



# ***PROGRAM POLICIES HANDBOOK***

***2018-2019***

***Allen Smith, BS, NREMT-P  
Program Director, Paramedicine & EMS/Faculty***

***Kerry Degen, BA, NREMT-P, FP-C  
Clinical Coordinator, Paramedicine/Faculty***

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools  
St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.  
ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer

TTY users may call MN Relay Service at 711 to contact the college.  
St. Cloud Technical and Community College  
320-308-5000 – 800-222-1009

# Index

Welcome	2
Program Description	3
Mission Statement	3
Program Rationale	3
Target Population	4
Program Outcomes	4
Description of the Professional Paramedic	5
Program Accreditation	5
Program Curriculum	6
Program Clinical Rotations	7
Community Service Commitment	7
SCTCC College Policies	8
General Course Policies	
Student-Faculty Communication	12
Stopping and Starting Program (Withdrawal Policy)	12
Criminal Background Checks	12
Driving Background	13
End Date	13
Workers Compensation Policy	13
Data Privacy and Informed Consent	14
Insurance Information	14
Academic Dishonesty	14
Uniform and Equipment Requirements	14
Technology Requirement	14
NIMS	15
Lecture Course Policies	
Attendance	16
Quizzes and Exams	16
Assignments	16
Tempo	16
Laboratory Course Policies	17
Internship Course Policies	
Expectations	18
Sites	18
Uniform and Appearance	18
Equipment	19
Schedules	19
Attendance	19
Punctuality	20
Conduct	20
Documentation	20
Immunization Requirements	20
Patient Confidentiality	21
Skill Documentation and Tracking	22
Psychomotor Competency Portfolio	22
Affective Evaluation Rubric	24
Functional Job Analysis	25
Signature Page	27

Dear Student:

Welcome to the St. Cloud Technical and Community College Paramedicine Program. Upon the successful completion of this program you will be awarded an Associate of Applied Science degree. The staff and administration of this institution wish you every success and welcome your input at all times. Student feedback is an important means of assessing the program strengths and weaknesses.

This handbook is designed to supplement the SCTCC Student Handbook. You should refer to that publication for any policies not addressed here. Procedures and policies specific to the Paramedicine AAS program are outlined in the following pages. Please read them thoroughly and retain this copy for your future reference.

This program will allow you to learn, experience, observe, and grow on both academic and personal levels. Those who actively engage themselves in this program will find it more fulfilling than those who do not. You will be challenged to integrate pathophysiological and patient assessment findings, then rapidly and properly treat and transport patients who are critically ill or injured.

On behalf of the St. Cloud Technical and Community College and the Paramedicine Department, we wish you the best of luck in the coming years as you enter the exciting and ever changing field of Paramedicine. If you have problems, difficulties, or concerns please feel free to discuss them with any staff member.

Professionally,

Allen Smith CP, NRP, BS  
Program Director  
Paramedicine Program

## **Program Description**

Paramedics are highly trained medical professionals who generally work in pre-hospital settings. They are trained to perform basic and advanced life saving procedures, administer a wide variety of medications, and accurately assess and treat the ill and injured, often under austere circumstances.

The Paramedicine AAS Program at St. Cloud Technical and Community College is accredited by the Commission on Accreditation of Allied Health Education Programs. Graduates of the program will receive an Associate of Applied Science Degree and are eligible to take the National Registry exam for paramedics upon completion. Many graduates choose to further advance their education and pursue other undergraduate and graduate studies in healthcare related fields.

The program is a two year AAS. It is challenging, fast paced, exciting, and informative. In addition to the classroom portion of the program, successful students spend many hours learning and practicing all of the skills required to gain employment in the field of Paramedicine. Students have access to labs with a wide variety of state-of-the-industry equipment and learn in a simulation and scenario based environment. A large portion of the program (approximately 1000 hours) consists of clinical and field experience. The program faculty consists of EMTs, Paramedics, Registered Nurses, and Physicians who are still active in their specific fields.

## **Mission Statement**

The mission of the Paramedicine Program is to provide students with the cognitive, psychomotor, and affective skills necessary to be a competent and successful entry-level paramedic. Upon completion of the program, students will be prepared to take the National Registry of EMT's Paramedic level certification exam and seek a career in emergency medical services and related healthcare fields.

## **Program Rationale**

Paramedics are highly trained medical professionals and play an integral part in emergency medical services and healthcare in general. Paramedics are often the public's first and only lifeline in a medical emergency. As their scope of practice expands, paramedics may work outside of the traditional ambulance setting, in air medical transport, police and fire departments, hospitals, and other medical facilities. This expanding role of the paramedic, together with advances in medical technology and research, places emphasis on high quality education and training. An AAS Degree in Paramedicine opens the door to many exciting jobs in healthcare and related fields.

