone the instructor's office. Email and telephone messages should include the student’s name, program (EMT, AEMT, or paramedic), and clearly state the reason for the message.

**Cell phones:** Cellular phones are allowed in the classroom, but must not emit an audible tone. Cell phones must not be visible or emit an audible tone during clinical education. Cellular phones cannot be answered during class or clinical learning experiences. Communication by way of “text messaging” or “video messages” during class or clinical learning is also prohibited. Calls / texts should only be answered during class or clinical breaks.

If a problem arises during the semester, the student is encouraged to strive to solve it with the instructor or student involved. If no agreement is reached, the EMS program director should be consulted. If the program director cannot resolve the problem, the Allied Health Department Chair will be consulted. If the Allied Health Chairperson cannot resolve the problem, then the Division Dean will be consulted.

Uniform Policy

Students enrolled in health programs are required to wear their respective uniforms, including their CCC ID badge, at all times while in the classroom, laboratory, and clinical setting. Students enrolled in a one semester program or in the first semester of a multi-semester program are given 3 weeks to come into compliance with the dress code before the policy is enforced but are asked to comply prior to the implementation date. The official start date of the uniform policy will be provided by the instructor on the first day of class or during the program orientation for one semester programs or the first semester of multi-semester programs. Students enrolled in multi-semester health programs are expected to be in full compliance after the first semester.

See Clinical Policies for EMS uniform specifics.

Students who are not dressed in accordance with the uniform policy will not be allowed to remain in the classroom or laboratory setting. Any missed class work or testing due to this absence will be addressed by the attendance and make-up policy.

Transportation

Transportation to and from class and clinical experiences is the responsibility of the student. Health care facility assignments are based on the learning needs of the student, not geographical proximity to the home. Students are expected to have reliable transportation, flexibility in their personal schedules, and the willingness to commute to clinical sites in the north Alabama region.
Tobacco, Eating and Drinking

- Calhoun Community College has a tobacco-free policy which prohibits the use, distribution, or sale of any tobacco product in college buildings or in or upon college premises or college vehicles. The policy defines a tobacco product as any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. All employees, students, and visitors are requested to comply with this policy which remains in force at all time. Those found to be in violation of the tobacco-free policy will be subject to a monetary fine.

- No tobacco of any type is allowed to be consumed while on campus or any clinical premise at any time by a student. Chewing tobacco, snuff or any other type of tobacco products will not be tolerated in the classroom or clinical setting. Violation of this policy will result in disciplinary action and may include dismissal from the EMS program.

- Students are requested to refrain from eating during class. Beverages are acceptable in the classroom but should be in a closed / spill-proof container to prevent damage to lab equipment. Breaks will be provided at regular intervals.
Health and Safety

Campus Safety

Effective emergency response requires personal preparedness and planning. Students are encouraged to register with the CCC ALERT system which sends emergency messages including events that pose imminent threat or danger and notice of class cancellations to as many devices the subscriber chooses including cell phones (voice and/or text messaging), land lines, and email accounts. Locate the red ALERT icon in MyCalhoun to register.

Students are asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such. If you observe a criminal act or are concerned about a person on campus, immediately notify the campus police at 256-306-2911.

A behavioral emergency exists when an individual is threatening to cause harm to himself or others or is demonstrating behavior which indicates the person may be out of touch with reality. Never try to handle a situation on your own. Contact campus police immediately. In the event of a college lockdown all faculty, staff, and students are to seek sanctuary in a room that can be closed and locked. Turn off the lights, lock all windows and get away from the windows in order to remain out of line-of-sight.

In the event of a medical emergency the campus police should be notified immediately in order to contact appropriate medical agencies for assistance and direct them to where help is required. Automatic External Defibrillators (AEDs) are strategically located across campus. In the Health Sciences Building there is an AED on the first floor across from the elevator. Only individuals who have received appropriate training should use these devices.

In the event of fire or smoke the campus police should be notified immediately. In the HSB fire alarms, which are located at the end of the corridors, should be activated. If possible, try to safely contain a fire. Fire extinguishers are located at the ends of the hallways on all floors of the HSB. If a fire alarm sounds, it is necessary to evacuate the building. In the event of fire or smoke, notify campus security at 256-306-2911. Classes should agree upon an outside location to assemble to account for all individuals. When evacuating the building, remember to close all doors, use only stairwells, not the elevator, and assist disabled individuals.

In the event of a campus evacuation, emergency routes have been established for efficient clearing of the parking lots and grounds. Please refer to the map in the Appendix.
Americans with Disabilities Act

Title III of the 1990 American with Disabilities Act provides comprehensive civil rights protection for qualified individuals with disabilities. The Alabama Community College System endorses the Americans’ with Disabilities Act. If you have a disability that might require special materials, services, or assistance, please contact Calhoun’s Disability Services Office in the Chasteen Student Center, Room 218 (Decatur Campus) or call (256) 306-2630 or (256) 306-2635.

EMS Essential Functions

The mission of the EMS Program is dedicated to the education of individuals who will function as emergency care providers. Enrolled students are required to successfully complete both academic and clinical requirements. The purpose of the Essential Functions is to delineate the general areas of physical demands, problem solving abilities and worker characteristics deemed minimally necessary for admission, progression, and completion of programs and for the provision of safe and effective patient care.

The Alabama College System endorses the Americans’ with Disabilities Act. In accordance, when requested, reasonable accommodations may be provided for individuals with disabilities. It is the responsibility of the student to contact the CCC Disability Services Office in the Chasteen Student Center, Room 218 (Decatur campus) or call (256) 306-2635 if special materials, services or assistance is required.

Physical Demands

1. Have the physical ability necessary to walk, climb, crawl, bend, push, pull, lift and balance over less than ideal terrain.
2. Have good physical stamina and endurance which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 lbs. (250 lbs. with assistance).
3. See different color spectrums.
4. Have good eye-hand coordination and the manual dexterity to manipulate equipment, instrumentation, and medications.

Problem Solving Abilities

5. Be able to send and receive verbal messages as well as operate communication equipment appropriately.
6. Be able to collect facts to organize data accurately and communicate clearly, both orally and in writing, in the English language at the ninth-grade level or higher.
7. Be able to differentiate between normal and abnormal findings in human physical conditions using visual, auditory, olfactory, and tactile observations.
8. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations.
9. Be attentive to detail and aware of standards and rules that govern policies.
10. Implement therapies based on mathematical calculations.

Worker Characteristics

11. Possess the emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates.
12. Be able to handle stress and work well as part of a team.
13. Be oriented to reality and not be mentally impaired by mind-altering substances.
14. Not be addicted to drugs or alcohol.
15. Be able to work 24 hours in length, if necessary.
16. Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise.
17. Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map. (Students who desire to drive an ambulance must possess approximately 180-degree peripheral vision capacity, must possess a valid Alabama driver’s license, and must be able to safely and competently operate a motor vehicle in accordance with state law).
18. Have the ability to follow established criteria even in the absence of direct supervision.
Background Check Policy

Education of health division students at CCC requires collaboration between the College and clinical affiliates as student instruction cannot be completed without a quality clinical education component. The College shares an obligation with the clinical affiliates to protect the affiliate’s patients from harm to the extent reasonably possible. The College also wishes to ensure that the health and safety of students is not compromised and clinical affiliation agreements are maintained to provide students with quality clinical education experiences. Healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. It is therefore the policy of Calhoun Community College Allied Health Department that students enrolling in health profession programs, or classes that include a clinical rotation at contracted clinical affiliates, submit to background checks. Those programs requiring background checks include, but are not limited to: Nursing, Physical Therapist Assistant, Clinical Laboratory Technology, Emergency Medical Services, Phlebotomy, and Surgical Technology.

