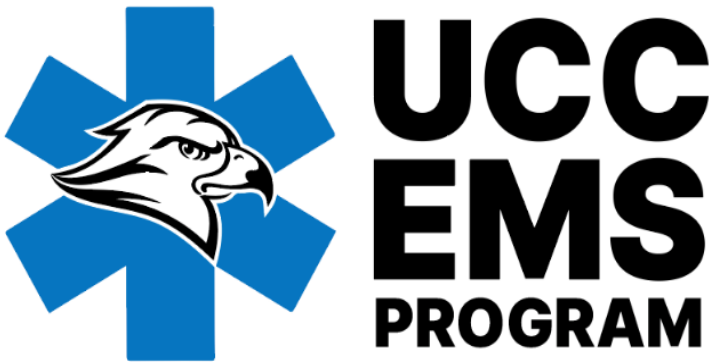


# Student Manual and Guidelines



2023-2024

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## WELCOME

This Umpqua Community College (UCC) EMS Program Student Procedures Handbook has been prepared by UCC's EMS Program team to provide you with the information you will need to be successful in your studies. Please read it carefully and refer to it frequently. Additionally, please be aware that each course syllabus supersedes this handbook.

UCC's EMS Program consists of education that builds on the previous terms learning standards. Each course combines didactic with clinical experiences in a variety of settings grading students in the cognitive, psychomotor, and affective domains. You will be responsible for your own learning, with your instructors serving as resources to facilitate your learning. Your progress will depend on your demonstrating achievement of the competencies required in each term. To succeed, you will need to use the many resources available on and off-campus such as the library, the tutoring center, eBooks, and more.

UCC's EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), which means that the program meets or exceeds standards for excellence. To maintain this accreditation, EMS staff are constantly monitoring the quality and outcomes of the curriculum. We invite student participation in evaluating the curriculum and the program. Students are given opportunities to provide feedback both oral and written throughout the course, at the culmination of courses, and through individual conferences with their Clinical Instructors and via their Student Representatives. The EMS Director ensures that Student Representatives are invited to participate in program meetings to seek information and share feedback.

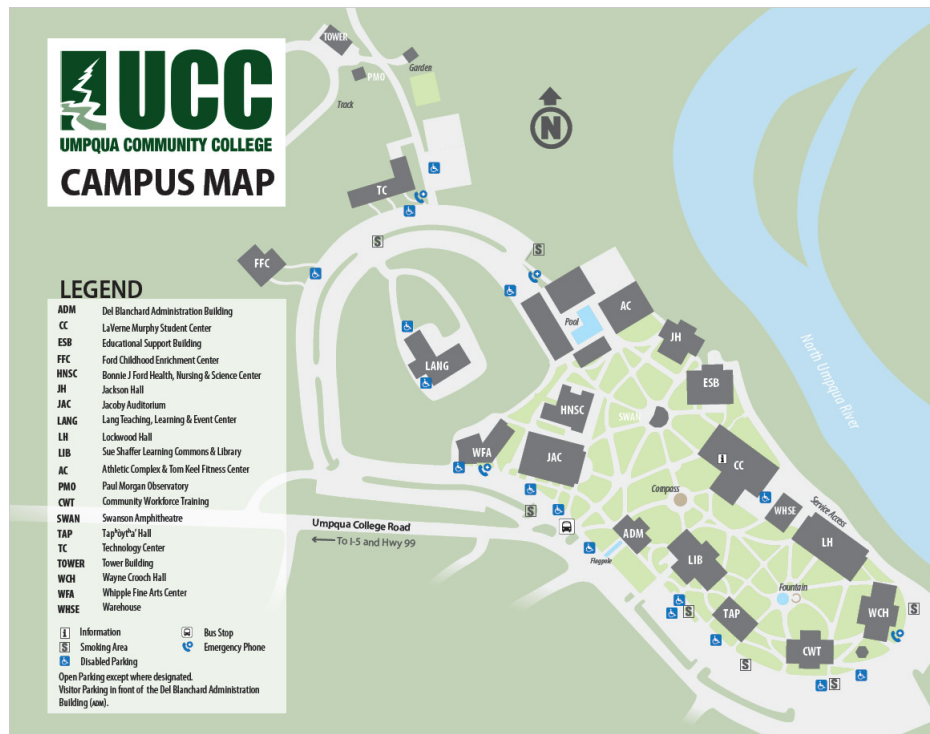
The materials in this handbook supplement the UCC Catalog and present more explicitly current requirements and policies for the EMS Program. In conjunction with this handbook, the UCC Student Code of Conduct is also provided. Please note that the UCC EMS Program Student Procedures Handbook supersedes the UCC Student Code of Conduct per UCC Board Policy #4106/5500. However, EMS students are required to abide by the following handbook and UCC Student Code of Conduct.