## **Target Population**

The SCTCC Paramedicine Program is intended for motivated adults who seek training and a career in emergency medicine beyond Emergency Medical Technicians. Paramedicine is a mentally and physically demanding field. Candidates should be self-motivated, independent thinking, and able to function well in a non-structured and constantly changing environment. Desired physical aptitudes include good stamina, motor coordination, and body condition not adversely affected by frequent lifting and carrying heavy loads.

Requirements for acceptance into the Paramedicine program include high school diploma or equivalent, current certification in AHA BLS for the Healthcare Provider (CPR), Minnesota EMSRB EMT, and successful completion of Medical Terminology and Human Biology.

## **PROGRAM DESCRIPTION**

Paramedic training is a vigorous and intense training program consisting of classroom instruction, laboratory skill practice, supervised hospital-based clinical experience and supervised field internship. The course of instruction prepares the student to deliver prompt, effective, and efficient emergency care to victims of sudden injury or illness as well as routine and emergent inter-facility transfers. The curriculum emphasizes accurate patient assessment and the development of essential patient care skills, while applying the knowledge of physiology, pathophysiology and problem solving techniques. Graduates will be prepared to make well-informed decisions regarding pre-hospital care and will have the background necessary to develop additional skills as changes and innovations occur within the profession.

## **PROGRAM GOALS**

The goal of St Cloud Technical and Community College Paramedicine Program is to:

1. To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. Improve communication skills to enable oral and written communication with patients and other healthcare professionals.
3. Develop critical thinking and problem-solving ability in the work environment.

## **PROGRAM OBJECTIVES**

Graduates of St Cloud Technical and Community College Paramedicine Program should be able to demonstrate:

- The ability to comprehend, apply, and evaluate the clinical information relative to their role as an entry level Paramedic within the National Registry of EMT's (NREMT)
- Technical proficiency in all skills necessary to fulfill the role of an entry level Paramedic within the NREMT.  
(Psychomotor Domain)
  - Personal behaviors consistent with professional and employer expectations for the entry level Paramedic within the NREMT.
- (Affective Domain) • Empathy for values and perspectives of diverse cultures and the desire to serve as a patient advocate. This will be evaluated via Affective Domain via Preceptor and Evaluations of the student.

## **Program Learner Outcomes**

The following criteria formulate the basis for meeting the educational outcomes utilizing cognitive, psychomotor, and affective learning domains:

At the conclusion of the didactic, clinical and field internship portions of the paramedic program, the student is expected to be able to:

1. Describe and demonstrate how to recognize a medical emergency, assess scene safety, prioritize and manage emergency care as necessitated by the situation and coordinate efforts with other agencies when needed.
2. Describe and demonstrate how to establish a therapeutic relationship with a patient, obtain patient history and communicate effectively with patient's family and significant others.
3. Know and safely perform basic and advanced life support maneuvers according to the standards established by the American Heart Association and guidelines set by medical authority.
4. Explain and demonstrate how to perform comprehensive patient exam, form a field diagnosis based on presenting signs and symptoms and initiate appropriate treatments for a variety of medical and trauma emergencies.
5. Understand how to properly verbally communicate all pertinent patient data necessary for continuity of patient care to medical authority and other healthcare providers.
6. Understand how to properly complete a paper or electronic patient care report.
7. Know and safely perform all basic and advanced skills and procedures inside a paramedic's scope of practice as established by the United States Department of Transportation (these include but are not limited to immobilization, hemorrhage control and shock management, airway management and ventilation)
8. Show sound judgment in selecting, directing and coordinating the most appropriate patient care and mode of transport as needed, with due regard to safety.
9. Understand the role paramedics and emergency medical services play in the healthcare system and society overall.

## **Description of the Professional Paramedic**

Paramedics have fulfilled the Department of Transportation and National Registry requirements to practice out-of-hospital medicine. Through accurate patient assessments they provide medical care; a paramedic's goal is to reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

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

Paramedics are responsible and accountable to their medical director, the public, and peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role as healthcare leaders in their communities.

## **Accreditation**

Our Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
727-210-2350

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions  
(CoAEMSP)  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445

## **Student Grievance Procedure**

### **Complaint/Grievance Policy**

St. Cloud Technical and Community College, in order to provide quality instruction and service, encourages student access to college faculty, staff and administration to resolve questions, concerns, or complaints regarding SCTCC policies, procedures, or other actions or inactions of the College.

Students are encouraged to use available informal means to have decisions reconsidered before submitting a complaint or filing a grievance. The ultimate objective of this policy and procedures is to reach a mutually agreed upon resolution to the issue as quickly and efficiently as possible. No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Administrative Affairs Division. This policy does not apply to academic grade disputes. Grade appeals are handled under a separate policy/procedure. Student complaints regarding discrimination or harassment are subject to SCTCC and Minnesota State Board Policy 1.B1, Procedure 1B.1.1.

