

EMT Student Handbook



2023-2024

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Welcome Letter from the Program Coordinator

Welcome to the EMT program at Edison State Community College. We are pleased you have chosen to pursue your education with us. Our EMT program has a strong reputation for preparing graduates who are ready to “hit the ground running” and who exemplify professional characteristics. Your certification from our EMT program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you! We know the path during your time with us will be both challenging and rewarding and we are committed to your success. We also know that students who are most likely to be successful connect with their course faculty, advisors, and classmates so we encourage you to reach out to others on campus who can provide a strong support system and encourage you along the way. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch EMT. We also encourage you to set a goal of completing the National Registry of Emergency Medical Technicians upon graduation. This certification will set you apart from others and acknowledge your expertise.

This handbook provides easy access to the program policies that may affect you while in the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us!

Sincerely,

Chris Freeze, B.S. Healthcare Mgt., EMSI,
Paramedic
EMS Program Director

EDISON STATE COMMUNITY COLLEGE

EMT-Basic Program Handbook 2023-2024

A. PROGRAM GOALS AND OUTCOMES

The mission of the Emergency Medical Technician (EMT) program at Edison State Community College is to prepare competent entry-level EMT's in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The program outcomes are met by the DOT curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

B. COURSE GOALS

1. Describe the role of EMT in the Health Care System
2. Demonstrate the professional attributes expected of EMT's
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others
4. Perform the duties of an EMT with regard for medical, legal, and ethical issues, including functioning under medical direction and within the scope of practice
5. Apply principles of anatomy, physiology, pathophysiology, life span development and therapeutic communications to the assessment and management of patients
6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation
7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents and responding to situations involving weapons of mass destruction

C. POLICY STATEMENTS

The following are policies of the Edison State Community College Emergency Medical Technician (EMT) program. Students in the EMT program shall abide by these policies as well as those of affiliating agencies during internship. It is the student's responsibility to know affiliating agency policies. Any changes will be posted and reviewed with each class.

D. GENERAL

1. Advisory Committee

Edison State Community College's EMT Program strives to successfully serve its communities of interest. To do so, an advisory committee meets semi- annually to discuss important points of the program, review curriculum, and get feedback from local employers, graduates, students, and associated professionals.

2. Class Cancellation

When college classes are canceled because of weather or other emergencies, EMT class will be canceled. Students need to sign up for Edison State Alerts at: [Edison State Alerts - Edison State Community College](#) This information is no longer advertised on TV/Radio.

3. Grievances

Policies are in place to help the student deal with concerns that may arise. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor or lead instructor. A concern related to a class should be discussed with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should see the "Student Handbook" at [Edison State Student Handbook](#) for information. The grievance procedure can be found in the ES Student Handbook located at: <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

4. **Grading**

The EMT course grading scale is as follows:

Letter	Percent
A	93-100
B	85-92
C	80-84
F	79-Below

To receive a successful grade of C or higher in this course students must:

- Have a 100% mandatory paperwork compliance by the stipulated due date(s),
- Score at least an 80% on the final exam,
- Maintain an 80% average throughout the entire EMT course,
- Successfully pass all Ohio mandated skills,
- Meet the state's course hour 'minimum' requirement (150 hours),
- Complete any and all assigned coursework throughout the program, and
- Complete all clinical assignments and criteria to be eligible to sit for National Registry testing.

Students will have two (2) attempts to pass the 'final' exam and three (3) attempts at all Ohio skills. All other quizzes and exams; students will have only one (1) attempt each.

As this is a short-term certification course with the assumption of achieving EMT certification in the end, any student who does not meet the above criteria will automatically be given an "F" for the course completion grade regardless of the actual grade shown in Blackboard and will not be eligible to sit for National Registry testing.

E. ADMISSIONS/REQUIREMENTS

1. **Admissions**

To be admitted to the Emergency Medical Technician program at Edison State Community College, a student shall apply to Edison State Community College, meet with a Career Pathways advisor, then register for courses with an advisor.

2. **Retention and Progression**

To remain and progress in the Emergency Medical Technician program, a student must:

- a. Comply with college policies on academic standing and graduation requirements;
- b. Furnish medical and immunization records, renewed annually, as required;

- c. Maintain professional liability insurance (furnished by college);
- d. Successfully pass all Practical Exams, and successfully complete all clinical hours & objectives prior to the end of the course.