## CAMPUS MAP AND PHYSICAL ADDRESS

Umpqua Community College

1140 Umpqua College Rd.

Roseburg, OR 97470-0226



## PHILOSOPHY AND PROGRAM OUTCOMES

### Mission 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.

### Program Description

Our program is committed to providing high-quality emergency medical services education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service-oriented patient care. We strive to instill these qualities in our students.

Umpqua Community College is accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs

1361 Park Street, Clearwater, FL 33756 727-210-2350

[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088

(214) 703-8445 FAX (214) 703-8992

[www.coaemsp.org](http://www.coaemsp.org)

### Program Outcomes

Students who successfully complete the Associate of Applied Science degree in Paramedicine will:

1. Perform accurate scene safety and patient assessments in emergency medical situations.
2. Use oral and written skills to communicate effectively with patients, families, and members of the health care system.
3. Perform all basic and advanced skills in a safe and timely manner maintaining personal and professional well-being while ensuring patient safety.
4. Demonstrate appropriate emergency medical and technical knowledge as required in emergency medical situations.
5. Apply professional values and ethical behaviors individually and as a member of a team in providing emergency medical care.
6. Apply legal knowledge and medical ethics in all patient care situations.

## Course Schedule

Class dates and hours are listed on Course Syllabi. *Note: All course schedules are subject to change and notice for any changes will be given at the earliest possible opportunity.*

## PROGRAM STANDARDS

**The EMS Program Director reserves the right to immediately suspend or remove from the EMS program those students who, in the judgment of the EMS team and EMS Program Director, do not satisfy program requirements regarding scholarship and/or professional behaviors and/or that ability to maintain the listed Technical Standards or requirements of the UCC EMS Program Student Procedures Handbook and/or facility policies. Additional factors that may influence the decision to remove a student from the EMS program are listed in “Readmissions Policy.”**

EMS Faculty bases the evaluation of student behaviors on the following codes of ethics and best practices:

National Association of Emergency Medical Technicians (NAEMT) ([www.naemt.org](http://www.naemt.org)), National Registry of Emergency Medical Technicians (NREMT) ([www.nremt.org](http://www.nremt.org)), National Association of EMS Educators (NAEMSE) ([www.naemse.org](http://www.naemse.org)), Umpqua Community College ([www.umpqua.edu](http://www.umpqua.edu)).

Students are required to sign the pledge at the end of this handbook, signifying understanding of the NAEMT's Code of Ethics.

## NAEMT Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.



- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

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*Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013. EMS Code of Ethics. (n.d.). <https://www.naemt.org/about-ems/code-of-ethics>*

## Unsafe and Unprofessional Clinical and Internship Performance

Motivation is an integral component of the clinical experience, and it directly influences the quality of the learning process. The assessment of a student's motivation is primarily based on the student's inquisitiveness, attentiveness to instruction, nonverbal cues, and eagerness to participate in the learning process. Preceptors usually involve students in complex tasks and procedures when they display a strong willingness to learn from the outset.

While the clinical and internship components of the paramedic course offer invaluable opportunities for students to develop practical skills and gain patient care experience, it is imperative that the welfare and preferences of the patient are not compromised. If a patient declines care provided by a student, the student will respect the patient's decision. Additionally, preceptors have the right to refrain students from performing assessments or procedures if they believe it will adversely impact the quality or timing of patient care delivery. In such circumstances, preceptors should endeavor to provide alternative experiences to ensure the learning objectives are met.