Student Complaint / Grievance Flowchart:

[https://www.sctcc.edu/sites/default/files/documents/2018-10-12-Student\\_Concern\\_Process\\_Flowchart.pdf](https://www.sctcc.edu/sites/default/files/documents/2018-10-12-Student_Concern_Process_Flowchart.pdf)

Student Complaint / Grievance Form

<https://www.sctcc.edu/sites/default/files/Student%20Grievance%20Form%20-%20fillable.pdf>

**Acceptance requirements:** Certification in BLS for Healthcare Providers (CPR) and EMT

<b><u>Pre-requisites &amp; General Education</u></b>		<b><u>Credits</u></b>
HLTH1440	Medical Terminology	1
BLGY1320	Human Biology (or BLGY2310/2320) (Goal Area 3)	<u>4</u>
		<b>5</b>
<b><u>1<sup>st</sup> Semester (fall)</u></b>		
EMSP1401	EMS Operations	3
EMSP1402	Paramedicine Skills I	3
EMSP1405	Medical Emergencies	3
EMSP1403	Intro to Pharmacology	1
PSYC1304	*Life Span Development (Goal Area 5)	<u>3</u>
		<b>13</b>
<b><u>2<sup>nd</sup> Semester (spring)</u></b>		
EMSP1404	Emergency Pharmacology for Paramedics	2
EMSP1407	Cardiology I	2
EMSP1410	Cardiology II (ACLS)	4
EMSP1432	Support Services Internship	2
ENGL1303	*Technical Writing (or ENGL1302) (Goal Area 1)	<u>3</u>
		<b>13</b>
<b><u>3<sup>rd</sup> Semester (summer)</u></b>		
EMSP1409	Paramedicine Skills II	2
EMSP1441	ALS Ambulance Internship I	2
EMSP2438	Emergency Department Internship	<u>3</u>
		<b>7</b>
<b><u>4<sup>th</sup> Semester (fall)</u></b>		
EMSP2412	Paramedicine Skills III	2
EMSP2420	Specialized Populations (PALS)	2
EMSP2425	Advanced Trauma Care (ITLS)	2
EMSP2430	ALS Ambulance Internship II	2
EMSP2435	Critical Care Internship	2
CMST1320	*Intro to Communication Studies (Goal Area 1)	<u>3</u>
		<b>13</b>
<b><u>5<sup>th</sup> Semester (spring)</u></b>		
EMSP2442	Acute Care Internship	2
EMSP2481	Paramedicine Internship	6
EMSP2485	Paramedicine Skills IV	2
CRTK1300	*Introduction to Critical Thinking (Goal Area 2)	<u>3</u>
		<b>13</b>

<b>Total credits for Paramedicine AAS</b>	<b>64</b>
---	-----------

\*General Education Credits

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools  
 St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.  
 ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer  
 TTY users may call MN Relay Service at 711 to contact the college.  
 St. Cloud Technical and Community College  
 320-308-5000 – 800-222-1009

## Program Clinical Rotations

<u>Phase I Internships</u>	<u>312 hours (28 shifts)</u>
<b>SCSC &amp; CSC -</b>	48 hours (6 x 8 hrs)
<b>ETC -</b>	120 hours (10 x 12 hrs)
<b>ALS Ambulance -</b>	144 hours (12 x 12 hrs)
<u>Phase II Internships</u>	<u>212 hours (18 shifts)</u>
<b>Critical Care (CCU/ICU) -</b>	36 hours (3 x 12 hrs)
<b>Telemetry -</b>	24 hours (2 x 12 hrs)
<b>Cath Lab/Heart Center -</b>	8 hours (1 x 8 hrs)
<b>ALS Ambulance -</b>	144 hours (12 x 12 hrs)
<u>Phase III Internships</u>	<u>384 hours (36 shifts)</u>
<b>Paramedicine Internship -</b>	312 hours (26 x 12 hrs)
<b>Pediatrics -</b>	32 hours (4 x 8 hrs)
<b>Family Birthing -</b>	32 hours (4 x 8 hrs)
<b>Psychiatric -</b>	8 hours (2 x 4 hrs)
<u>Program Total Internship Hours</u>	<u>908 (approximately 82 shifts)</u>

## Community Service Commitment

This program is committed to active involvement in our surrounding community. Each student is expected to participate in community service as opportunities arise. The number of hours and schedule varies per event.

## **SCTCC College Policies**

### **Mission Statement**

St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical and transferable education.

### **Vision**

St. Cloud Technical and Community College is the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

### **Core Values**

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe, and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity and flexibility
- Contextual and technologically driven learning experiences

### **College Outcomes**

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Social and Global Perspectives
- Apply Knowledge

### **St. Cloud Technical and Community College Equal Opportunity Statement**

*Also found in the SCTCC Student Handbook*

#### **Civil Rights**

St. Cloud Technical & Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill

St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical and Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of

1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to SCTCC's Designated Officers:

**Student Complaints:**

Jonathan Eichten, Vice President of Student Affairs, office 1-401, office 320-308-5580  
Director of Campus Life, Missy Majerus, office 1-401Y, office: 320-305-5922

**Employee Complaints:**

Deborah Holstad, Human Resources Director, office 1-403c, office: 320-308-3227

Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities, Judy Jacobson-Berg, room 1-401V or telephone 320-308-5096, 320-308-5988(TTY), JJacobsonberg@sctcc.edu.