1. Guidelines for Background Check on Health Profession Students

Persons to be Tested
Any student who is enrolled in a health program or course at Calhoun Community College that requires a student clinical rotation will be required to undergo a background check.

Types of Background Checks
Students shall receive notification of the requirement for the background check prior to clinical rotations in the EMS program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- Positive Identification
- Maiden/AKA Name Search
- Social Security Number Trace is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History
- Education Verification
- Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- Healthcare Employment Verification Network Search
- Professional License/Certification Verification
- Personal References/Interviews
- Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.
- Most Wanted List
- National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
• General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
• Executive Order 13224 Terrorism Sanctions Regulations
• Government Suspect/Watch List
• Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
• FACIS Database Searches includes OIG, GSA, OFAC and other sources.
• National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
• Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information.
• International Criminal
• Applicable State Exclusion List
• Any Other Public Records

Consent
Students must sign the appropriate consent(s) acknowledging the requirement for a background check at the time of application to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student’s parent or guardian must sign the consent form in addition to the student. This consent will provide permission for: 1) the background vendor to perform required background checks, 2) the background vendor to provide results to Calhoun Community College Allied Health Department, and 3) the background vendor to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

2. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the program director who will determine if the student will be allowed to proceed with the background check. **No student will be allowed to attend a clinical experience until the full background check process is completed.**

3. Results

Background checks must be accomplished **prior to assignment** of any student for a clinical rotation and **annually thereafter** for subsequent clinical rotations.

Results of the background check will be sent to the health care program director. A copy of all results will be maintained in the office of the health care program. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

The student with a background check that renders them ineligible for a clinical rotation will be informed of the results by the healthcare program designee and/or background check vendor.
Students with a background check that indicates ineligibility will be denied assignment to a clinical facility. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize that health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must and will have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the health care program due to the inability to complete required clinical rotations. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check. Designees at the assigned clinical affiliates will be provided results on students only upon specific request and only to determine student eligibility at their facility.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Date of Policy Adoption: January 18, 2008
Student Drug Testing Policy

Calhoun Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of CCC. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Education of health students at CCC requires collaboration between the College and clinical agencies as student instruction cannot be completed without a quality clinical education component. The college shares an obligation with the contracted clinical facility to protect the facility’s patients to the extent reasonably possible from harm due to students who are under the influence of illegal drugs while in the clinical facility. Contracted clinical facilities require that CCC obtains a negative drug screen on each student prior to that student arriving at clinical facility for his/her clinical rotation.

Therefore, it is the policy of Calhoun Community College that students enrolling in Allied Health courses including, but not limited to, Nursing, Clinical Laboratory Technology, Emergency Medical Services, Physical Therapist Assistant, Phlebotomy, and Surgical Technology, submit to drug testing. This policy only authorizes drug testing of students who voluntarily choose to enroll in Allied Health Department courses that require clinical rotations.

1. Guidelines for Drug Testing

Persons to be tested
Any student who is enrolled in any Calhoun Community College Allied Health course that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug testing prior to the first clinical rotation and annually thereafter.

Types of tests to be performed
A. Drug testing will occur prior to scheduling of clinical rotation and annually thereafter. Only drug tests conducted by college authorized agencies will be accepted. Cost of drug testing will be paid by the student directly to the drug screen provider as directed by the College. Drug tests will be performed on random urine, blood, or saliva samples.

B. In addition to annual drug testing, further testing may be required of the student for cause or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of the drug testing will be the responsibility of the student.

Drugs to be tested
Testing will be performed but not limited to the following seven (7) drugs: amphetamines / methamphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, opiates, and phencyclidine. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

Consent to drug testing
A. Upon application, the student provides written acknowledgement of the need for drug testing. If the student is under (18) years of age, the student’s parent or legal guardian must sign the acknowledgement.

B. The signed acknowledgement is maintained in the student permanent record.

C. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experience. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirement of the Allied Health program or course. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw.
2. Drug Screening Procedure

A. The student will be given instructions that provide details regarding the drug screen vendor chosen by CCC Allied Health Department.
B. This includes directions to drug screen premises, payment instructions, and procedural information.
C. The drug screen vendor will: require student identification with current photograph; require a signed authorization for testing and release of records; and perform specimen validity check, testing, and reporting in accordance with their policies and the policies of CCC Allied Health Department. These policies are available for student review upon request.

3. Medical review of positive drug test results

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. Any positive test result will be reviewed by the vendor's Medical Review Officer (MRO).
B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
   1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student’s medical history or review of any other relevant biomedical factors.
   2. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

4. Reporting of drug test results

A. Written notification indicating either a “Negative” drug screen or “Further Testing Required” shall be provided by the drug screen vendor to the Allied Health Department at Calhoun Community College as soon as possible following initial testing. As further testing is completed, a report of “Negative” or “Confirmed Positive” Test results shall be provided by the drug screen vendor to the Allied Health Department at Calhoun Community College. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information.
B. Results of student drug screens will be kept in the student file. They may be provided to a contracted clinical facility upon request.

5. Consequences for a confirmed positive drug testing or refusal to be tested

A. Confirmed Positive Test: A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of “F” if the student does not officially withdraw.
B. Refusal to be Tested: A student’s refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of “F” if the student does not officially withdraw. The program director shall be notified of any refusal to be tested.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Date of Policy Adoption: 1/18/2008
Student Health

Prior to clinical assignments, all students must submit a current CCC Health Sciences Division Physical Exam Form that has been signed by a Certified Registered Nurse Practitioner or Licensed Physician. The form is furnished by the CCC Health Division and must be completed in its entirety, signed and dated. The form will remain current for a two-year period from the date the examination was performed. A current Physical Exam Form must be maintained throughout clinical assignments.

When there is probable cause, the Health Division reserves the right to require a prospective student, a student currently enrolled in a health program, or a returning student to submit to psychological testing/counseling, a drug screening and/or a physical examination by a licensed physician at the student’s expense and to submit a report of the outcomes to the Dean. A specific form will be provided for this purpose, when applicable. All reports will be reviewed by the Allied Health Department to determine if a student may be admitted, readmitted, or retained in the EMS program.

For their own and patient safety, students are expected to notify faculty of changes in their health status that necessitate precaution or would prohibit them from participation in lab or clinical activities. Students under the care of a physician for a temporary but limiting illness, injury, surgery, or due to pregnancy and childbirth are required to submit a signed medical release allowing them to resume laboratory and/or clinical participation. See Health Addendum Form in the appendix of this Handbook.

1. Tuberculosis Screening Requirement
All students must submit documented results of a PPD skin test for tuberculosis prior to beginning clinical rotations. Anyone having a positive PPD skin test for TB in the past should not have the PPD skin test repeated. Should the PPD skin test be positive or if you have had a positive PPD skin test at any time in the past, you must submit the results of a chest x-ray. If a student is reinstated to the EMS program, a repeat Mantoux test will be necessary as all healthcare personnel require annual screening.

2. Immunization Requirements
   A. Proof of vaccination to prevent tetanus administered in the past ten years
   B. Proof of vaccination to prevent chickenpox or a positive varicella titer
   C. Proof of vaccination to prevent measles, mumps, and rubella (MMR) prior to 1969 or a positive rubella titer
   D. Proof of completion of a series of 3 hepatitis B vaccines or proof of immunity to hepatitis B or a signed waiver acknowledging risk
   E. Proof of vaccination for the current influenza season during clinical assignment(s) or a signed declination with accompanying documentation stating the reason for vaccine refusal
Communicable Disease Policy

Students entering health programs must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information is provided by each clinical facility. Students are required to make use of protective devices and to use universal precautions.

If a student is diagnosed with a communicable disease such as chicken pox, measles, or flu they must immediately contact the clinical instructor and the clinical coordinator.