1. It is imperative that students avoid any confrontation with patients, their family members, staff or physicians while participating in clinical experience. If any issues arise, the student should report them promptly to the Clinical Coordinator for resolution. Note: *Anytime the Clinical Coordinator is unable to be reached, students must contact the Program Director.*
2. During clinical rotations, it is essential that students maintain confidentiality and refrain from engaging in conversations near or outside of patient rooms. This ensures that the privacy of the patient is always respected.
3. Inquiries from patient's friends or family members should be directed to the appropriate healthcare professional in charge of the patient's care. Any media inquiries should be directed to organizational management, such as the Charge Nurse, Operations Supervisor, or Battalion Chief.
4. Students may use meal or rest breaks to make personal calls, but incoming calls should be limited to emergency situations only. The use of cellular phones is strictly prohibited during clinical or field internships, and failure to comply may result in disciplinary action, program probation, or dismissal.
5. Under no circumstances are students allowed to take photographs of any kind, using any device, while participating in clinical or internship shifts. Violations of this policy may lead to immediate dismissal from the paramedic program.
6. During clinical rotations or field internships, students are not permitted to have visitors, including their children, in or around clinical areas, waiting rooms, or ambulance stations.

7. Chewing gum is not allowed in clinical areas, as it can be a distraction and a potential choking hazard.
8. The use of tobacco products or vape pens is strictly prohibited in UCC buildings, clinical facilities, or areas associated with the field internship. Failure to comply may result in program probation.
9. Possession, consumption, or distribution of alcohol or illicit drugs during clinical rotations or field internships is strictly prohibited and will result in immediate dismissal from the EMS program.
10. Inappropriate behavior, such as violating the dress code or grooming standards, failing to don appropriate PPE, using vulgar or suggestive language or gestures, criticizing staff, faculty, instructors, or patients, violating patient confidentiality, argumentative or insubordinate behavior, performing procedures without the permission or supervision of preceptors, dishonesty, violating the UCC student Code of Conduct, misuse, destruction, or stealing of equipment, removing agency or patient records from their proper locations, falsifying patient or agency records or college evaluation forms, or any other unprofessional behavior as defined by Oregon Administrative Rule (OAR) 333.265 and Oregon Revised Statutes (ORS) 682 may result in disciplinary action, program probation, or removed from the program.
11. During the internship, students should respect the clinical site as a guest and refrain from using areas of comfort and rest designated for employees, unless permitted by the agency. These areas are for staff members only, and students should utilize their time productively by studying and being a productive team member.
12. Students are not allowed to be in the day room outside of mealtimes and should utilize their time studying in a training room or other areas as permitted by preceptors.
13. Students are responsible for monitoring their communication devices to ensure they do not miss any opportunities. They should be ready to respond to calls promptly at all times, and delaying the response of an ambulance will not be tolerated. It is the student's responsibility to keep track of their location, and preceptors are not responsible for monitoring the students.
14. Students may not leave their clinical/internship shifts prior to their scheduled time without expressed approval from the clinical coordinator or program director.
15. Refer to clinical/capstone internship manual for further details.

## **Program Probation**

This passage outlines the consequences for students who violate any behavioral, ethical, or safety standards outlined in the EMS program manual. If a student is found in violation of any of these standards, they may be placed on program probation, which is a documented plan designed to address the concerns and help the student meet the program requirements. The goal of program probation is

not to punish the student, but rather to provide a formal plan of action to help them meet the program's standards.

If a student fails to meet the program probation standards, they may be removed from the program. However, if a student is placed on probation for a failure to meet patient treatment standards, the medical director will review the events and a planned course of action before a student is terminated with a failing grade.