**St. Cloud Technical and Community College Discrimination/Harassment Policy**

*Also found in the SCTCC Student Handbook*

St. Cloud Technical and Community College and Minnesota State Colleges and Universities system are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status in regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under the state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic

freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteer, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

### **Investigation and Resolution**

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encourage to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

#### **Student Complaints:**

Jonathan Eichten, Vice President of Student Affairs, office 1-401, office 320-308-5580  
Director of Campus Life, Missy Majerus, office 1-401Y, office: 320-305-5922

#### **Employee Complaints:**

Deborah Holstad, Human Resources Director, office 1-403c, office: 320-308-3227

### **Reasonable Accommodations**

*Also found in the SCTCC Student Handbook*

Essential functions in some required SCCTC Paramedicine Program courses include heavy lifting, pushing and pulling weight. Students who are requesting accommodation must contact the Counselor for Students with Disabilities, Judy Jacobson-Berg who is located in 1-126 or call at 320-308-5096.

SCTCC will provide reasonable and appropriate accommodations to qualified students with disabilities, assist students with disabilities in self-advocacy, educate the college community about disabilities and ensure legal compliance with state and federal disability law as well as MnSCU policy 1B.4. Disability services will strive to: provide safe, confidential counseling and support services to students with disabilities; determine the implications of a student's disability

and recommend appropriate accommodations which address the student's needs; and encourage self-determination, independence and personal responsibility for students with disabilities.

### **Request Accommodations**

Students who wish to disclose a disability and discuss appropriate accommodations need to:

- Complete an Application for Disability Services requesting needed accommodations. Forms are available by clicking the Getting Started link at [sctcc.edu/disability](http://sctcc.edu/disability) or by contacting Judy Jacobson-Berg
- Provide documentation and the application to Disability Services
- Schedule an appointment to meet with Judy Jacobson-Berg

Judy Jacobson-Berg, Counselor for Students with Disabilities, 320-308-5096,  
[JJacobsonberg@sctcc.edu](mailto:JJacobsonberg@sctcc.edu). TTY users may use MN Relay at 711 to reach the campus.

### **General Paramedicine Course Policies**

1. All Paramedicine core curriculum (EMSP) classes are completed in succession. If a student drops from the program they must test out of all curriculum successfully completed prior to re-entering the program. Upon successful completion of all credits in the curriculum and final approval of the Medical Director and Program Director the student will be eligible to sit for the National Registry Paramedic Cognitive Exam.
2. Interactive lectures are a crucial part of EMSP courses. Students enter discussions freely and enthusiastically.
3. Students share experiences that are appropriate and applicable to the current discussion.
4. Students reserve private conversations for time outside of class or clinical rotations. Students are courteous of classmates, instructors, and preceptors.
5. Students are patient with class members.
6. Students appreciate the other person's point of view.
7. All policies outlined in the current St. Cloud Technical and Community College Student Handbook will be maintained.

### **8. Communication to Students from Faculty/Staff:**

Upon admission each student is assigned an e-mail account by St. Cloud Technical and Community College. It is the students' responsibility to set up access to this account within the first week of the start of their first semester in the Paramedicine Program. The college e-mail will be the OFFICIAL form of communication between Faculty/Staff and students. It is the expectation that each student will check their college e-mail account frequently (weekly). The Faculty/Staff reserve the right to not answer e-mails sent from another account.

### **9. Stopping and Starting the Program:**

EMS is an ever-changing industry. Since Paramedicine courses are taught sequentially it is necessary to both follow sequence and not have excessive time between the beginning and the end of the program. Therefore, if a student chooses to stop out of the Paramedicine program at any point, they may be allowed to take the course/s they left one time and contingent on mastery of skills learned in courses completed prior to stopping out; these decisions are reserved for the Medical Director and Program Director on a per case basis. Special consideration MAY be made for those in the military and other special circumstances that are approved in advance by the Program Director.

### **10. Criminal Background Checks (and associated fees):**

An integral part of the Paramedicine A.A.S. Program is clinical experience. To provide this experience, the College contracts with local and regional health care facilities. State law requires that any person who provides services that involve direct contact with patients and residents of a health care facility have a background study conducted by the state. The St. Cloud Technical and Community College will initiate a background study for which the student must complete an online request so that a criminal background check can be conducted. At the time of the background check submission you must provide documentation as required by the MN Department of Human Services. This background study must be renewed annually.

If as a result of the background study, the student is disqualified from direct patient contact or if the student refuses to submit the request to the Department of Health and Human Services, the student will not be allowed to participate in a clinical experience.

### **11. Driving Background:**

As part of the program, students may be expected to operate college vehicles. The students must submit information for the background study as requested by SCTCC. Any student who is not permitted to operate the state's vehicles may be removed from the program.