A student may be dismissed from the Emergency Medical Technician program as a result of failing to maintain any one or more of the following:

- a. Satisfactory criminal background check
- b. A complete health record and mandatory paperwork
- c. A grade of at least 80% on the final exam – student has two attempts to achieve this*
- d. Satisfactory completion of each clinical competency*
- e. Satisfactory completion of each EMT skill mandated by the DOT as well as the Division of EMS*
- f. An overall 2.0 GPA
- g. Safe clinical practice

*see 4.D Grading

3. Competencies

Each EMS course is competency-based. This means there will be face-to-face skill competencies that are evaluated by the instructor directly observing the student performing the assigned skill. Competencies prove that a student is competent in the entry-level administrative and clinical skills required of an Emergency Medical Technician. Each competency required in the EMT course must be passed with a successful percentage of the state's mandate. The student will have three (3) attempts to pass each Ohio EMT competency. If a student fails a competency in his/her first attempt, the skills will be practiced and reassessed at the next stipulated time, or as determined by the instructor. ALL EMT courses with competencies MUST be taken on campus in a traditional classroom/laboratory setting.

Students who are unable to pass an EMT course competency after the third attempt will receive a grade of "F" for the entire course and will be given the option to retake the entire course again at a later time. Student must receive departmental permission from the Program Coordinator in order to repeat the course.

All competencies must be successfully completed for the EMT course by the conclusion of that course term unless prior arrangements have been made with the instructor.

4. Health Records

Record of a medical exam and all other completed health records must be on file in the Health Sciences Office by the stipulated date clearly printed on the course syllabus. Forms

will be given to students during the EMT 110S course to allow ample time to complete these requirements.

The forms include:

- Physical/Immunization Form –
 - appropriate physical status,
 - proof and documentation of:
 - MMR immunization/titer;
 - T-Dap or TD within last 10 years;
 - Hepatitis B vaccine series or signed declination form (the first immunization is required upon entry and the series of three (3) vaccines must be completed within six months);
 - varicella series of two (2) vaccines, or physician documentation of chicken pox, or blood titer to show immunity;
 - and tuberculin screen PPD (2-step) or negative chest X-ray within the past 12-months;
 - COVID vaccine (or network waiver form) may be required by individual clinical sites, students must comply with the internship requirements in order to be eligible and successfully complete the EMS program;
 - Flu vaccine (or opt-out waiver for certain hospital entities) may be required by individual clinical sites, students must comply with the internship requirements in order to be eligible and successfully complete the EMS program.

Students whose health records are incomplete as required will be administratively dropped from the Emergency Medical Technician program.

5. **CPR Requirement**

Documentation of CPR for the Healthcare Provider. This and will be obtained during the course.

6. **Criminal Record Background Check**

EMT students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the EMT program will participate in the Bureau of Criminal

Investigation background and FBI check and be successfully vetted before being allowed to do clinical.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program.

7. Health Insurance

Proof of health insurance must be on file at Edison State prior for placement at clinical internship sites. Students must provide their own health care insurance by the stipulated date on the course syllabus. Edison State Community College assumes no responsibility for student health care expenses. While clinical facilities will provide emergency care for EMT students when necessary, students are responsible for payment of care provided and any transportation required. Students are not insured by the Worker's Compensation Act.

8. Liability Insurance

All students are required to have liability insurance before performing invasive procedures. The coverage is provided by Edison State, and payment for coverage is included in the course cost. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible) Drug Testing

To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the EMT program will undergo similar testing.

*****The Drug Screen Policy is included in the Appendix of this handbook.**

F. ATTENDANCE/CONDUCT

1. Attendance

Students are expected to be present in all classes and clinical labs and **to be prepared to actively participate in their own learning.** Each student is responsible for meeting course objectives in a satisfactory manner.

Attendance in classes is necessary to achieve the objectives for learning as well as certification. Students are not permitted to miss more than ten percent (10%) of the total course hours. Once a student reaches the stipulated 10%, the student may continue and finish the course, however, student will receive a letter grade of “F” and will not be eligible for national certification to become an Emergency Medical Technician.

If a student is unable to report to class due to an unforeseen emergency, he/she should contact the lead instructor as soon as possible. Documentation for the reason of absence should be provided if appropriate.

Classroom/Lab - If the student is unable to attend class on the day of an announced test or competency due to an emergency situation, he/she is responsible for contacting the lead instructor prior to the class hour.