## Safety Concerns

1. Students are to be proactive with preventative safety measures and be familiar with UCC exposure control documentation. All potential hazards should be reported to the student's preceptor, charge nurse, and /or duty supervisor, and the clinical coordinator immediately. If the clinical coordinator is not available, students must contact the program director. Assure bed rails are raised to the locked position, and locking mechanisms are in place on beds, gurneys, and wheelchairs when appropriate. (See section "Incident Reports")
2. Students should be oriented to specific medical equipment before use.
3. Students are required to follow the infection control policies of each agency and rotation site as well as policies set by the UCC EMS program.
4. Students must demonstrate safe, clinical performance, at all times, and should always be supervised when performing new procedures. Students are responsible to notify their preceptor of any skill they are not familiar with or have not previously performed. Students should never assume inappropriate independence in patient care decisions or actions.

## TECHNICAL STANDARDS

Umpqua Community College EMS Program has the responsibility to educate competent healthcare providers to care for their patient(s) with clinical judgment, broadly based knowledge and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet, to successfully progress in and graduate from the program.

The Technical Standards document is provided to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

Technical Standards:

Umpqua Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of

admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to Umpqua Community College EMS Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional EMS provider. These core competencies are the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective emergency medical services. Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Umpqua Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids, and/or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

#### Cognitive:

Retrieve, gather, assess, synthesize, and incorporate information from various sources.

Analyze, reason, calculate, synthesize, and interpret data.

Apply critical thinking and problem-solving skills to utilize knowledge and/or expertise.

Effectively communicate with individuals from diverse social, emotional, cultural, and intellectual backgrounds.

Convey information in a clear, precise, reliable, and understandable manner, utilizing computer technology and other tools, using the English language.

Efficiently gather, analyze, synthesize, recall, and utilize information and expertise to provide secure patient care during designated clinical shifts.

Examples of learning activities identified in the EMS curriculum and correlated with industry standards:

- Process and prioritize EMS care by comprehensively and quickly processing information.
- Arrange or group data to determine patient requirements.
- Develop and implement an EMS plan for patients in acute, long-term, and community settings.
- Differentiate subtle medical word endings.
- Report patient data to healthcare team members using multiple formats.
- Appropriately interpret medical orders and patient information from medical records.
- Calculate medication dosage with mathematical computations.
- Use computer proficiency skills obtained through completion of program prerequisites.

#### Physical:

#### Motor:

Coordinate fine and gross motor movements.

Coordinate hand-eye movements.

Navigate level surfaces, ramps, and stairs.

Efficiently function within limited spaces.

Effectively perform psychomotor tasks to provide safe patient care for up to twelve (12) hour clinical shifts and capstone internship.

Examples of learning activities found in the EMS curriculum and related to industry standards:

- Move patients in and out of bed from stretchers and wheelchairs.
- Control a fall by gently lowering the patient to the ground.
- Administer cardiopulmonary resuscitation (CPR).
- Lift, transport, turn, push, or pull patients and/or objects weighing up to 35 pounds.
- Reach to place or access equipment such as intravenous fluid bags or bend or squat to reach catheter bags, following safety guidelines.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Safely dispose of needles in sharps containers.
- Dispose of contaminated materials in a compliant and safe manner.
- Complete assigned clinical practice sessions (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays, and weekends).
- Complete skills tests within the assigned time limit.

#### *Sensory:*

Acquire information from demonstrations and experiences, including online coursework, lecture, small group activities, demonstrations, and application experiences.

Collect information using various senses and/or approved equipment.

Use and interpret data from diagnostic procedures.

Examples of learning activities found in the EMS curriculum and related to industry standards:

- Detect changes in skin color, condition, or temperatures (i.e. pale, ashen, grey, or bluish).
- Detect fires in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients from a distance of 20 feet away in a room.
- Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
- Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in patient care.

- Communicate in person and over the phone with patients and healthcare team members in various settings, including isolation and the operating room where healthcare team members wear masks, and there is background noise.
- Detect foul odors from bodily fluids or spoiled food.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices.

