

Paramedic Student Handbook



2023-2024

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Letter of Welcome from the EMS Program Director

Welcome to the Paramedic program at Edison State Community College. We are pleased you have chosen to pursue your education with us. The Paramedic certificate program will teach you the technical skills and develop your understanding of the field to make you qualified practitioners of emergency medical services. Your graduation from this program will prepare you to become a valuable member of the healthcare profession, as well as to the communities you serve.

This is an exciting beginning for you as you learn about a career that is both challenging and rewarding. We know that students who are most likely to be successful connect with the course faculty, college staff, clinical preceptors, and with their fellow students. It is important in this program and your future career to develop a strong support system. Our faculty are exceptional educators as well as experts in the field. They bring a wealth of knowledge and experience that you will learn from firsthand. I am confident that you will enjoy learning from all of them.

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

Best wishes for a rewarding experience with us at Edison State Community College. We will be cheering with you when you walk across the stage at commencement!

Sincerely,

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EMS Program Director
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Edison State Community College

Paramedic Program Handbook

2023-2024

The Paramedic Certificate is listed as an in-demand job that is in critical shortage on the Ohio Means Jobs website. The Paramedic program trains and educates allied health professionals whose primary focus is to provide advanced emergency medical care for critical and emergent patients. Paramedic students will gain the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight, and perform interventions with the basic and advanced equipment typically found on an ambulance or fire/rescue vehicle. The paramedic is a vital link from the scene into the health care system.

CAAHEP MINIMUM EXPECTATION GOAL STATEMENT

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. - CAAHEP Standard II.C

PROGRAM OUTCOMES:

1. Demonstrate ability to work within the profession as an integral member of a paramedic health care team while adhering to professional and ethical standards
2. Describe the roles of the paramedic in the health care system
3. Demonstrate the professional attributes expected of paramedics
4. Utilize and apply both the knowledge-based and psychomotor skills and activities, dictated by the Ohio Board of Paramedics as a paramedic first responder
5. Recognize the knowledge presented and reviewed during the program to successfully sit for the Paramedic State Exam
6. Establish and maintain a work environment that ensures the safety of patients, bystanders, and professional team members
7. Perform the duties of a paramedic with regard for medical-legal and ethical issues, including functional under medical direction and within the scope of practice
8. Apply principles of anatomy, physiology, pathophysiology, life span development, and therapeutic communication to the assessment and management of patients
9. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation
10. Apply principles of emergency medical service operation, including consideration 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 or environmental concerns.

POLICY STATEMENTS

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

Academic Advising

Each semester students will meet with either EMS program director and/or Career Pathways advisor to assess the courses for which the student will register during the next registration period.

Students should have declared Paramedic as their major. Students needing to do so may meet with either the instructor or Student Services to obtain the appropriate form.

Academic Calendar

The complete academic calendar for the current year is published in the Academic Catalog. A version of the calendar is on the Edison State's [website](#).

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](#).

Accreditation

The Paramedic program (#064-OH) holds provisional accreditation (Effective 10/16/2022-10/16/2025) by the Ohio Department of Public Safety Services, Division of Emergency Medical Services, 1970 West Broad Street, Columbus, Ohio 43218-2073, 800-223-0785. The program is currently seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professionals (CoAEMSP).

The Edison State Community College Paramedic program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. However, it is NOT a guarantee of eventual accreditation.

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N., Suite 158

Clearwater, FL 33763

727-210-2350

www.caahep.org

Committee on Accreditation of Education Programs for Emergency Medical Services Professions

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

214-703-8445

FAX 214-703-8992

www.coaemsp.org

Admission

To be admitted to the PAR program at Edison State Community College, a student shall apply to Edison State Community College, meet with a career pathways advisor or EMS Program Director, and then register for the course with the program director's approval. Students must have completed Human Biology or equivalent. Students must provide their final high school transcript (or GED scores) and college transcripts (if applicable) to the college. Students must have a current and valid Ohio EMT certification. Before attending clinical, students must complete physical exam, be current on immunizations, and complete a background check. The clinical agency may require a drug screen before attending clinical as well.

Advisory Committee

Edison State Community College's Paramedic program strives to successfully serve its communities of interest. To do so, an advisory committee meets a minimum of once each year to discuss important points of the program and get feedback from local employers, graduates, students, and associated professionals. The Advisory Committee consists of representation from the following communities of interest; Students, graduates, faculty, college administrators, hospital/clinical representatives, physicians, employers, police/fire, key government officials and the general public.

Attendance

Time management and dependability are important personal qualities in a paramedic. Due to the amount of material being covered, it is imperative that you be in the classroom and ready/prepared for class before the start time. The Edison State Paramedic Program is 900 hours of didactic (lecture), lab, and clinical hours. Minimum hours of class are established by the State; students missing more time than the minimum will not be eligible to receive the Edison State Certificate or sit for National Registry. Any classes missed must be made up with the permission of the instructor and program director. A pattern of lateness or absences is grounds for dismissal from the program.