Clinical Experience - If a severe illness/emergency prevents the student from attending a clinical experience as scheduled, it is his/her responsibility to leave a message for the Clinical Coordinator. Students are also required to contact the location where clinical were to be conducted and advise them of the absence as well. Students are responsible for meeting course objectives for clinical in a satisfactory manner.

**** During clinical or prehospital experiences, students are NOT allowed to be used as part of minimum staffing requirements or as substitution for essential personnel. ****

Additionally, the instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student’s behavior is unacceptable or inappropriate. The circumstances described constitute an absence. A physician’s permission will be required to return in situations which might alter the student’s ability to safely achieve the campus lab or internship experience objectives.

2. Obtaining a Certificate to Practice (EMT)

An EMS training program for a certificate to practice as an emergency medical technician shall be conducted in accordance as follows:

Rule 4765-15-05 | Emergency medical technician curriculum.

Chapter 4765-15 | EMT-Basics

Effective: June 15, 2018

Promulgated Under:119.03

[Comment: For dates and availability of material incorporated by reference in this chapter and chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

(A) Effective September 1, 2012, an EMS training program for a certificate to practice as an emergency medical technician or an emergency medical technician refresher program started on or after this date, shall be conducted in accordance with this rule. Prior to September 1, 2012, an EMS training program for a certificate to practice as an emergency medical technician or an emergency medical technician refresher program may, but is not required to, teach the curriculum in accordance with this rule.

(B) An EMS training program for a certificate to practice as an emergency medical technician shall be conducted in accordance with division (C) of section 4765.16 of the Revised Code and this rule. The EMS training program shall be conducted in accordance with the "National EMS Education Standards" approved by NHTSA, the "Ohio Approved EMS Curriculum Standards" approved by the board, and the scope of practice set forth in rule 4765-15-04 of the Administrative Code. Such EMS training program shall consist of a minimum of one hundred fifty hours to include all of the following:

- (1) Preparatory;
- (2) Anatomy and physiology;
- (3) Medical terminology;
- (4) Physiology;
- (5) Life span development;
- (6) Public health;
- (7) Pharmacology;
- (8) Airway management, respiration, and artificial ventilation, to include:
 - (a) Insertion of extraglottic and dual lumen airway devices on apneic and pulseless patients;
 - (b) Endotracheal suctioning through a stoma;
 - (c) Continuous positive airway pressure device administration and management;
 - (d) Flow restricted oxygen powered device;
 - (e) End tidal carbon dioxide monitoring and detection;
 - (f) Pulse oximeter and capnography equipment application and reading;
 - (g) Use of a positive pressure ventilation device:
 - (i) Manually triggered ventilators;
 - (ii) Automatic transportation ventilators;
- (9) Negative impedance threshold devices;
- (10) Patient assessment;
- (11) Medicine, to include:
 - (a) Blood glucose monitoring;
 - (b) Chest compression assist device;
 - (c) Epinephrine auto-injection administration;
 - (d) Naloxone administration via auto-injector and intranasal route;
 - (e) Transport of a central/peripheral intravenous access without an infusion;
- (12) Shock and resuscitation;

- (13) Trauma, to include:
 - (a) Care and transportation of a trauma patient;
 - (b) Helmet removal;
 - (c) Trauma triage determination pursuant to rule 4765-14-02 of the Administrative Code.
- (14) Special patient populations;
- (15) EMS operations;
- (16) Clinical prehospital, to include:
 - (a) At least ten hours devoted to combined clinical experience and prehospital internship;
 - (b) Ten patient assessments to include one pediatric patient assessment.

(C) An accredited institution offering an EMS training program as set forth in paragraph (B) of this rule, shall provide for regular written and practical evaluations of student performance and achievement throughout the course of the program. Evaluations shall include a comprehensive written examination and an examination of practical skills, prior to issuance of a certificate of completion.

(D) An emergency medical technician refresher program shall consist of thirty hours according to the "Emergency Medical Technician Refresher Training Program" education standards approved by the board for the number of hours listed in each of the following subject areas:

- (1) Eight hours on trauma issues, to include education on the trauma triage determination pursuant to rule 4765-14-02 of the Administrative Code;
- (2) Six hours on pediatric issues;
- (3) Six hours on medical emergencies;
- (4) Two hours on geriatric issues;
- (5) Two hours on cardiology;
- (6) Two hours on airway and ventilation to include education of positive pressure ventilation devices;
- (7) Two hours on EMS operations;
- (8) Two hours on obstetrics and gynecology.