## ACADEMIC STANDARDS

Deficient Didactic/Clinical/Testing scores (academic): Students with a score of less than 74.5% in any category (didactic, testing, or clinical) will be required to submit a 300–500-word written plan of improvement (which is not a strike). The plan of improvement is then sent via email to the Program Coordinator and appropriate instructor (Clinical or Didactic) within 7 days of posting of the grade/test/etc. It is the student's responsibility to contact the Clinical or Didactic instructor for mentorship and guidance. Failure to contact the instructor is the equivalent of knowingly bypassing assistance. Failure to submit the written plan as described above, or "no-call, no-shows" for scheduled meetings may result in a Behavioral Strike. Test reviews will not be made available to students that score above 74.5%. Behavioral Strikes: Behavioral issues warrant a "strike," and in severe cases, removal from the program. Only one behavioral strike may be accrued while in the program. A second behavioral strike will result in an exit interview. Students that are re-entering the program and accrued strikes during their first attempt will have these strikes waived and will re-start with "zero" strikes.

DIDACTIC (Classroom): Grading will be based on quizzes, assignments, participation, and projects. Late assignments will earn zero points. It is the responsibility of the student to ensure that the correct assignment is uploaded for instructor review before the deadline. Every assignment in this program meets a specific purpose and is therefore an integral part of learning. All classroom/didactic assignments must be submitted by the end of the term it is assigned in, in order for the student to receive a passing grade.

Late assignments: Refer to course syllabi.

### EMS CLINICAL:

Please see clinical manual or contact the Clinical Coordinator for all clinical inquiries.

### EMS TESTING:

Students arriving more than 10 minutes late to a test (midterm, final, certification exam) forfeit their right to test with the exception of extenuating circumstances, or the discretion of the program director, see "readmission" section for a list of these circumstances. In rare cases, discrepancies in tests can take place (missing a page, etc.) In these situations, faculty/staff may pause the test to communicate for the benefit of the class.

### NOTE:

In the event of a disaster, catastrophe, pandemic, etc., the UCC EMS team have the right to end the term early and will use the individual student's current grade in the course to determine final grades.

For example: Short notice of a campus closure may result in the inability to take final exams. In this scenario, the individual student's cumulative grade in the course will be used as the final grade. The UCC EMS Team will put forth maximum effort to provide as many clinical hours as possible during the event of a disaster, catastrophe, or pandemic, but must follow state guidelines. It is expected that students will be flexible and will practice professionalism when learning of new plans and schedules.

## PLATNIUM PLANNER/EMS TESTING

All students will be signed up by the clinical coordinator for a Platinum Planner/EMS testing account. Platinum planner will be used for students to track skills and assessments for lab and clinicals. EMS testing will be used for in class quizzes, midterms, finals and can be used as a study tool for students. Platinum Educational Group explicitly prohibits the storing and/or retrieving, downloading, copying, cutting and pasting, transcribing, or otherwise duplicating or distributing, posting, or modifying any PEG content, information, or materials. All users must agree to the terms of service after creating their account and are reminded of the TOS and consequences of violation before they are allowed to take any tests.

### First Violation

The first violation will result in the user being suspended from the website for 3 minutes. A notification of this violation will also be sent to their School Administrators and Instructors.

### Second Violation

A second violation will result in the user being suspended from the website for 5 minutes. A notification of this violation will also be sent to their School Administrators and Instructors.

### Third Violation

A third violation will result in the instant termination of the user's access from EMSTesting.com and/or PlatinumTests.com, and notification of the violation and termination of access will be sent to their School Administrators and Instructors.

**Note:** Any attempt to copy the question/stem and all of the distractors/answers will result in immediate termination of site privileges.

In accordance with the TOS, there will be no recourse to reverse this action, nor will they be entitled to any refund.

Grading will be completed according to course syllabi.

## CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY

Confidentiality is one of the primary responsibilities of every student in an EMS clinical setting. Confidential information is defined as any information, written, spoken or electronically transmitted, whose unauthorized or indiscreet disclosure could be harmful to the interest of a client, employee, physician, the institution, a student or an instructor. Examples of such information include, but are not



limited to, personally identifiable medical and social information, professional medical judgments, classroom and post-conference learning activities and discussions.

All information about clients, including the nature of the client's disease, diagnosis and treatment is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as a private or sensitive nature is also included in the category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.