### **12. End Date:**

It is expected that all general education requirements are completed per the recommended course sequence. This timeline ensures that all general education courses are completed prior to or during the time of enrollment in EMSP courses.

### **13. Workers Compensation:**

It is the position of the clinical facilities and the St. Cloud Technical and Community College that as a Paramedicine student, you are neither an employee of the clinical facility nor the college for the purposes of Workers Compensation Insurance.

### **14. Data Practices Advisory and Informed Consent:**

Some facilities may also impose certain requirements regarding the health of persons working in their facilities and may require that health information about students be made available to them. The College may ask you to provide this health information which will be used to determine whether you meet a clinical site's health requirements for care providers.

Health information you submit is private data. The information provided will be disclosed to the Paramedicine faculty and, if requested, to any clinical site where you are placed as a student. You are not legally required to provide this information to the College. However, refusal to provide the information requested may mean that a clinical site may not allow you to participate in clinical rotations at its facility. If you are refused by a clinical site due to lack of health information, you are not guaranteed an alternative clinical placement. If no alternative placement can be made, you may be dismissed from the Paramedicine Program.

### **15. Responsibility for Health Care Costs:**

Any health care costs incurred during the period of time you are a student in the Paramedicine Program will be your responsibility. Health insurance information is available in the Admissions/Counseling Office. Health insurance coverage is strongly encouraged for any personal illness or injury. Liability insurance fees are paid by the College. The College's liability insurance does not cover a student in the case of personal illness or injury or when working in a role other than that of a Paramedicine student.

Clinical site(s) may require health care insurance coverage; it is the responsibility of the student to abide by the requirements of the clinical site. If the student is unable to meet the clinical site's requirement they may not be able to attend that site; subsequently the student may be dismissed from the program due to an inability to meet the clinical requirement(s). Proof of insurance may be required to be on record with SCTCC by the clinical site.

### **16. Academic Dishonesty:**

Academic Dishonesty as defined in the St. Cloud Technical and Community College Student Code of Conduct will not be tolerated in this program. Any projects, assignments, examinations, etc., that are clearly the product of academic dishonesty may be rejected and a grade of zero will be assigned. All acts of academic dishonesty will be subject to disciplinary action by the college and could result in sanctions as described in the St. Cloud Technical and Community College Student Code of Conduct. The Program Director reserves the right to dismiss a student based on academic dishonesty, as ethical conduct is imperative in this profession.

### **17. Uniform and Equipment Requirements**

Each student will need to purchase the following uniforms and equipment and have them ready by the time determined by Program Director.

- (2) PROGRAM APPROVED Navy or black blue EMS pants
- (2) PROGRAM APPROVED Uniform shirts with college patches
- St. Cloud Technical and Community College I.D. badge
- Stethoscope
- Pen light
- Black belt
- Black uniform style boots or shoes
- Watch with sweep hand or digital, capable of counting seconds
- Trauma sheers
- OSHA approved vest for field clinical rotations and/or OSHA approved jacket
- OSHA approved eye/face protection

Students are required to wear their uniforms to all clinical rotations and specified class dates. Also, please refer to the student dress code in your Program Policies Handbook.

### **18. Technology Requirement**

This program uses technology both in the classroom and while on clinical rotations extensively. All students must purchase an iPad or equivalent device (these should be internet ready however, the type, i.e. wifi vs 4G is not mandated) upon starting the Paramedicine Program. Additional applications may need to be purchased before any clinical rotations are started. Certain apps may only be available on Apple devices, reasonable exceptions may be allowed to those applications; however the program will typically utilize Apple apps.

### **19. NIMS**

In an effort to have students achieve greater success, NIMS courses (or documentation thereof) must be completed in the following timeline:

NIMS 700, 800, 100, 200- To be completed during EMS Operations. Can be completed earlier.

These will be graded. A student will be given the option to take the classes online through FEMA or have them taught in person (possibility of minimum number of students and extra fee for classroom/instructor).

## **Lecture Course Policies:**

### **1. Attendance:**

- a. Attendance is expected. This is further outlined in each course syllabus.
- b. If a class is missed, the student will be responsible for obtaining any missed assignments, notes or other information presented.
- c. Any special need(s) or situation(s), which arise, will be handled on an individual basis.

### **2. Quizzes and Exams:**

Quizzes and exams may be given at any time with or without prior notice. Missed quizzes or exams will be re-scheduled per the terms outlined in each course syllabus. Summative exams will not be able to be reviewed by students; these are typically held at the conclusion of a course or section.

### **3. Assignments:**

- a. No assignments will be accepted after the due date/time.
- b. All assignments must be completed in accordance with the guidelines of the assignment to get credit.

### **4. Tempo:**

The Paramedicine A.A.S. major is a fast moving program. Students are expected to come to class prepared to actively participate. This is accomplished by completing assigned reading, reviewing, and keeping up with the tempo of the class. If you feel that you are falling behind or are having difficulty, please see your instructor, as arrangements will be made to help you succeed.