Clinical Experience-If 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 facility contact. Guidelines are provided during orientation to each facility. Each student is responsible for meeting course objectives for clinical in a satisfactory manner. If a student fails to show or provide adequate communication that they will be unable to attend on two or more days, they will immediately be removed from the program for any reason than extenuating circumstances.

Evaluation of a student's performance in the clinical setting is made by assessing whether or not the student meets the objective/outcome criteria for the course. Additionally, the instructor may require a student to leave campus lab or clinical experience if the student is unprepared, if the student has health problems that 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 to clinical experience or facilities situations that might alter the student's ability to safely achieve the campus lab or clinical experience objectives.

Capstone

CoAEMSP defines "Field Internship" as: "Planned, scheduled, educational student time on an advanced life support (ALS) unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision-making associated with pre-hospital patients." During the Capstone Field Internship, paramedic students are expected to function as a team lead on a paramedic unit under the supervision of a preceptor. This assesses paramedic students for entry-level competence before graduation and is the final opportunity to identify areas where remediation is needed. The student must perform 20 successful Team Leads, at least one of which will be with a Paramedic Faculty member.

The Capstone Field Internship takes place after the completion of all Clinical Hours and required skills for the class Exam. In order to enter the Capstone phase, the student must have successfully completed all lecture and lab hours, completed all 400

clinical hours, and have passed the midterm exam and 20 Team Leads, with which one is observed by the clinical coordinator or their designee.

A Team Lead is when the student will conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, and direct and participate in the transport of the patient to a medical facility, transfer of care to a higher level of medical authority, or termination of care in the field (CAAHEP: Standard III.C.3)

The Capstone provides a comprehensive review of all prior paramedic coursework to prepare students for National Registry testing and debriefing of field internship experiences. A comprehensive program final exam will be given to substantiate the student's didactic knowledge of all subjects studied. **The student must be the third member of the crew.**

Class Cancellation

When the college classes are cancelled because of weather or other emergencies, all paramedic classes will be canceled, including clinical. The cancellations are posted on the Edison website home page at [Rave Mobile Safety-Rave Guardian Campus Safety App](#). The page also includes a link so that students may sign up for an alert via text or email.

Clinical

Starting in week 4 of PAR 120S, students will be allowed to enter into their clinical phase of their education. With the assistance of the clinical coordinator, students will select the clinical site they wish to enter. Students will begin by completing observations and skills in an emergency room under the supervision of a medical professional. Students must complete 75 hours in the hospital setting by the end of the PAR 120S class. Students are required to track the hours and skill completed, and have the appropriate forms signed by their trainer after each shift. In PAR 220S, students will complete 125 hours in the field working with Paramedic Preceptors. As before, students will be required to submit documentation to the clinical coordinator of hours completed and skills performed. In PAR 250S, students will complete an additional 100 hours in the field. Once the hours and required skills have been completed in the clinical setting, students may enter the Capstone phase of the program.

**** During clinical or prehospital experiences, students are NOT allowed to be used as part of minimum staffing requirements or as substitution for essential personnel. The student must be a third person on the unit while completing ride time ****

Communication

The student should regularly check Blackboard and email. Instructors may choose to post important information on individual courses sites in Blackboard.

Competencies

All students are to maintain a valid EMT card for the duration of the program. Continued competencies and skills are gained through lab and clinical hours, culminating in the 20 Team Leads in the Capstone portion of the course (see Capstone). The lab portion of the class will teach students required skills needed for entry level Paramedics in the field. Students will first be taught these skills on a lab day, and then tested on these skills the following lab. Students have up to three attempts to demonstrate competence for the skills under the supervision of the instructor. After two unsuccessful attempts, the student will be required to meet with the instructor on a separate day to review the tested skill. The student will then be given a third and final attempt to pass the skill. If after three unsuccessful attempts the meet the requirements of the program, the student will be dismissed from the Paramedic Program and will be allowed to retake the class the next semester it is offered.

Conduct

- The highest level of professional conduct is required in class, as well as in the clinical setting.
- A student shall accurately report errors to the clinical preceptor or practitioner
- A student shall not falsify any client record or any other document prepared or used in the course of, or in conjunction with, paramedic 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. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social networks such as Facebook and Twitter.
- 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.
- If you are excused from a clinical site due to any Conduct violations, you may be removed from the program pending a formal investigation and interview of all involved parties.
- If you are observed during the classroom portion of the course violating any of our Conduct standards, you will be issued an initial warning. Upon further observation of conduct violations, you will be dismissed from the program.