This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer or medication dispensing machine passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared in order to prevent unauthorized access to confidential information. No portion of a client's record is to be photocopied or removed from the facility.

Students will be required to complete facility specific HIPAA education within the facility's time frame and will not be allowed into clinical in the facility if the HIPAA training is not completed.

Students must understand that clinical affiliation agreements state "at no time while a student or in the future shall any student publish or cause to have published any material relative to their learning experience at any clinical facility unless approved by both UCC and the clinical facility."

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or via email outside of the password protected Umpqua Online (Canvas) mail, and Umpqua Online mail communication of de-identified patient information should be only for clinical education purposes. Clinical facility or staff information must never be shared via email or social networking sites. Students should never take pictures of patients, even if a patient gives permission. Any pictures needed for educational purposes will be taken only by clinical facility or UCC staff following facility and UCC policies with appropriate signed permissions.

A student/group of students may create a Facebook or other social media page using UCC's name in the page for school-related activities (such as the UCC EMS class of 2022 or 2023) after meeting with UCC's Communications and Marketing Department. The Communications and Marketing staff has several tools that can help with page creation. They can also provide tips and strategies that are needed to ensure social media success. Learning the correct way to use a UCC-sponsored page will ensure that our institution remains in compliance. It will also continue to uphold the College's online integrity.

Students must request permission before audio taping or videotaping an instructor, and when they are permitted, such tapes or pictures must only be used for educational purposes within the EMS program unless other express, signed permission is given by the instructor. Educational material (e.g., lesson power points or outlines) posted online for course student uses are not to be posted by students on any other media or site.

Students should understand that negative information about any person posted on any social networking site or other site reflects on the professionalism, integrity and ethical standards of the

person posting the information. Future employers and college faculty and staff will periodically and randomly search public blog and profile sites.

Violation of this policy will result in the initiation of a disciplinary process and may result in dismissal from the EMS program.

## RECORDS

It is the responsibility of the student to maintain their own files. UCC will not provide copies of your student file, though you are able to review your file upon request. Certain information (such as immunizations, BLS, etc.) within your file will be confidentially shared with clinical facilities for compliance and may also be shared with record-keeping companies for organizational purposes. Note: Much of this documentation will be needed as you create a student portfolio/begin applying for work as a new EMS provider – please stay organized.

## BACKGROUND HISTORY CLEARANCE

All students must submit, at their own expense, a criminal background check by visiting [www.mystudentcheck.com](http://www.mystudentcheck.com) and selecting: **Umpqua Community College-Background Check Only**. The background check is required for incoming students prior the first day of class. It is preferred that the background check be completed prior to the incoming student registering for class. Background checks from other agencies will not be allowed as substitution.

As a result of the background search, students with felony convictions will only be considered on a case-by-case basis. Potential students with felony convictions involving crimes concerning arson, perjury, domestic violence, child abuse, elderly abuse, or patient misconduct/abuse, will not be permitted in the EMS Program. Please refer to the NREMT Felony Policy for details regarding certification at:

[https://www.nremt.org/nremt/about/policy\\_felony.asp](https://www.nremt.org/nremt/about/policy_felony.asp)

**Background checks expire after one-year. (EMT students will have to perform a background check before the first day of class and again before becoming a paramedic student)**

## DRUG SCREENING STATEMENT

All students must submit, at their own expense, a drug screening by visiting OccuHealth at 2570 NW Edenbower Blvd, Roseburg, OR 97471. The drug screen is required for all incoming students prior to **the first scheduled class**. Drug screenings from other agencies will not be allowed as substitution. As a result of this screening, students with any positive results will not be permitted in the EMS Program. Students are granted an appeal process by contacting the Program Director.

## VACCINATIONS/IMMUNIZATIONS

To participate in the EMS program, all students are **required** to provide documented evidence of vaccination or immunity against the following diseases:

Hepatitis B (Hep B)  
Measles, mumps, and rubella (MMR)  
Tetanus, diphtheria, pertussis (Tdap or Dtap)  
Varicella (Chicken Pox)

In addition, all students are required to provide evidence of a TB test conducted within 12 months of the program start date.