Students in health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Officer of the infected status within seven days of the time s/he diagnoses or provides such care.

The CCC EMS program is not responsible for any injury, exposure to blood borne or other pathogens, or illness of a student that is incurred during classroom, laboratory, or clinical experiences. Any expense for injuries sustained or illnesses contracted by the student will be the responsibility of the student. The student must immediately notify clinical and EMS program faculty of any harmful or potentially harmful incident at the time of occurrence and an incident report must be written. Failure to report exposure to blood or other potentially infectious materials could result in an “F” for the course and dismissal from the EMS program.

Infection Control Policy

All EMS students should take all necessary precautions to avoid contact with body fluids from all patients. The Centers for Disease Control (CDC) have recommended that health-care workers should consider ALL patients as potentially infected with HIV and/or other blood-borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients. Specific recommendations that CDC has made and should be followed by EMS students are as follows:

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

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. All health-care workers should take precautions to prevent injuries caused by needles, scalpel, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle, stick injuries, needles should NOT be recapped, purposely bent or broken by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers which should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the re-processing area.
4. Although saliva has not been indicated in HIV transmission, to minimize the use for emergency mouth-to-mouth resuscitation, mouth pieces (pocket masks), resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Health-care workers who have lesions with exudates or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

6. Pregnant health-care workers are not known to be at a greater risk of contracting HIV infection than other health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

7. An invasive procedure has been defined as surgical entry into tissue cavities, or organs or repair of major trauma injuries. All health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous membrane contact with blood and other body fluids of all patients. Gloves/surgical masks must be worn for procedures that commonly result in generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. If a glove is torn or needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

8. Contaminated linen, blankets, and towels shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Contaminated laundry shall be placed and transported in bag or containers labeled or color-coded. Students who have contact with contaminated laundry shall wear protective gloves and other appropriate personal protective equipment.

9. Contaminated clinical attire should be washed and dried according to the manufacturer's instructions and should not be washed with regular laundry. Boots and leather goods may be brush-scrubbed with soap and hot water to remove contamination. If clinical attire becomes contaminated, the student should immediately change clothing and bag the contaminated clothing for separate washing. Any contaminated clothing should be washed in hot water.
Clinical Education Policies and Procedures

Clinical education is a vital component of EMS education as it provides students the opportunity to perform skills under the direct supervision and evaluation of a clinical instructor/preceptor. Students must read and understand the following policies prior to participation in clinical education experiences. Students found to be non-compliant with clinical policies and procedures, including but not limited to unprofessional behavior, are subject to dismissal from the EMS program in accordance with CCC due process procedures.

Admission to Clinical Experiences

After admission to an EMS program of study and prior to clinical experiences, the student must:

A. Purchase the approved uniform and comply with the program dress code.

B. Purchase liability insurance. A group policy for students is available for this coverage through the CCC health division. The malpractice insurance is attached as a course fee to EMS 119 for EMT and EMS 244 for paramedic Payment is due prior to enrollment in clinical rotations. Students with scholarships should be aware insurance fees may not be paid by scholarship funds.

C. Submit to a drug screen and background search per the CCC Health Division Background Search and Drug Screen Policies. Both the drug screen and background search must return and be clear as stated in the Policies.

D. Submit a current and completed physical examination form evidencing a satisfactory state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk / harm to the student or other persons. Physical examination results are considered current for one year from the noted date of completion.

E. Submit either a signed hepatitis B vaccine waiver or proof of a completed vaccination series or proof of immunity to Hepatitis B.

F. Submit proof of vaccination for the influenza season during clinical assignment(s) or a signed declination with accompanying documentation with the reason for vaccine refusal.

G. Submit proof of current and successful completion of a CPR course. Acceptable courses:
   - American Heart Association - “Healthcare Provider”
   - American Red Cross - “Professional Rescuer”
   - American Safety & Health Institute – “CPR Pro”

   It is the student’s responsibility to obtain certification. CPR courses are offered at CCC (see Catalog). Clinical absences due to a lapse in CPR certification are unexcused.

H. Complete the OSHA / Bloodbourne Pathogens class.

I. Provide a copy of a valid driver's license, CCC student identification card, and a current health insurance card. Though insurance is not required, CCC strongly recommends that all health students maintain medical / accident insurance while participating in clinical education experiences. EMS students without proof of health insurance are required to sign a liability waiver.

J. Track 1 Paramedic students must show proof of a valid Alabama AEMT license by the beginning of the second semester of paramedic classes.

K. AEMT and paramedic students must have successfully completed a clinical pharmacology and a selected psychomotor skills lab prior to clinical assignment.

L. Students must have a grade of 70% or > in EMS courses to begin clinical learning experiences.
The CCC Health Division utilizes a third party vendor to track the contractual clinical requirements of students enrolled in health programs (ESS – Employment Screening Services). Students are charged a fee for this service and their files must be complete by the provided deadline each semester to participate in clinical education.

**Clinical Assignments**

- The EMS program uses an online student clinical scheduling and skills tracking service (Platinum Educational Group).

- The clinical site schedule is subject to change at any time as needed.

- The clinical schedule for each student is approved by the clinical coordinator. Efforts are made to accommodate students with respect to his/her employment and other obligations, however students are expected to be present at all scheduled clinical days.

- Students must maintain a grade of 70% or > in EMS classes to continue in clinical rotations. Failure to do so will result in suspension from clinical learning experiences until the classroom average is above the threshold.

- Because of the progressive nature of EMS education, students may participate in clinical learning rotations at agencies where they are employed. However, at no time may a student be working ("on the clock") as an employee at an agency and be participating simultaneously in a clinical learning experience.

- Advanced level students may be allowed to complete field preceptorship hours with an agency who is also their employer if the clinical agency agrees. The student will be held to the same standards.

- Employment cannot be substituted for clinical/ internship requirements.

**General Guidelines**

- Clinical learning experiences will be a minimum of five (5) hours in length and, without exception, a student may not work more than sixteen (16) hours in a twenty-four (24) hour period.

- While participating in a clinical learning experience the student must work in the assigned area. Students are not permitted to leave a designated clinical site to observe in another area unless approved by the preceptor, clinical coordinator, program director, or medical director.

- Employment cannot be substituted for clinical / internship requirements. All activities required in the program are educational and students cannot be substituted for staff of clinical affiliates.

- No personal phone calls or visitors are permitted at clinical sites

- Cell phones and other electronic devices must not be visible and may not emit an audible tone while the student is at a clinical site. Student learning cannot be interrupted to answer a cell phone. Personal calls and texts may be responded to only when the student is on a scheduled break.

- The use of tobacco products and e-cigarettes is prohibited during clinical experiences

- Eating and drinking during clinical experiences is also prohibited except during scheduled breaks
Conduct During Clinical Rotations

- As is standard for employees of most EMS agencies, the student may not consume alcohol within the 12 hours preceding a clinical learning experience. Students may not purchase alcoholic beverages wearing a CCC EMS uniform.

- Students are not allowed to be present at a clinical site dressed in the CCC uniform except during a scheduled learning experience.

- Students are expected to be respectful, cooperative, inquisitive, and professional. Students should take care not to, under any circumstance, annoy, anger, or quarrel with anyone while representing the CCC EMS program. Uncooperative, argumentative, belligerent, and/or confrontational behavior is inappropriate student conduct and unprofessional, and will result in an “Unsatisfactory” grade for the clinical day, potential failure of the clinical course, and/or dismissal from the EMS program.

- Under no circumstances should a student argue with a preceptor or clinical instructor. The student is in clinical training to observe and learn. Listen, watch, and understand. Be teachable. Not everyone does things the same way. Adapt to alternatives. The student should ask questions, but only at suitable times. Example: it is not appropriate to ask questions in the middle of a code or in front of a patient.