Credit Policy

The following are the policies of Edison State Community College in terms of awarding previously earned credit.

Credit Transfer

To receive credit in paramedic courses from other institutions or other approved paramedic programs, the grade received in the transferred course must be a “C” or higher and must be from a Paramedic Program approved by CAAHEP. Please refer to the college catalog for complete information pertaining to credits obtained in this manner. The Paramedic Program Director and faculty will make the final decision on course equivalency regarding transfer credit.

Experiential Learning

All credit awarded for experiential learning, prior learning and portfolio evaluations are at the discretion of the Program Director and faculty. Please refer to www.edisonohio.edu/Admissions-and-Transfer-FAQs/ for complete institutional policies and procedures for experiential learning.

Advanced Placement

Edison State’s Paramedic Program will not accept Advanced Placement scores for the Paramedic certificate program courses. The institution does however accept AP credit for general education coursework used toward any Associate Degree, based on qualifying scores. Please refer to www.edisonohio.edu/Admissions-and-Transfer-FAQs/ for complete institutional policies and procedures for Advanced Placement.

Criminal Record Background Check

Paramedic 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 program will participate in the Bureau of Criminal Investigation background check and the FBI background check. This will take place at program entry before the PAR 120S course. The fee is incorporated into the lab fee for the course. 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 program director or Dean of Professional and Technical Programs in order to determine whether such action will negatively impact their ability to complete the program.

Dress Code & Hygiene

Paramedics are expected to be 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 balance diet, and getting enough rest and exercise.

While in and during the Paramedic Program and clinical site, the following rules apply:

1. 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.
2. Jewelry - No long necklaces; finger rings kept to a minimum; one pair small earrings.
3. Hair should be neat, well contained, and of a natural color.
4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the internship setting.
6. No visible tattoos or piercings are permitted except for single ear piercings with simple studs
7. No gum.
8. While on clinical, students are expected to wear the Edison Paramedic Student Polo (provided) or a white polo shirt, dark blue or black pants, and dark non-skid shoes/boots. Students should also wear their provided Edison Student ID's while on clinical. No open toed shoes are allowed in the classroom, lab, or during clinical hours.

Emergencies

While on campus, the Student Health Nurse is available Mon-Thurs 9:30 - 3:30 for minor illness and injuries. If the Health Nurse is unavailable or the situation warrants immediate attention you may call 911. While in clinical practice, the student will follow the safety standards/emergency protocols of the agency.

Graduation

Students nearing eligibility for graduation are required to complete an application form by the seventh week of the semester in which they plan to graduate. Summer graduates must complete these requirements by the seventh week of the Spring Semester and may participate in the commencement ceremony in May. Student accounts must be in good standing to be eligible for graduation.

The Program Director and Dean will certify on the application form that the student will be eligible for graduation upon successful completion of specified courses. The Registrar's Office will verify that all requirements have been satisfied prior to certification for graduation.

The degree or certificate completion date will be based on both the semester when requirements are completed and the date application for the degree or certificate was submitted by the student. Except for extenuating circumstances, completion dates will not be backdated beyond the academic year (Fall through Summer) in which the application was submitted by the student.

Grading Standards

Refer to the syllabus and Blackboard course

Grievances

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance 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 refer to the Student Grievance Procedure located on the website at [Student Complaint Form](#).

Health Record

Upon entry into the Paramedic Program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. The students must have the Health Sciences Immunization/Physical Form completed by a physician, and required documentation of the following before they are allowed to conduct clinical hours:

- a. MMR immunization
- b. Tdap or Td within the last 10 years
- c. Hepatitis B vaccination series or declination form
- d. Varicella two step immunization, physician documentation of chicken pox, or blood titer to indicate immunity
- e. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change. (within 12 months)
- f. Influenza vaccine (may be required by clinical site)
- g. Covid vaccine (or waiver) may be required by clinical site.

Insurance

Health Insurance

Proof of health insurance must be on file at Edison State prior for placement at certain clinical sites. If necessary, students must provide their own health care insurance. The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While internship facilities will provide emergency care for the student when necessary, the student is responsible for payment of care provided and any transportation required. Student are not insured by the Worker's Compensation Act.

Liability Insurance

All students are required to have liability insurance before attending a clinical experience. Payment of liability insurance is included in the clinical course lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client. Edison's policy provides \$1,000,000 per claim (\$500 deductible).