It is recommended that students receive vaccination against the following diseases:

Polio  
Influenza (seasonal flu)  
Covid-19

If a student chooses to decline any of the recommended vaccinations, they must provide a signed declination form.

To fulfill these requirements, students may provide documented evidence of vaccination, documented immunity via titer or valid history of disease, or a record from the Oregon ALERT Immunization Information System. The Adult Record Request Form is available at <https://www.alertiis.org/>.

Please note that failure to provide the required immunization documentation will result in the student's removal from the EMS program.

## STUDENT CLINICAL PLACEMENT/CONFLICT OF INTEREST

Students have a responsibility to immediately disclose a financial, professional, and/or personal conflict of interest or potential conflict of interest. In determining clinical placements for students, every effort will be made to avoid placing a student in a healthcare setting where there is a potential or actual conflict of interest.

Examples for consideration include students currently or formerly employed in the setting or individuals in the setting have a financial or personal stake in the student's success or failure such as a boss, manager, family, friend, student/peer, and UCC faculty and/or staff. If a conflict is identified, either before or during clinical experience, it is the responsibility of the student to inform the Program Director and Clinical Coordinator. Once notified, every reasonable effort will be made to develop a plan for resolution.

Students must clearly communicate to staff their role as students during clinical hours and must access only materials available to all students during the clinical experience. If a student has been banned from

a clinical site, this impacts the ability of the student to meet the requirements for clinical experience. These cases will be reviewed by the Program Director and may result in removal from the program. At the discretion of the Clinical Coordinator and the Program Director, clinical may be changed if there are internal issues noted within clinical groups or with individuals. The Clinical Coordinator and the Program Director reserve the right to decide the make-up of clinical groups and clinical placements.

## **EMPLOYMENT**

No accommodations will be made in the paramedic program because of outside employment or for taking courses from other disciplines. Students are not to work “night shifts” prior to their assigned clinical rotation to ensure the safety of the students and the patient(s) in their care. Staff and faculty have the right/responsibility to ask an unsafe student to leave the clinical area. This will result in a recorded clinical absence. Students that currently work in a healthcare facility that leave on unsatisfactory terms may be at risk of losing the ability to participate in clinical rotations within the facility. It is the student’s responsibility to seek written permission with contact information for clinical access to continue in the EMS program. The written approval is to be submitted to the Program Coordinator and Clinical Coordinator. The EMS program will not make clinical accommodations for students who do not receive a written clinical approval.

## **INCIDENT REPORTS**

It is a requirement for EMS students to report any incidents involving injuries to themselves or others immediately to their assigned preceptor, and subsequently to the Clinical Coordinator without delay, or the Program Director if students are unable to contact the Clinical Coordinator. If necessary, EMS staff will provide support in obtaining medical care and completing any requisite paperwork. It should be noted that medical insurance coverage is not provided by UCC for students, and as such, students must acquire a State Accident Insurance Fund (SAIF) claim form from the Human Resources Department at the earliest opportunity.

In the event of exposure to hazardous materials, including but not limited to bloodborne pathogens, students must comply with the mandatory notification policy and inform the Clinical Coordinator as the first point of contact. In the absence of the Coordinator, the Program Director should be notified. Subsequently, the Program staff will provide guidance to the student on the necessary follow-up procedures, including the evaluation of the student by a physician at the Emergency Department (ED) if required. The student must ensure to file for worker's compensation at the ED and promptly complete the required paperwork to be submitted to the Program Director within the prescribed timeframe of 12-24 hours after the incident.

## **IMPAIRED STUDENT/STUDENT SUSPECTED OF SUBSTANCE ABUSE**

All EMS students will be required to have drug screening upon admission to the EMS program. The cost of the drug screen is the responsibility of the student. In addition, students are subject to random drug screening throughout the program.

A student is required to show proof of prescription if the student took prescription medication that would alter or affect the drug screening. The EMS program holds the right to dismiss the student from further advancement or admission into the program if such information is not disclosed.