- Students may not sleep during a clinical rotation. Sleeping is considered unprofessional behavior and will result in an “Unsatisfactory” grade for the clinical day, potential failure of the clinical course, and/or dismissal from the EMS program.

- Students must not attempt patient care / activities without adequate orientation, theoretical preparation, assistance, or supervision.

- Students must treat others with respect and promote an environment that respects human dignity, rights, values, and choice of cultural and spiritual beliefs.

- Students may not engage in behavior that causes or may cause physical, verbal, mental or emotional distress to a patient/client.

- Students shall not represent themselves as EMS students or engage in patient/client care as EMS students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum.

- It is inappropriate for anyone, but particularly a student, to offer unsolicited medical advice. Any occurrence would be considered unprofessional conduct.

- A student will not be allowed to participate in a clinical rotation if any part of their pre-clinical paperwork and documentation is expired or deemed invalid. Any missed clinical rotation will NOT be made up and the student’s grade will be negatively impacted according to the class syllabus including failure of the class due to missed clinical assignments.

Patient Confidentiality

The Health Insurance Portability and Accountability Act, commonly known as HIPAA, is a federal law enacted in 2003 to protect the health information of patients. Under the law, Protected Health Information, or PHI, includes any identifying patient information spoken or written. Penalties for violation of the law include fines and imprisonment.

All precautions possible must be taken by the student to insure patient privacy. Information regarding the patient’s physical, psycho-social, or economic condition must not be disclosed other than to persons directly responsible for care and treatment and only when such information has a bearing upon such care and treatment. Requests for information, such as from the news media, regarding patient care are to be referred to
the preceptor. Students must remember that all medical records and patient information are confidential. Never copy confidential information from patient records and remove from the hospital. PHI includes: name, address, phone number, social security number, medical history, family history, prescribed medications, laboratory results, and other data. When completing Patient Care Reports for the program, do not utilize any identifying confidential information. Inappropriate use of confidential patient information is grounds for dismissal from the EMS program in accordance with college due process procedures. This includes “browsing” through the charts of patients other than those whose care the student is directly involved in.

**Social Media**

The use of social media and other electronic communication is expanding exponentially as the number of social media outlets, platforms and applications continues to increase. Blogs, social networking sites, video sites, online chat rooms and forums make it easy to communicate both personally and professionally with others. Social media is an exciting and valuable tool when used wisely. However, social media poses patient confidentiality risks as it offers instantaneous communication opportunities that allow little time for reflective thought and carries the added burden that what is posted on the Internet is discoverable by a court of law even when it is long deleted.

Improper use of social media by a healthcare professional may violate state and federal laws established to protect patient privacy. Violations may result in both civil and criminal penalties, including fines and possible jail time. A healthcare provider may face personal liability and be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation. If conduct violates the policies of an employer, an individual may face employment consequences, including termination. Additionally, actions of an employee may damage the reputation of a healthcare organization, or subject an organization to a lawsuit or regulatory consequences.

- Photos or videos of patients, medical records, imaging, and/or test results violate patient privacy.
- It is not acceptable to refer to a person by a nickname, room number, diagnosis or condition in an attempt to conceal identity.
- Patients should never be referred to in a degrading or demeaning manner on social media.
- Likewise, healthcare professionals must not make disparaging remarks about employers or co-workers.
- Potential employers search social media sites. Unprofessional posts may impact your future.

**Examples:**

A Facebook post: “I had a great day at Huntsville Hospital today during my clinical rotation!” – OK

Two paramedic students who were in the ED of a Florida medical center took digital photos of a patient (shark attack victim), and e-mailed the photos to numerous friends. – NOT OK

A physician, on his blog, called a patient “lazy” and “ignorant” because she had made several visits to the emergency room after failing to monitor her blood sugar levels. – NOT OK

A medical student filmed a doctor inserting a chest tube into a patient and posted the footage on YouTube. – NOT OK

A texted photo of a burned car wreckage with the message, “Got these guys out in time. This is why I love being a paramedic!” – NOT OK

A Facebook post: “The DMH ER was too short staffed today to handle the victims in the helicopter crash at the airport.” - NOT OK

A Facebook post: “I had a rough day during my clinical rotation!” with a photo of several EMS students in their uniforms with Coors in their hands. - NOT OK
Dress & Grooming

Students are expected to present a neat, well-groomed and professional appearance. Dress, grooming, or hygiene unbecoming to the profession will not be tolerated. Meticulous personal grooming and a neat, clean appearance instill confidence in patients and help to protect them from contamination that can be caused by soiled hands, dirty fingernails, or contaminated clothing. A professional appearance sends the message that you are competent and can be trusted to make the right decisions.

Proper clinical attire must be worn at all times and the student must have all required equipment / supplies on hand during clinical rotations. Any modification in clinical attire will be addressed by an individual clinical facility listed in this document.

Gloves are to be worn in the clinical setting during patient care. Gloves must be properly disposed of prior to leaving a patient room. Hands are to be cleaned before and after every patient contact.

Uniform

Shirts
- Approved CCC EMS program polo shirts are available for purchase in the college bookstore.
- The shirt should be tucked neatly into the trousers / pants.
  → EMT students wear NAVY BLUE EMT uniform shirts.
  → AEMT students wear GRAY AEMT uniform shirts.
  → Paramedic students wear RED Paramedic shirts

Trousers
- Pants must be navy blue or black in color. Denim pants / blue jeans are not allowed.
- Certain EMS trousers with thigh pockets may be allowed with program director permission.
- Pants may not be tucked into boots.
- The uniform must be in good repair at all times, clean, and neatly pressed.
- Pants are to be worn with a black belt. The belt should be plain and free of writing, decoration, &/or a distracting or large buckle.

Shoes
- Shoes must be black with rubber soles for the hospital areas.
- Tennis shoes are acceptable if clean.
- Uniform boots are permitted.
- Slip on shoes or foam shoes are not safe and therefore not acceptable.
- Socks may be white or black

Coats
- If a coat is needed for cold weather, it should be dark and a single color, preferably black or navy blue.
- The coat may not display any patches or emblems.
- A CCC EMS jacket is available for purchase in the college bookstore.
- When wearing a coat/jacket, the nametag shall be worn on the outside.
- CCC sweatshirts purchased from the Bookstore are allowed; other sweatshirts are not permitted

Jewelry
- The only jewelry to be worn is a wristwatch, plain wedding band, and Medic-alert emblem.
- Earrings, bracelets, necklaces, eyebrow rings, nose rings, and tongue piercings are not allowed.

Scrubs
- In certain clinical areas, students will be required to wear scrubs. When this is the case, the facility will furnish the student with scrubs. At the end of the clinical, scrubs will be returned to the facility.
ID Badge
- An ID Badge must always be prominently displayed. The CCC issued student ID badge should be attached to the collar of the EMS uniform shirt. Badges cannot be attached to the belt. If a jacket is worn, the badge should be attached to the collar of the jacket.
- Additional badges for specific clinical agencies may be required. Acquiring an additional agency specific badge is the responsibility of the student prior to the first day of clinical. Forms will be available through the clinical coordinator.

Hats
- Hats are not to be worn with the uniform unless the student is outside during inclement weather on an ambulance clinical. The hat should be removed while indoors. The only approved hat is the CCC EMS hat available at the campus bookstore.

Tattoos & Visible body marks
- Tattoos and other body markings (i.e. hickeys, “love bites,” etc.) on the arms, hands, neck, head, or face, must be covered while on a clinical rotation. Visible tattoos on the arms require the addition of a long sleeve shirt underneath the appropriate colored polo shirt prior to entering the clinical agency. Tattoos on the back of the neck should be covered with a large bandage.