(E) An accredited or approved institution offering a refresher program, outlined in paragraph (D) of this rule, shall provide for regular evaluation of student performance and achievement through written and practical examinations, prior to issuance of a certificate of completion.

3. Communication

The student should regularly check Blackboard and Edison State email. The Program Coordinator and instructors may choose to post important information on the individual course website in Blackboard. It is the student's responsibility to stay in contact with EMT staff/faculty and to stay up to date with communication regarding the EMT program.

4. Conduct

A high level of professional conduct is a must in the class and in the clinical setting. A student shall accurately report any errors to the clinical preceptor and/or practitioner.

A student shall not falsify any patient record or any other document prepared or used in the course of, or in conjunction with, medical practice. A student shall implement measures to promote a safe environment for each patient. At all times when a student is providing direct care to a patient, the student shall provide privacy during examination or treatment, and treat each patient with courtesy, respect, and with full recognition of the patient's dignity and individuality. At all times, a student will hold in strictest confidence any and all information concerning a patient and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure patient information. A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient, or behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

5. Academic Honesty

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State and is important not only in higher education but throughout one's life, livelihood and community. As professional educators, we will promote ethical behavior by educating students about academic honesty and creating an environment that fosters honesty and other ethical behavior. Academic dishonesty will not be tolerated. Any student who commits academic dishonesty will be reported to the dean of health sciences, will receive a "0" for the assignment or assessments, and may be removed from the program. More information regarding the student code of conduct can be found in the student handbook

6. Non-Discrimination

Edison State's statement on Non-Discrimination in Admissions and program retention: We shall not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, military status, or veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, or genetic information in either the selection of students or any other aspect of actual participation in the program. However, as it relates to any disability, if the disability in question is of such a nature that it could adversely affect or impede the participant's ability to provide relevant clinical care; such disability shall preclude the individual's participation in the program. Nothing in this paragraph is intended to conflict with the requirements of the Americans with Disabilities Act (hereafter "ADA").

7. Social Networking and Cell Phone Use

EMT student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e., Facebook). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems. Patient privacy is a primary concern. A student shall not share any information or post any pictures concerning a client and his/her family and/or any information related to the care of patients observed in the clinical experience in any social networking sites such as twitter, Facebook, Instagram, and others. The student shall not provide any type of identifying information, including details from medical records. The student shall not share a general account of a patient encounter or a clinical situation when the post includes enough information to single out a specific individual. Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinion about an organization or harassing a clinical facility employee on social media sites.

8. Student Withdraw

Upon registering for the EMT program, a student may decide to self-withdraw. Depending on when a student decides to drop the class determines what will appear on the transcript, and if the student will be financially responsible for the class. If the student drops the class before the term begins, or within the refund period (typically the first two weeks of classes), the class will be removed from the student account and no payment will be required. If a student drops the class after the refund period, and before the withdraw deadline, a grade of "W" will appear on the student's transcript, and the student will be held financially responsible. If a student drops after the designated deadline, a grade of "F" is assigned, and the student will be held financially responsible. See academic catalog for specific deadlines. In order to drop or withdraw from a class, a withdrawal form must be completed, signed by the student, and submitted to Student Affairs for processing. Withdrawals may also be completed using MyESCC.

Non-attendance of class or notification to instructor or department does not constitute official withdrawal. Students must complete and sign a withdrawal form or drop from their MyESCC.

9. EMT Program Faculty

EMS Program Director: Chris Freeze

cfreeze@edisonohio.edu

937.381.1525

EMT Lead Instructor: Rick Heironimus/Larry Carman
sheironimus@edisonohio.edu
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Clinical Coordinator: Larry Carman
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10. Program List of Clinical Affiliates

City of Troy
City of Tipp City
City of Piqua
City of Brookville
City of Englewood
City of Huber Heights
City of Vandalia
City of Dayton
City of Trotwood
City of Wapakoneta
Greenville Township
Harrison Township
Dayton Children's Hospital
Kettering Health Network (KHN rebranding)
Premier Health Partners
Wayne Healthcare
Wilson Health

11. Dress Code & Hygiene

Emergency Medical Technicians are seen as professionals. The students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and patients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.

While in and during EMT classes and at the clinical site, the following rules apply:

- a. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and

- nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
- b. Jewelry - No long necklaces; finger rings kept to a minimum; one pair small, non-dangling earrings.
 - c. Hair should be neat and well contained (shoulder-length or longer hair pulled back). No feathers, color strands, tinsel, etc.
 - d. Cosmetics should be used in moderation.
 - e. Colognes and perfumes are not acceptable in the internship setting.
 - f. No visible tattoos or other piercings are permitted.
 - g. No gum.