### **Laboratory (skills) Course Policies:**

1. The students are expected to assist in keeping the equipment in an orderly and organized fashion, set up and take down all equipment and supplies and, return the classroom to its normal configuration at the end of class.
2. The students are encouraged to utilize the laboratory for out-of-class practice. With prior arrangements made with the faculty/staff, the laboratory and equipment will be made available when possible for extra practice and one of the faculty/staff will assist when possible.
3. These courses are designed with as much practice time as practical while still covering the material adequately and allowing for evaluation time. It is expected that the students will take advantage of this time to practice the skills. It is also expected that the students will utilize the facilities for out of class practice.
4. Students should be prepared to wear their uniforms during specific class/laboratory sessions. Each instructor has latitude as to when they will mandate uniforms to be worn. Any time the students are in the program uniform, they must adhere to the full uniform policy. During all class periods the student should be prepared to actively participate in scenario and hands on activity. Appropriate attire and footwear should be worn during all class periods.

## **Internship Course Policies:**

### **1. Internship Expectations:**

Remember, you are representing SCTCC, the Paramedicine AAS Program, the overall profession of paramedicine and, the rest of your class. Professionalism, common courtesy and exemplary manners are mandatory in interactions with patients, preceptors, hospital staff, and the public in general. A flexible personal schedule is essential during internship times.

Patient care is the responsibility of the particular internship site staff. It is expected that students will comply with instructions when patient, student, or staff's health/safety are of concern. Failure to comply with staff instructions may result in termination of that internship day.

Students will conduct themselves in a professional and civil manner with patients, staff, the general public, and entities with whom we work. Always refrain from behavior that would indicate a safety concern for patients, staff, the general public, or any "customers".

At all clinical sites, per staff's request, any situations that arise concerning student performance or behavior will be addressed at a meeting between St. Cloud Technical and Community College Paramedicine Staff and that site.

### **2. Internship Sites:**

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

### **3. Uniform and Appearance Code:**

- a. The Paramedicine AAS student uniform for internship rotations and selected skills courses is defined in the Uniform Policy located in the back of this handbook. All students are expected to wear their uniform during selected skills classes and on all internship rotations.
- b. The uniforms must be kept clean and neat in appearance at all times.
- c. Hair must be neat and clean. If longer than collar length it should be tied up for a neat appearance as well as for safety. Facial hair must be neat in appearance and trimmed appropriately.
- d. Beards and goatees are not allowed during internship rotations due to specifications of some internship sites. Mustaches must be neatly trimmed.
- e. Jewelry must be kept to a minimum (i.e. no necklaces, large rings, no earrings other than post or stud type, etc). Students may wear one pair of matching studs, one per ear, and a watch. All other jewelry will not be tolerated.
- f. No fragrances (perfumes and after-shave) will be worn.
- g. There will be no smoking or use of tobacco products while in uniform. The SCTCC campus is a smoke free facility and grounds, the uniform should be considered an extension of the SCTCC campus. Many of our internship sites are also "Smoke Free". Tobacco cessation programs are available, please contact program faculty or the Dean for information on these programs.
- h. No tattoos may be visible during any shift.

- i. Some internship rotations may vary from this dress code in regards to uniforms and equipment. These will typically be psychiatry, surgery, and labor / delivery in which some rotations will require clean street clothes or scrubs. If this is the case, these requirements will be identified to the student at the beginning of the rotation.
- j. The student must wear protective apparel and equipment in accordance with OSHA to protect themselves from exposure to blood and body fluids and airborne contaminants as necessary.
- k. Remember that you represent the St. Cloud Technical and Community College, the faculty and staff of the college, your fellow students and yourself.
- l. If the dress code is not adhered to, the internship staff will send the student home and a score of "0" will be recorded for that shift.

#### **4. Equipment:**

The student will be required to provide the following equipment for their personal use on internship rotations and in skills classes:

- a. Stethoscope
- b. Black ink pen
- c. Watch with the ability to keep time in seconds.
- d. Heavy grade scissors
- e. NFPA/ OSHA approved vest for roadside operations (are included as part of the uniform), the recommended jacket may substitute for the vest.
- f. Other personal equipment is at the discretion of the student, clinical preceptors, and program faculty

#### **5. Schedules and Fees:**

Schedules for internship participation shall be distributed as soon as practical. Once a schedule has been finalized, changes will be allowed only with prior approval of the instructor.

This program utilizes FISDAP to track both scheduling of internship rotations and skills performed in those internship rotations. This is a web-based service that is approximately \$110 per student. Each student needs to pay for this service prior to their first internship shift (or within their first semester). All accounts need to be active prior to the end of Paramedicine Skills I whether or not a student has done an internship. Once registered, a student will have access to their account for the duration of their time in the Paramedicine Program.