Hair
- The hair must be neat and clean.
- Long hair must be pulled back and secured in such a manner as to not interfere with patient care. Hair should not fall across the face so as to impede vision. The hair should not hang down over the front of shoulders and long hair which is secured should not hang lower than the middle back. Hair extending past the middle back should be secured so as not to become a safety issue.
- Mohawks, “Fauxhawks,” and other hairstyles which would be deemed atypical are not permissible in the classroom or clinical setting.
- Hair color should be in a natural tone (i.e. blond, brown, black, etc.) with or without natural toned highlights. Unnatural hair colors (i.e. blue, green, pink, etc.) are not be permitted in the classroom or clinical setting.

Facial hair
- Beards and mustaches are permitted as long as they are neat and trimmed. Otherwise, male students must be clean-shaven.

Finger nails
- Fingernails must be short, clean, and without nail polish. Artificial / acrylic nails are not permitted due to infection control issues.

Deodorant / Cologne
- Your clothing and breath should smell fresh. The odor of cigarette smoke is offensive.
- Lightly scented deodorant is permitted. Cologne should not be worn as fragrances can be offensive to many patients, particularly those with allergies or compromised pulmonary function.

Required Equipment

During clinical rotations, the student must have on their person:
- CCC ID badge
- Stethoscope
- Pen (black ink)
- EMT scissors
- Complete change of clothing (OSHA requirement)
- Wristwatch appropriate for calculating pulse rates
- Small pocket notepad
- CCC EMS Clinical Evaluation Form and envelope
- CCC EMS Student Handbook and class syllabus
Clinical Attendance Policies

The student must assume responsibility for punctual and regular clinical attendance.

A. Arrival  A student shall arrive at least 15 minutes prior to the assigned start time to be prepared to begin on time. Upon arrival at the clinical site, the student should introduce him/herself to the staff and ask the preceptor to sign him/her in. The student should become familiar with the clinical site and follow the directions of the assigned preceptor.

B. Tardiness

1. A student is considered tardy for any arrival after the assigned start time. If the student is to be unavoidably late, the unit or instructor must be notified as soon as possible.

2. If the student will be unable to arrive at the clinical site on time but can arrive within one (1) hour of the scheduled time, the student should:
   a. call the clinical site to inform them that he or she will be late
   b. the clinical site may not allow the student to attend the clinical day if tardy
   c. after contacting the clinical site, the student should email or call the clinical coordinator to report on the tardy (or absence)

3. If the student cannot arrive within one (1) hour of the scheduled shift start time, he/she will be considered absent for the clinical day

C. Absences  If it is necessary for a student to be absent from a clinical day, the student must:

- first contact the scheduled clinical site at least one hour in advance:
  a. report your name and level of training.
  b. give the reason you will be unable to attend the clinical
  c. obtain the name of the person with whom you spoke at the clinical site

- second contact the EMS clinical coordinator by email (preferable) richard.mosley@calhoun.edu or by telephone 256-306-2978 and provide:
  a. student name and level of training.
  b. the clinical canceled - date, time, site
  c. the name of the person with whom you spoke at the clinical site
  d. the reason for canceled clinical

Note: If a clinical absence is due to inclement weather, there is no penalty, but the student is required to contact the assigned clinical site and the CCC clinical coordinator, as noted above.

Clinical Instructors should not be called on their personal cell phones or at their residence.

Clinical absences may prohibit the student’s ability to successfully complete a clinical course and progress in the EMS program.
Clinical Evaluation

The student is responsible for supplying the appropriate daily Clinical Evaluation Form to the preceptor. The student fills out their portion and, near the end of the day, requests the preceptor complete their section. The clinical instructor / preceptor assigns the student a daily grade of satisfactory or unsatisfactory. The preceptor seals the evaluation in a student-provided enveloped and signs his/her name across the seal. The student returns the Clinical Evaluation Form to CCC faculty at the next scheduled class meeting.

At the end of each clinical day, the student should additionally discuss strengths and weaknesses with the preceptor in order to improve performance.

Academic faculty determine the letter grade for each clinical course according to criteria noted in the course syllabus. If an EMS student does not meet the minimum competencies during his or her normal clinical schedule, and the student is in good standing with the college, additional clinical hours may be assigned to ensure the student achieves all of the minimal competencies. The clinical coordinator may assign a course grade of “incomplete.” The grade of “I” will convert to a grade of “F” if all clinical competencies are not completed within one academic semester.

Performance of and Documentation of Clinical Skills

A. Performance criteria varies depending on the student level of Emergency Medical Services education. Performance criteria and professional competencies are noted in EMS course syllabi.

B. Clinical Skills - All new skills for a licensure level are taught and practiced in the college laboratory prior to the student performing them in the clinical area. Attempting a skill beyond these limitations is inappropriate. If the student has any questions in regard to what is allowed, they should be discussed with the clinical instructor.

C. Invasive Skills

1. At the AEMT and paramedic level, invasive skills must be documented on the Clinical Evaluation Form by the student and by the preceptor who evaluates technique and signs the form.

2. A student shall not attempt an invasive procedure on the same patient more than twice. The preceptor may limit the student to one attempt.

D. Areas of Evaluation

1. Performance of technique
2. Demonstrated competency of knowledge objectives
3. Professional attitude
4. Behavior

E. Critical Criteria

1. The following behaviors are considered as critical in the correct performance of skills and are identified on the Clinical Evaluation Form:
   a. Use of appropriate infection control measures
   b. Conduct within the ethical and legal parameters of EMS practice
   c. Maintenance of patient privacy and confidentiality
   d. Receptiveness to constructive criticism
   e. Any student action or inaction which:
      i. placed a patient in physical jeopardy
      ii. posed a psychological threat to a patient
      iii. placed a student, co-worker, or the general public in jeopardy
2. Critical errors may result in a grade of "unsatisfactory" for the clinical day, potential failure of the clinical course, and/or dismissal from the EMS program.

F. Clinical Evaluation – The following grading scale is used by clinical instructors to rate student clinical performance:

5=SATISFACTORY  Student demonstrated mastery of skills; was able to perform skill completely with no guidance; has thorough understanding of technique and performed skill in safe and efficient manner.

4= SATISFACTORY  Student was able to perform skill competently with minimal guidance; ability exceeds normal expectations and student is able to perform skill safely each time.

3= SATISFACTORY  Student performed skill according to established guidelines with moderate guidance; ability meets NORMAL expectations and is safe at all times.

2= UNSATISFACTORY  Student was able to perform the skill, but failed to meet normal expectations; requires constant guidance and supervision to assure patient safety.

1= UNSATISFACTORY  Student used poor technique; violated principles of infection control; was unable to perform skill; did not provide safe, effective patient care.

Earning a score less than (3) “satisfactory” on any component of the affective evaluation criteria will result in the student receiving a “U” or Unsatisfactory for the clinical day.

Earning a score of less than 3 “satisfactory” on any other component of the clinical procedures criteria will be subject to the following:

a. 1st occurrence: required remediation of the clinical procedure
b. 2nd occurrence: a “U” for the clinical day; the student will be unable to return to clinical learning until he/she can demonstrate the correct clinical procedure / behavior in the skills lab through instructor evaluation

c. 3rd occurrence: Three “Unsatisfactory” grades in any clinical course will result in failure of the course (“F”) unless the student withdraws by the published deadline.

A student assigned a grade of unsatisfactory (U) will meet with the Clinical Coordinator and/or EMS Program Director to discuss the severity of the unsatisfactory attempt. A grade of (U) unsatisfactory may include but not be limited to:

- Absence from an assigned clinical and failure to follow the notification policy
- Failure to submit the required clinical documents by the expected deadline
- Violation of the clinical dress code
- Lacking the proper clinical equipment
- Sleeping during a clinical assignment
- Failure of the clinical experience assigned by a clinical preceptor

Each (U) unsatisfactory will result in a decrease of the student’s final clinical grade by 10 points. If an infraction is deemed grievous enough, an unsatisfactory may result in failure of the EMS clinical class and/or dismissal from the EMS Program. Grievous acts include but are not limited to the following:

- patient endangerment
- unethical, illegal, and/or unprofessional behavior.