Navy blue or black dress pants with black belt and the white polo or button-up shirt will be worn. Provided Clinical ID badge is also a requirement. Uniform must be clean and neat. If T-shirts or turtlenecks are worn under clinical shirt, the color must be all white or navy blue with no designs. Black full-coverage shoes will be worn.

G. EXPOSURE

1. Personal Health Risks

EMT students have learning experiences in health care facilities and medic units provide care for patients who are ill. It is possible that internship experiences will include caring for patients with infectious diseases. It is the responsibility of the Student to meet the health requirements and to practice standard precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the EMT program, the student acknowledges these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. A note from the physician clearing the pregnant student to participate in clinical experiences needs to be provided to the instructor/program. The EMT faculty, especially the clinical instructor, should be notified as soon as pregnancy is suspected.

2. Accidental Exposure

A Lab Safety Agreement is signed by each student before they participate in Emergency Medical Technician clinical courses.

3. Emergencies

While on campus: the Student Health Nurse is available Mon-Thurs 10:00 – 3:30 for minor illnesses and injuries. If the nurse is unavailable or the situation warrants immediate attention, call 911. While students are out at internships they will follow the safety standards and emergency protocols of the facility.

Students are expected to read the Emergency Procedures Manual available online at [www.
http://stage.edisonohio.edu/digipub/EmergencyProceduresManual/index.html](http://stage.edisonohio.edu/digipub/EmergencyProceduresManual/index.html)

APPENDIX
And
SIGNATURE FORMS

Edison State Community College
EMS Program
Drug Screen Policy

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies. In order to provide quality clinical experiences, many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the EMS programs submit to drug testing upon the request of the clinical site.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the EMS programs at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first EMS course. EMS students are subject to drug screening as follows:

- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the EMS program.

I. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Dean of Health Sciences & Technical Education. The Dean of Health Sciences & Technical Education will make a determination as to acceptance of the documentation and approval for rescheduling.

II. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the EMS program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.

Appendix A: Drug Screen Policy (Rev. 7/2020)

- b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness, or deterioration in performance;
 - c. Evidence of tampering with a drug test;
 - d. Information that the individual has caused or contributed to an incident in the clinical agency;
 - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the EMS program.
 - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Dean of Health Sciences & Technical Education who will determine if there is reasonable suspicion to screen the student. If the Dean of Health Sciences & Technical Education is not available the faculty member will contact the Sr. Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student.
- If the decision is made to screen the student the Dean of Health Sciences & Technical Education or Sr. Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the EMS programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
- a. Students will be informed of the screening results by the Dean of Nursing and EMS Programs.
 - b. The drug screen fee will be the responsibility of the college.

III. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.

Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription" at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

- 1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections I and II above will result in immediate dismissal from the EMS program and a grade of "F" will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Dean of Health Sciences & Technical Education by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Dean of Health Sciences & Technical Education from Upper Valley Medical Center.
- 2. If a positive drug test result is confirmed, the Dean of Health Sciences & Technical Education will submit a report of the student's violation of Edison State Community College's Student Code of Conduct. To be considered for readmission to the EMS program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

IV. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Dean of Health Sciences & Technical Education is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second “dilute” is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.
7. All drug screen results will be sent to the Dean of Nursing and Health Sciences.

V. CONFIDENTIALITY

The Dean of Health Sciences & Technical Education of the EMS Program will receive all test results. Confidentiality of the test results will be maintained with only the Dean of Health Sciences & Technical Education, the EMS Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VI. CONSENT

Each EMS student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the EMS student is under eighteen (18) years of age, the EMS student’s parent or legal guardian must sign the drug testing consent form in addition to the EMS student. The original signed consent form will be maintained in the student’s file in the Health Sciences Office.



**EMS Program Requirements Handbook
Acknowledgement Form with Contact Information**

Student Name: _____ ID#: _____
(please print)

Address: _____ Phone: _____
_____ Cell: _____

I have read and understand the program handbook for Edison State Community College's EMS Program. I have asked questions necessary regarding the handbook.

Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

(Signature) Date: _____



Edison State Community College

STUDENT ACKNOWLEDGEMENT

As a student enrolled in a Health Sciences Program at Edison State Community College, I acknowledge:

- I may be required to participate in activities that present a risk to my health.
- As part of the EMS program, I am required to collect blood specimens from fellow students and allow fellow students to collect my blood. I must participate in all skill checks or competencies as outlined on the syllabus.
- I may be working with other students and patients/clients in various states of health/illness.
- I may be exposed to significant risks including but not limited to:
 - various diseases, micro-organisms, pathogens, needle stick or instrument-related injuries, exposure to communicable diseases, infections, viruses, exposure to blood and/or bodily fluids, or violence;
 - ionizing radiation that may cause damage if I do not use required shielding;
 - slipping and/or falling;
 - injuries related to lifting heavy objects or moving/transferring patients; and
 - bloodborne pathogen exposure.
- I may be required to have immunizations, health exams, and health insurance coverage prior to beginning some Health Sciences Programs.
- I am required to practice standard safety precautions in labs and clinical facilities in order to minimize risk, in accordance with college policies and my specific program's safety policies.
- If incidents, exposures, or injuries occur, I am responsible for all costs associated with evaluation and treatment.
- I will follow all standard health and safety practices, including all health screening practices, required by the clinical/partner facility.
- I will comply with all clinical/partner facility rules, regulations, policies and procedures.
- As part of my engagement in the program, which includes traveling to and from the

clinical/partner site, there are dangers, hazards and inherent risks to which I may be exposed, both known and unknown, including the risk of serious physical injury.

- I have the right to refuse participation in hands-on laboratory skills and clinical/practicum work; however, doing so will delay or prohibit my ability to progress through and graduate from the program.
- I will follow Edison State’s guidance relating to returning to campus to minimize the risk of the spread of COVID-19 in the Edison State community.
- In addition to Edison State’s COVID-19 measures, I will follow any measures implemented by the clinical/partner site to minimize the risk of the spread of COVID-19 in the clinical/practicum setting.
- Although the risk of contracting COVID-19 during a clinical/laboratory experience is low while using appropriate personal protective equipment in the proper manner, the risk cannot be eliminated.
- A clinical/laboratory educational experience may increase my risk of exposure to COVID-19. COVID-19, whether contracted in the community or during a clinical educational experience, could cause me to become ill and could, in extreme cases, result in permanent harm or death.
- Edison State Community College, its Board of Trustees, administration, and employees are not responsible for injury, illness, or other harm to my person or property or both, arising from my participation in a clinical/laboratory educational experience under the program.

I, the undersigned Student, do hereby acknowledge that I have read and understand this document and agree to be bound by its terms.

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

EDISON STATE COLLEGE Health Sciences- LAB Safety Agreement

- **No** lab procedures shall be done without an instructor in the room.
- **No** injections or venipuncture shall be done without an instructor actively observing.
- **No** tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- **No** supplies shall leave the building and/or lab room without permission from the instructor.
- **All** instructions for procedures and use of equipment are to be followed precisely.
- **All** equipment is to be properly cleaned and cared for.
- **All** electrical plugs shall be unplugged at the conclusion of each lab day, unless otherwise instructed.
- Appropriate personal protective equipment (PPE) will be utilized during lab activities.
- **Any** and all mishaps, injuries, and/or errors are to be reported to the instructor immediately.
The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

Unsafe practices can lead to termination from the program. (See Handbook.)

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, _____, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so.

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

I, _____, wish to participate in all laboratory activities including but not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, injections, **with the following exceptions due to my physician's orders –**

(Please provide a written statement from your physician with your specific limitations.)

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

I understand and agree that I am responsible for assuming the roles of health care provider and patient in the laboratory sessions. In order to fulfill this responsibility, I must obtain, as well as provide, clinical specimens.

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease.

Remember: Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients.

Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

Protective Barriers/Personal Protective Equipment (PPE)

- **Wear Gloves:**
 - When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
 - When handling items of surfaces soiled with blood or body fluids.
 - During invasive (body-entering) procedures
- **Wear Gowns:**
 - During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.
- **Wear Masks and Protective Eyewear:**
 - During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

Disposal of Biohazard Material

- Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.
- Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

Prevention

- **Hand Washing:**
 - Wash hands routinely.
 - Use antiseptic soap or cleansers.
- **Injury Prevention:**
 - Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
 - To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
 - Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Signature Sheet

I have read, had the opportunity to have my questions answered, and understand the Standard Precautions & Biohazard disposal protocol in this paper. I agree to use Standard Precautions, properly dispose of biohazard material, and use personal protective equipment during clinical and internship courses.

Signature

Date