#### **6. Attendance:**

- a. Attendance is required on scheduled days and shifts.
- b. If a scheduled day/shift must be missed, prior notification (at least 24 hours) must be given to the program faculty **and** internship staff. In case of an emergency, notification to faculty and internship staff must be given as soon as possible.
- c. Failure to attend a scheduled shift without notification and/or approval from program faculty will result in a termination of the affected internship rotation and a dismissal from the course.
- d. Shifts missed with prior approval may be rescheduled, based on availability.

- e. Maximum number of hours allowed to be missed is outlined in each course syllabi. Exceeding the maximum number of hours will result in dismissal from the course.
- f. Students are not allowed to leave an internship site early for any reason unless PRIOR permission has been given by Paramedicine Faculty.

**7. Punctuality:**

The students are expected to arrive for internship rotations with enough time allotted to prepare for the shift so that they are ready to participate at the start of the scheduled shift.

**8. Conduct:**

The student will be doing internship and ride time with professional health care providers. Your conduct is expected to reflect a professional attitude and behavior. Any conduct, communications, actions, or behavior that is deemed “unprofessional”, may lead to your dismissal prior to the end of the scheduled time. If this occurs you need to discuss this with the Paramedicine Program Faculty. The Paramedicine Program Faculty will also meet with your preceptor and if we agree the dismissal has validity, a score of “0” will be recorded for this shift. This act of misconduct will also be noted on your Student Performance Evaluation. If an act of unprofessionalism is deemed excessive by the staff or the Paramedicine Program Faculty, you will be removed from the internship rotations and awarded a grade of an “F” for that class. If a student conducts an egregious act of unprofessionalism (assault as an example) that student may be immediately dropped from the Paramedicine Program; such acts may also be reportable to the MN EMSRB and NREMT.

It is expected that, while on an internship, a student must be at the assigned station/unit at all times unless they have approved breaks by the person in charge of them during that shift. Any down time should be used to study and the student’s whereabouts should be made known to internship staff.

**9. Documentation:**

The student will complete thorough and accurate documentation of every patient contact and procedure performed or observed by the student. This documentation will be performed on either the forms provided for the course or on FISDAP. These must be completed prior to the student leaving the internship site and turned into the preceptor for review with the student. All internship documentation must be submitted to the course instructor within 24 hours after completing each internship shift. Any falsification of this documentation will result in an immediate removal from an internship rotation. The incident will be referred to the Dean, Medical Director and Program Direction for further review. This review will determine further disciplinary action. This program follows the Student Conduct Policy of the St. Cloud Technical and Community College Student Handbook.

**10. Immunization:**

Prior to the start of any internship rotations, the student will provide the college with a completed *St. Cloud Technical and Community College Health Division Physical Form* to include proof of the following immunizations or serological immunity:

- a. Hepatitis B vaccination (all three injections completed)
- b. Diphtheria
- c. Tetanus
- d. Measles
- e. Mumps
- f. Rubella
- g. Tuberculosis
- h. Flu vaccination may also be requested by the site

**11. Patient Confidentiality:**

Patient confidentiality is considered of utmost importance. The students are expected to understand and maintain this confidentiality. Compliance with HIPAA is expected at all times. Any breach of patient confidentiality will result in immediate removal from the internship site and a referral to the Dean, Medical Director, and Program Director for consideration of further disciplinary action. Dismissal from the program may be considered.

## **Skill Documentation and Tracking:**

Each student must complete a set of terminal skill competencies and clinical goals in order to graduate from this program. Each student should make continuous progress toward completing these goals and competencies throughout the program. Each student will be responsible for tracking their skills on FISDAP. This information must be accurate and include successful and unsuccessful completions. Upon graduation from the program students should have completed the following portfolio.

### **Paramedic Psychomotor Competency Portfolio**

#### **Skill Lab**

- Students must have at least one instructor documented successful completion of following skills:

#### *Patient Assessment:*

- Patient history
- Adult and pediatric comprehensive assessment

#### *Airway Management:*

- Bag-valve-mask ventilation
- Airway suctioning
- Orotacheal intubation (adult and pediatric)
- Nasotracheal intubation
- Alternative airway insertion
- Emergency cricothyrotomy
- CPAP and PEEP

#### *Trauma:*

- Trauma assessment
- Intubation of a trauma patient
- Chest decompression
- Basic skills (spinal immobilization, splinting, bleeding control)

#### *Medical:*

- Medical assessment
- IV access and bolus medication administration
- IV drip administration
- IO Access
- IM and SQ med administration
- Intranasal and inhaled med administration
- Glucometer use

#### *Cardiac:*

- Adult and Pediatric assessment
- 12 lead ECG
- Defibrillation, cardioversion, pacing
- CPR per AHA guidelines

#### *OB:*

- Normal and abnormal delivery
- Resuscitation of a newborn

### **Scenario Lab**

- students must have successful evaluations in team scenarios performed in lab setting. The scenarios should include these categories: airway, trauma, medical, cardiac