Obtaining a Certificate to Practice

From the Ohio Administrative Code, Rule 4675-8-01:

(A) An applicant for a certificate to practice as an emergency medical responder, emergency medical technician, advanced emergency medical technician, or paramedic must meet the following requirements:

- (1) Submit a completed application on a form approved by the board;
- (2) Successfully complete an EMS training program through an accredited institution, pursuant to section [4765.17](#) of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;
- (3) Submit documentation of successful completion of the following federal emergency management agency training courses:
 - (a) National incident management system course IS-700.a:
 - (i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;
 - (ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <http://www.training.fema.gov/is/coursematerials.aspx?code=is-700.a>;
 - (b) Incident command system course IS-100.b:
 - (i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;
 - (ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <http://www.training.fema.gov/is/coursematerials.aspx?code=is-100.b>.

Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.

- (4) Pass an initial certification examination in accordance with rule [4765-8-05](#) of the Administrative Code;
- (5) Be at least eighteen years of age;
- (6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:
 - (a) Any felony;

- (b) A misdemeanor committed in the course of practice;
 - (c) A misdemeanor involving moral turpitude;
 - (d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;
 - (e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.
- (7) Has not been adjudicated mentally incompetent by a court of law;
 - (8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;
 - (9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider;
 - (10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;
 - (11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;
 - (12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.
- (B) In deciding whether to grant a certificate to practice, the board has the following options:
- (1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;
 - (2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;
 - (3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

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").

Personal Health Risk

Paramedic students have learning experience in health care facilities and in emergency vehicles, and provide care for those that are ill or injured. It is possible that clinical experience will include caring for patients with infectious disease. It is the responsibility of the paramedic student to meet the health requirements and to practice standard precautions (taught prior to capstone course) to minimize the risk to one's personal health. By enrolling in the Paramedic 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. The paramedic faculty, especially the clinical preceptor, should be notified as soon as pregnancy is suspected. A note from the student's physician approving the student to participate in clinical class and capstone must be provided.

Records Retention

The Office of Registration and Records is responsible for the registration process and maintaining academic records of student who have attended Edison State Community College. Within established state and federal guidelines, the Office of Registration and Records is responsible to produce transcripts of all academic coursework for those students who have attended, and to provide and verify information about student enrollment. More information can be found on the Office of Registration and Records at www.edisonohio.edu/registration-and-records.

Student records pertaining to the Paramedic Program specifically will be kept by the Health Science Office for a minimum of 5 years.

Retention and Progression

To remain in and to complete the Paramedic program, the student must:

- Comply with college policies on academic standing and graduation requirements
- BIO 124 (4 Credit Hours)-Offered year round
- Maintain the sequence of courses listed in the Paramedic Program
 - PAR 120S-Paramedic 1 (12 Credit Hours)-Offered in the Spring Semester
 - PAR 220S-Paramedic 2 (6.5 Credit Hours)-Offered in the Summer Semester
 - PAR 250S-Paramedic 3 (6.5 Credit Hours)-Offered in the Fall Early Semester
 - PAR 260S-Paramedic 4 (4 Credit Hours)-Offered Fall Late Semester
 - PAR 290S-Paramedic 5 Capstone (1.5 Credit Hours)-Offered Fall Late Semester

- Have an overall GPA of at least 2.0
- Completion of required clinical hours
- PAR 120S-125 Hours in a hospital setting
- PAR 220S- 50 Hours in a hospital setting, 50 hours in the field (100 hours total)

PAR 250S-175 Hours in the field
Completion of Capstone Field Internship
20 instances serving as a Time Lead
Completion of required competency skills (see competency section)
Follow safe practices while in the class and while in clinical

Social Networking and Cell Phone Use

Paramedic 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.

Student Tuition and Fees

Information regarding current student tuition and fees can be found on the college's [website](#).

Please make sure you keep your payments and fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

Student Withdraw

Upon registering for the Paramedic 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.

Unsafe Practices

Unsafe practices include, **but are not limited to:** improper patient identification; carelessness with documentation; poor or careless performance and handling of invasive procedures and equipment; performing skills without direct preceptor oversight; and failure to practice standard precautions.

If a student displays unsafe practices in the classroom or the clinical site which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade the grade of “F” for either the course or capstone. Clinical sites have the right to deny continued participation at their facility for any reason at any time.

Paramedic Program Faculty

EMS Program Director:
Chris Freeze
cfreeze@edisonohio.edu
937.381.1525

PAR Program List of Clinical Affiliates

City of Troy
City of Tipp City
City of Piqua
City of Huber Heights
City of Vandalia
City of Dayton
Greenville Township
Harrison Township
Kettering Health Network
Bethesda Healthcare
Premier Health Partners
Wayne Healthcare
Wilson Health



Paramedic (PAR) 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 PAR 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.

_____ Date:

(Signature)



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 phlebotomy 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
 - blood borne 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, urinalysis, 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

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4)**, **4765-8-01**.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

- (1) The passing score for the written portion of the examination shall be determined by the NREMT.
- (2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
- (3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
- (4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging these steps and that if you have further questions you will ask the program director.

Student Name Printed _____

Student signature _____ Date _____