If the student is removed from a clinical learning experience for unprofessional behavior or patient endangerment or failure to comply with the EMS Programs policies as set forth in this handbook a course grade of “F” will result.
Paramedic Minimum Terminal Competencies

Prior to endorsement for graduation and credentialing, CCC Paramedic students are required to obtain the following minimum terminal competencies required for entry-level.

The competencies are obtained during the course of a clinical / field rotation and are, but not limited to, the following:

<table>
<thead>
<tr>
<th>Demographic</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neonates</td>
<td>2</td>
</tr>
<tr>
<td>Infants</td>
<td>2</td>
</tr>
<tr>
<td>Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>Preschoolers</td>
<td>3</td>
</tr>
<tr>
<td>School Age</td>
<td>3</td>
</tr>
<tr>
<td>Adolescents</td>
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<td>Young Adults</td>
<td>50</td>
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<tr>
<td>Geriatrics</td>
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<tr>
<td>Total Patients</td>
<td>98</td>
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<table>
<thead>
<tr>
<th>Assessments Completed</th>
<th>Required</th>
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<tbody>
<tr>
<td>Abdominal Pain</td>
<td>10</td>
</tr>
<tr>
<td>Allergic Reaction</td>
<td>2</td>
</tr>
<tr>
<td>Altered Mental Status</td>
<td>10</td>
</tr>
<tr>
<td>Behavioral / Psych</td>
<td>10</td>
</tr>
<tr>
<td>Cardiac / Chest Pain</td>
<td>15</td>
</tr>
<tr>
<td>Diabetic Emergencies</td>
<td>10</td>
</tr>
<tr>
<td>OB / GYN</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Respiratory Distress</td>
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</tr>
<tr>
<td>Adult Respiratory Distress</td>
<td>10</td>
</tr>
<tr>
<td>CVA / TIA / Syncope</td>
<td>5</td>
</tr>
<tr>
<td>Trauma Patients</td>
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Team Leader Calls 30
ALS Calls in Field Capstone 15

Mandatory Procedures | Required |
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<tr>
<td>Airway Adjuncts / BVM</td>
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<td>Suctioning</td>
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</tr>
<tr>
<td>CPR</td>
<td>3</td>
</tr>
<tr>
<td>Defibrillation</td>
<td>3</td>
</tr>
<tr>
<td>Endotracheal Intubation</td>
<td>5</td>
</tr>
<tr>
<td># of IV lines Established</td>
<td>25</td>
</tr>
<tr>
<td># of IVP Meds</td>
<td>15</td>
</tr>
<tr>
<td># of IM / SQ Meds</td>
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Various Statistics* | Target |
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<tr>
<td>Vital Signs</td>
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<td>GCS Calculated</td>
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<td>Oxygen Administration</td>
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<tr>
<td>SAMPLE History Obtained</td>
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<td>Nebulizer Treatments</td>
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<td>Cardiac Arrests</td>
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<td>CPAP Administration</td>
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</tr>
<tr>
<td>12 Lead EKG</td>
<td>10</td>
</tr>
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</table>

Paramedic Minimal Terminal Competencies are reviewed annually and approved by the EMS Medical Director and the EMS Advisory Committee. The designated terminal competencies may be revised based on program assessment activities and/or input from communities of interest.

Due to occasional limited opportunities for a student to demonstrate competency during the required clinical and/or field internship experiences with specific patient types and/or procedures the following policy has been developed:

1. **Endotracheal intubation**: If a student, during their scheduled clinical experiences, does not achieve the required five (5) endotracheal intubations, they will be allowed to demonstrate one (1) successful endotracheal intubation on a high fidelity simulation manikin in the campus laboratory under direct supervision of the medical director. This will be documented on a patient care report.
2. Obstetrical patient assessment: If a student, during their scheduled clinical experiences, does not achieve the required five (5) obstetrical patient assessments, the student will be allowed to demonstrate one (1) OB assessment on a high fidelity simulation manikin in the campus lab under the supervision of the clinical coordinator and another full-time EMS faculty member. The contact will be documented on a patient care report.

3. Neonatal patient assessment: If a student, during their scheduled clinical experiences, does not achieve the required two (2) neonatal assessments, the student will be allowed to demonstrate one (1) neonatal assessment on a high fidelity simulation manikin in the campus lab under the supervision of the clinical coordinator and another full-time EMS faculty member. The contact will be documented on a patient care report.
Approved EMS Clinical Sites

Students must protect the privacy of clinical sites. The telephone number of a clinical site should not be given to anyone with the possible exception of a family member in the event a student needs to be contacted regarding an emergency.

Hospitals:

1. **Athens-Limestone Hospital** is an approved hospital clinical affiliate. ALH is located at 700 West Market Street, Athens, Alabama 35611. The main phone number is 256-233-9292. Students assigned to ALH park in the employee parking area across the street, near the helipad. **Students are not allowed to park in the Emergency Department parking area.**

   The **ALH Emergency Department** is located on the west side of the hospital. The student must enter through the front or rear doors. The student **should NOT** enter the Emergency Department through the ambulance entrance.

2. **Decatur Morgan Hospital** is an approved hospital clinical affiliate. DMH, Decatur campus is located at 1201 7th Street Southeast in Decatur, Alabama 35601. The phone number is 256-341-2492. Students assigned to DMH park in the parking deck on the west side of the hospital.

   The **DMH Emergency Department** is located on the northeast side of the hospital. Students should enter through the front entrance.

   **DMH Labor and Delivery** is located on the fifth floor. Report to the nurse’s desk, identify yourself and you will be given directions for acquiring scrubs. Labor and Delivery clinical may also be assigned at the Decatur Women’s Clinic; the shift hours will vary and be assigned by the clinical coordinator.

   **DMH Operating Room** is located 2nd floor. Students should report to the operating room doors and ring the bell for OR staff to escort you to the clinical area. Once in the OR, the student will be given scrubs to change into in the appropriate locker room. You must call the OR if you are going to be absent at 256-341-2280.

   **DMH Parkway Campus Emergency Department** is an approved clinical affiliate for rotations. The campus is located at 1874 Beltline Rd, SW in Decatur, Alabama 35603. Availability is confirmed by the ED supervisor in conjunction with the clinical coordinator.

   **DMH West Campus** is an approved hospital clinical affiliate for behavioral medicine. The DMG West Campus is located at 2205 Beltline Road SW in Decatur, Alabama 35603. Students sign in at the reception desk. Shifts are from 0700-1500 or 1500-2300.

3. **Huntsville Hospital** is an approved hospital clinical affiliate. Huntsville Hospital is composed of several buildings along Governor’s Drive in Huntsville, Alabama 35801.

   - Parking regulations vary according to shirt, day, and unit. The clinical instructor should be consulted for specifics on parking.
   - Student ID badges are required and issued through Security at HH for students to gain access to restricted areas of the facility. These badges are mandatory and there is a fee. HH student badges must be returned to the EMS program at the end of the clinical schedule or grades will be withheld. In the event that a badge will not open a door, security can be reached at extension 256-265-8012 for assistance.
• Students must sign a Huntsville Hospital confidentiality statement.
• Students should not call Huntsville Hospital if they will be absent from a clinical day, but instead notify the clinical coordinator.
• Students are oriented to specific policies applicable to Huntsville Hospital.