<u>Team leader:</u>	3 adult and 2 pediatric
<u>Team member:</u>	10

### **Clinical Evaluation**

- students perform skills in clinical setting on live patients, they must successfully complete:

▪ Ventilation	20 out of 20
▪ Intubation	8 out of last 10
▪ IV access	50 (16 out of last 20)
▪ IV med administration	10 out of 10
▪ IM/SQ med administration	10 out of 10
▪ Blood glucose check	5 out of 5
▪ 12 lead ECG	5 out of 5

- Students successfully complete assessments on live patients in the following age groups:

▪ Pediatric	30*
▪ adult	50
▪ geriatric	30

*\* at least 2 in each age category: newborn, infant, toddler, preschooler, school age, adolescent*

- Students successfully complete assessments on live patients in the following categories:

▪ trauma	40
▪ obstetric	10
▪ psychiatric	20
▪ medical	10

- Students successfully complete assessments and treatment plans on live patients with the following complaints:

▪ chest pain	30
▪ respiratory distress	20
▪ syncope	10
▪ abdominal complaints	20
▪ altered mental status	20

- students have evaluation sheets for each shift filled out by preceptors

### **Field Evaluation**

- Students perform skills in the field setting and function as team leaders on at least 50 runs
- Students fill out self-evaluations for each team lead
- Students have evaluation sheets for each shift filled out by preceptors
- Students have summative evaluations filled out by primary preceptors



## Affective Domain Evaluation Rubric

Evaluation Area	Evaluation Criteria	Points Possible
Professional Behavior	Maintains professionalism and ethics in behavior and appearance. Adheres to dress code and practices good hygiene. Assumes responsibility for own actions, works within current scope of practice, and follows specific instruction. Displays sincerity and respect to classmates, instructors and staff. Demonstrates initiative in seeking new learning experiences and takes responsibility for own learning.  4= excellent, 3= acceptable, 2= needs improvement, 1= not acceptable	4
Punctuality	Arrives on time, stays within assigned area, and attends full class day. Arrives prepared to learn with all necessary classroom materials.  4= excellent, 3= acceptable, 2= needs improvement, 1= not acceptable	4
Time Management	Is ready to learn when class begins, completes all assignments, tests, and clinical documentation on time. Utilizes class and skills practice time appropriately to maximize learning and performance.  4= excellent, 3= acceptable, 2= needs improvement, 1= not acceptable	4
Communication	Communicates with and addresses staff, peers, and faculty with respect and in a professional manner. Uses good communication techniques when participating in class discussions, during lab/skills practice and when completing written assignments and clinical documentation.  4= excellent, 3= acceptable, 2= needs improvement, 1= not acceptable	4
Critical Thinking	Demonstrates progressively increased competence with procedures and has the ability to manage stressful situations appropriately. When given a series of information is able to process that information and conclude a solution. When performing a series of steps is able to correct and overcome obstacles without becoming distracted or frustrated.  4= excellent, 3= acceptable, 2= needs improvement, 1= not acceptable	4

***Total Points: 20***

---

20-18 = excellent      17-15 = acceptable      14-10 = needs improvement      9-0 = not acceptable

## **Functional Job Analysis**

### **Paramedic Characteristics**

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient. They must also be self-disciplined, able to develop patient rapport, interview hostile patients, maintain a safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages. A Paramedic must also be able to function independently at optimum level in a non-structured environment that is constantly changing. Paramedic's work largely autonomously and must be able to make independent decisions that will positively affect patient outcome.

Paramedics must attain and maintain a substantial knowledge base in pre-hospital pharmacology, advanced cardiac procedures and techniques, advanced trauma and medical assessments on patients from every age and culture.

Paramedics need to be able to maintain a calm demeanor among the most trying of physical, mental, and emotional experiences. They need to effectively communicate with patients, the public, First Responders, and other health care professionals. A professional Paramedic will maintain strength in times of adversity and professionalism at all times.

Paramedics should continue to keep current on trends, technology, and updated training that will aid them to maintain the most current skill available. They should strive to be life-long learners both in the pre-hospital field as well as in life.

### **Physical Demands**

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well being must not be jeopardized.

### **Comments**

The Paramedic provides the most extensive pre-hospital care. They may work for fire departments, private ambulance services, police departments, or hospitals. For example, a paramedic working for a private ambulance service that transports the patient from nursing homes to routine medical appointments and check-ups may endure less stressful circumstances than the Paramedic who works primarily in a 911 service that responds to calls in areas known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

The Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral or written directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the

Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

**I have read and understand the policies in the St. Cloud Technical and Community Paramedicine A.A.S. Program Policy Book. I agree to abide by these policies and those in the St. Cloud Technical and Community College Handbook. I understand that failure to abide by these policies will result in my continued enrollment in the Paramedicine A.A.S. course(s) being in question.**

\_\_\_\_\_  
*Student Name (please print)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

\_\_\_\_\_  
*Paramedicine A.A.S. Program Director*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

Revised 06/01/18