Individual clinical learning units at the facility:

• **Surgical Trauma Intensive Care Unit** – STICU is located on the first floor of Huntsville Hospital Main

• **Huntsville Hospital Main ER** is located on the ground level of Huntsville Hospital. The student should access the ER through the ER lobby and identify themselves as a student and ask for the ER charge nurse to obtain a pod assignment.

• **Huntsville Hospital Pediatric ER** is located on the ground level of Huntsville Hospital Women and Children’s Hospital. The student should access the ER through the ER lobby and identify themselves as a student to the security guard or hospital registration staff at the front desk and ask for the ER charge nurse to obtain an assignment.

• **Huntsville Hospital Labor and Delivery** is located on the second floor of the HH Women’s and Children’s hospital. Once off of the elevator, the student should identify themselves as an EMS student to the registration clerk at the desk to gain access to the Labor and Delivery unit and seek the charge nurse to obtain the daily assignment.

• **Behavioral Health** is located on the 3rd floor of HH Main. Students are to check in at the door and ask for the charge nurse.

• **Cardiac Short Stay and the Cardiac Catheterization Laboratory** are on the 2nd floor of HH Main. Report to the charge nurse.

• **Cardiac Rehabilitation** is located on the 3rd floor of The Heart Center. See the charge nurse for assignment.

• The **Heart Failure Clinic** is located in Blackwell Towers, Suite 30. Report to the charge nurse.

• **Respiratory Therapy** – report to ER Department at HH Main and ask the charge nurse to page the respiratory therapist.

4. **Madison Hospital** is an approved emergency department clinical affiliate. It is located at 8375 Hwy 72 West Madison, AL 35758.

Prehospital Sites:

1. **Athens Limestone Hospital Ambulance Service** located at 700 West Market Street in Athens, Alabama 35611. The non-emergency telephone number is 256-233-9159.

2. **Huntsville Emergency Medical Services, Inc. (HEMSI)** has stations in various locations throughout Madison County. Students report to Station 2 located at the intersection of Oakwood Ave and Church St. in Huntsville.
3. **Madison Fire and Rescue** – Station 1 is located at 101 Mill Road, Madison, AL 35758.

4. **Decatur Fire and Rescue** – Station 5 is located at 2355 Danville Rd SW, Decatur, AL 35603. Station 3 is located at 1602 16th Avenue SE Decatur, AL 35601

5. **Samaritan EMS** - located in Union Grove, AL 35175, telephone 256-498-2018

6. **Greg’s Ambulance Service** is located in Lawrence County, AL. Students are assigned to this location on request.

7. **Cullman EMS** is located in Cullman County within the city limits of Cullman. Students will be assigned to this location on request. *Additional orientation materials are required to attend clinical at this site and are made available through appointment with the clinical coordinator.

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**Meals / Breaks During Clinical Rotations**

- **Hospital sites** – Efforts are made to accommodate students for meal breaks and all breaks must be approved by the preceptor within the following EMS Program policy and procedures.

<table>
<thead>
<tr>
<th>Number of Scheduled Hours</th>
<th>Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8 hour shift</td>
<td>1 – 30’ break</td>
</tr>
<tr>
<td>9-16 hour shift</td>
<td>2 – 30’ breaks</td>
</tr>
</tbody>
</table>

  Students may use the cafeteria, snack bar or may bring his/her own meal. Eating, and drinking are prohibited except in designated areas. Students are not allowed to use tobacco products or e-cigarettes during clinical learning experiences; this includes meal breaks.

- **Prehospital sites** – Meals and breaks are scheduled based on call volume and staffing requirements. Students must remain at the clinical site and the break must be approved by the preceptor.
Injury during Clinical

If you are injured in any way during a clinical experience (needle stick, back injury, etc…), you must:

a. Notify your clinical instructor immediately.

b. As soon as possible, but within 24 hours, report the injury to the clinical coordinator &/or program director

c. Complete an EMS Incident Report (located in the Appendix of this handbook). If there was a potential exposure to infectious material, also complete Exposure Incident form.

d. You will be referred to a hospital Emergency Department to be examined by a physician. The facility will provide immediate care and expenses associated with evaluation or treatments are the responsibility of the student.

Incident Reports

A Calhoun Community College Health Division Student Incident Report (located in the back of this Handbook) should be completed by students and/or faculty for the following occurrences:

- potential injury of student
- sudden unexplained student illness requiring medical attention
- any student behavior/code of conduct issue
- potential injury of a patient
- and/or other possible litigious incident.

The above list is not all inclusive. Incident reports should be completed when any potential safety concern / event occurs.

These reports should be completed as soon as possible following student or patient treatment for injury. Incident reports are not to be photocopied and are to be submitted directly to the EMS clinical coordinator or program director.
<table>
<thead>
<tr>
<th>Courses/Tuition</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 118 - EMT Theory</td>
<td></td>
<td>9</td>
<td>$1,296.00</td>
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<tr>
<td>EMS 119 - EMT Clinical</td>
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<tr>
<td>EMS 100 (Optional) - CPR</td>
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<td>144.00</td>
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<tr>
<td>EMS 107 (Optional) - EVOC</td>
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<tr>
<td>BIO 201 – Human Anatomy and Physiology I**</td>
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<td>Malpractice Insurance</td>
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<tr>
<th>Textbooks</th>
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<td>EMT Textbook – see website for current textbook</td>
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<table>
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<td>Background Check, Drug Screen, Immunization Tracking</td>
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<td>EMS Jacket (Optional)</td>
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<td>EMT NREMT Exam</td>
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<td>Physical Examination</td>
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Approximate EMT Certification Grand Total (with all options) = $2,804.00

*Prices subject to change without notice.  ** Only required for those entering the paramedic program.
# Paramedic 1st Semester

<table>
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<th>Course</th>
<th>Credit Hours</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>EMS 240 – Paramedic Operations</td>
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<tr>
<td></td>
<td>EMS 241 – Paramedic Cardiology</td>
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<td></td>
<td>EMS 242 – Paramedic Patient Assessment</td>
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<tr>
<td></td>
<td>EMS 243 – Paramedic Pharmacology</td>
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<td></td>
<td>MTH 100 – Intermediate College Algebra</td>
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<td></td>
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<tr>
<td></td>
<td><em>Paramedic Practice Today: Above and Beyond V1, 1st edition with 2010 AHA Guidelines</em> - Barbara Aehlert, Jones &amp; Bartlett</td>
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<table>
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<td>Background Check, Drug Screen &amp; Immunization Tracking</td>
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<td>Platinum Scheduler</td>
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<tr>
<td>EMS Testing Fee (Platinum Testing)</td>
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<tr>
<td>Paramedic Uniform Shirts</td>
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<td>Stethoscope, Penlight, Bandage Scissors</td>
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<td>Physical Examination</td>
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Approximate Paramedic Certification 1st semester (with all options) = $2,159.00

# Paramedic 2nd Semester

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<tr>
<td></td>
<td>EMS 244 – Paramedic Clinical I</td>
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<td>EMS 245 – Paramedic Medical Emergencies</td>
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<td></td>
<td>EMS 246 – Paramedic Trauma Management</td>
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<td>EMS 247 – Paramedic Special Populations</td>
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<td>EMS 248 – Paramedic Clinical II</td>
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<td>ENG 101 - English Composition I</td>
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Approximate Paramedic Certification 2nd semester (with all options) = $2,016.00
### Paramedic 3rd Semester

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<td>Adv. Competencies</td>
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<td>EMS 255</td>
<td>Field Preceptorship</td>
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<td>EMS 256</td>
<td>Team Leadership</td>
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<td>SPH 106/107</td>
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<tbody>
<tr>
<td>EMS 253</td>
<td>Transition to Workforce</td>
<td>2</td>
<td>$288.00</td>
</tr>
<tr>
<td>EMS 254</td>
<td>Adv. Competencies</td>
<td>2</td>
<td>288.00</td>
</tr>
<tr>
<td>EMS 255</td>
<td>Field Preceptorship</td>
<td>5</td>
<td>720.00</td>
</tr>
<tr>
<td>EMS 256</td>
<td>Team Leadership</td>
<td>1</td>
<td>144.00</td>
</tr>
<tr>
<td>SPH 106/107</td>
<td>– Speech Elective</td>
<td>3</td>
<td>432.00</td>
</tr>
<tr>
<td><strong>Total (approximate)</strong></td>
<td></td>
<td></td>
<td>$1,872.00</td>
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<table>
<thead>
<tr>
<th>Additional Expenses</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>ACLS Provider Manual</td>
<td></td>
<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>PALS Provider Manual</td>
<td></td>
<td></td>
<td>60.00</td>
</tr>
<tr>
<td>PHTLS / ITLS Provider Manual</td>
<td></td>
<td></td>
<td>75.00</td>
</tr>
<tr>
<td><strong>Total (approximate)</strong></td>
<td></td>
<td></td>
<td>$195.00</td>
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<table>
<thead>
<tr>
<th>Students Seeking the AAS Degree</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BIO 202 - Human Anatomy &amp; Physiology II</td>
<td></td>
<td>4</td>
<td>$576.00</td>
</tr>
<tr>
<td>PSY 200 - General Psychology</td>
<td></td>
<td>3</td>
<td>432.00</td>
</tr>
<tr>
<td>HUM / FA Elective</td>
<td></td>
<td>3</td>
<td>432.00</td>
</tr>
<tr>
<td><strong>Total for Additional Courses</strong></td>
<td></td>
<td></td>
<td>$1,440.00</td>
</tr>
</tbody>
</table>

**Approximate Paramedic Certification 3rd semester (with all options) = $2,160.00**

**Approximate Expense Total Paramedic Certificate (approximate) = $6,175.00**
REQUEST FOR REVIEW OF EXAMINATION QUESTION

Requests for review of examination questions must be submitted within 5 working days of the date that examination results are available to students.

Name: ___________________                Date: ___________________
Course: EMS____________________       Exam Date: ________________
Exam #: ______________________       Question #: ________________
Correct Answer: ________________              Your answer: __________

• Explain why your answer is the BEST answer (if the question is multiple choice) or why your answer is correct.
  Rationale:
  ______________________________________________________________________________________
  ______________________________________________________________________________________
  ______________________________________________________________________________________
  ______________________________________________________________________________________
  ______________________________________________________________________________________

• Provide a reference for your answer. A complete citation is required. You may use textbooks, articles, or provided class notes (but not handwritten notations).

  Source: ___________________________              Page #: ___________________
Health Form Addendum

The Emergency Medical Services program of Calhoun Community College requests your professional opinion in helping to evaluate the following student’s ability to perform their required EMS course work. Please evaluate the following and return this form to:

Kenneth Kirkland, RN, BSN, NRP
EMS Program Director
Calhoun Community College
P.O. Box 2216
Decatur, AL 35609
P: 256-306-2854
F: 256-306-2525

In my professional opinion, student ____________________________ is able to safely continue the performance of emergency medical services activities related to educational course work without endangering his/her own health or the health of a patient. These activities may include:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Specific Limitations</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Lifting and turning</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Transferring</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Ambulating</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Interacting with patients</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Others (please list)</td>
<td></td>
</tr>
</tbody>
</table>

Physician Signature ___________________________ Date __________

(Please print) Physician Name __________________________________________

Office ____________________________________________________________
City ______________ State __________ Zip Code __________ Telephone ______
Date of Occurrence: ________  Time: ________  Location of Occurrence: ______________________________

Clinical Facility: ___________________________  Clinical Unit: ___________________________

Name of Student Involved: ______________________  Level of training: ☐ EMT ☐ AEMT ☐ Paramedic

Name of Patient Involved (if applicable): ____________  Medical Record #: ______________________

Name of Clinical Instructor: ______________________  Date / time of notification: ______________

Name of CCC faculty: ___________________________  Date / time of notification: ______________

Potentially Infectious Material(s) involved? (check all that apply)
☐ blood  ☐ urine  ☐ sputum  ☐ feces  ☐ none  ☐ other: ________________________________

Details of the incident in the student’s own words (work being performed, etc.) __________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Contributing factors: (accident, equipment malfunction, etc.):
__________________________________________________________________________
__________________________________________________________________________

Personal Protective Equipment in use at time of the incident. (check all that apply)
☐ gown  ☐ gloves  ☐ mask  ☐ eyewear  ☐ headgear  ☐ shoe covers

Action(s) taken. (treatment, hazard cleared, etc.):
__________________________________________________________________________
__________________________________________________________________________

Description of the incident by the preceptor: __________________________
__________________________________________________________________________

Comments / Actions / Recommendations of Clinical Coordinator to avoid repeat incident:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student signature ______________________  Date ________  Preceptor signature ______________________  Date ________

Clinical Coordinator signature ______________________  Date ________  Program Director signature ______________________  Date ________

CONFIDENTIAL! DO NOT PHOTOCOPY!
Emergency Medical Services Program

**Exposure Incident**

Name: _____________________________________________________________________________

Date of Occurrence: ________     Time: ________ Location of Occurrence: ________________________

Potentially Infectious Material: □ blood □ urine □ sputum □ feces □ other: ______________________

Type of Exposure: □ Needle stick □ Splash □ Other: ___________ To which body part: ___________  

Contact to bare skin with blood/other (Describe part of the body exposed incl. condition of the skin and the amount of potentially infectious material)

_____________________________________________________________________________________
_____________________________________________________________________________________

Contact to mucous membranes, eyes, and/or mouth with blood/other (Describe the part of the body exposed incl. amount of potentially infectious material)

_____________________________________________________________________________________
_____________________________________________________________________________________

Describe any injury suffered in the event: ____________________________________________________

Name other persons exposed or injured: ______________________________________________________

Personal Protective Equipment in use at time of the incident. (check all that apply)
□ gown □ gloves □ mask □ eyewear □ headgear □ shoe covers

List witnesses to exposure incident: __________________________________________________________

Briefly describe exposure incident (Work being performed, how incident was caused, and estimation of duration of exposure): ______________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Actions taken (Persons involved, decontamination, clean-up, reporting, etc.): ____________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Source of exposure known: □ Yes □ No  Blood testing done on exposure source? □ Yes □ No
If No, why not? ________________________________________________________________

Name and address of Physician student plans to see for follow up:
_____________________________________________________________________________________
_____________________________________________________________________________________

Were you told to keep the name of the source confidential? □ Yes □ No

________________________________________________________
Student Signature                          Date

________________________________________________________
Clinical Instructor Signature               Date
Emergency Medical Service Program

Student Handbook Agreement

STUDENT NAME (printed): ____________________________________________________________

I have read and understand the policies set forth in the CCC EMS Program Student Handbook. I understand and agree to abide by these policies. I understand that some of the policies outlined in the EMS Program Student Handbook are different from policies published in the CCC Catalog and Student Handbook (the grading policy, for example). I understand that some policies set forth in the EMS Program Student Handbook may supersede policies stated in the Catalog. I understand that in the event of differences between the EMS Program Student Handbook and a course syllabus, students and faculty will be subject to the course syllabus.

________________________________________  ________________________________
Student signature  Date

I understand that the nature of a proper EMS education is such that I may be exposed to potential health and/or safety hazards while participating in clinical education. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Calhoun Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student at a clinical agency.

________________________________________  ________________________________
Student signature  Date

I consent to the taking and/or use of my photograph and/or video image in order to enhance the program and its educational process. I am aware I may be videoed or photographed while performing EMS skills in campus laboratory.

________________________________________  ________________________________
Student signature  Date