The EMS program will designate the company that will do the drug testing. The EMS program will not accept drug screening results from any company other than the one designated by the EMS program.

The EMS program maintains a no tolerance policy regarding substance abuse. Students must clear a urine drug test. Failure to undergo the drug test will result in dismissal from the program. If the test comes back positive for reasons other than medically prescribed, the student will be dismissed from the program or acceptance into the program will be revoked. If the drug screen comes back diluted, not to temperature, or otherwise does not meet the requirements of the testing facility, the student will be required to submit another urine specimen. The student may be required to submit a monitored specimen before leaving the testing facility. If the student declines the second test, the student will be subject to dismissal from the program.

Any results below will result in revocation of acceptance or dismissal from the program. Note: If the student is a certified paramedic or EMT, the results will be reported to the state EMS office. • Not eligible for a safety sensitive position • Confirmed positive • Positive for THC • Not consistent with human urine (or shows that a urine substitute has been used)

To be considered for readmission the following year, the student must submit a letter from a treatment agency verifying completion of a substance use assessment and treatment program as indicated. Readmission is not guaranteed. If the student is readmitted and tests positive for a substance a second time, the student is not eligible for readmission to the EMS program.

EMS students will be subject to random, mandatory drug testing. If results are inconclusive, additional monitored mandatory testing will be required at the student's expense. Students may not return to clinical practice until a valid, passing result is obtained. These absences will be unexcused absences and will be subject to points lost. Students have a legal and ethical responsibility to report peers who they suspect are substance users.

#### **IMPAIRED EMS STUDENT/STUDENT SUSPECTED OF SUBSTANCE ABUSE**

The EMS program faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment to students and to patients who receive EMS care from students. To fulfill this purpose, EMS students must not be chemically dependent or mentally ill resulting in unsafe behaviors during their participation in any learning experience, including classroom, on and off-campus clinical settings, and other department sponsored functions.

The problems of chemical abuse and/or mental illness, resulting in unsafe behaviors must be proactively addressed when identified in EMS students. The EMS faculty will intervene with the impaired student as outlined in the Student Procedures Handbook.

The EMS program follows UCC's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college affiliated academic activity, including off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the college in conformance with college policy (See UCC's Student code of Conduct, and the EMS Practice Act).

To maintain the integrity of the EMS program and ensure safe patient care, and in accordance with UCC policy (see the UCC Statement of Student Rights, Freedoms, and Responsibilities), students must abstain from the use of alcohol, drugs, or prescription medications which affect safe and appropriate functioning in the following situations:

- Before and during classes
- Before and during assigned on and off-campus clinical time.
- While in student uniform or while participating in any UCC EMS program function(s).
- Before and during assigned time in the clinical facility
- Students are subjected to possible drug screen per faculty discretion.

Students have a responsibility to notify their instructor if they are taking any medications that may have an adverse effect upon their clinical performance. The instructor will then determine if the student's clinical performance is safe.

Students have a legal and ethical responsibility to report peers who they suspect are substance users. As stated in the college catalog, "Anyone under the influence of alcohol or controlled substances may be removed, dismissed, or suspended from college functions, classes, activities, or responsibilities. The college will impose disciplinary sanctions on students up to and including expulsion for violation of these policies."

While other medical conditions may cause some of the following behaviors, signs, and symptoms suggestive of substance use include:

- slowed thinking processes or very impulsive thinking.
- immobilization or panic with resulting inability to think or act; • wildly unpredictable behavior deviant from usual, acceptable behavior; inappropriate or bizarre response/laughter; • irritable, restless manner.
- complaints of blurred vision; dilated or constricted pupils; bloodshot eyes.
- slurred speech.
- emaciated or unusual weight loss.
- tremors, especially in the hands and early in the morning.
- complaints of morning headache; abdominal or muscle cramps; diarrhea.
- diaphoresis.
- odor of alcohol.
- poor coordination or unstable gait.
- threats to kill or harm oneself or another person.
- possession of a weapon or hazardous object.
- severe psychological distress.
- poor judgment regarding safety issues for self, patients, and coworkers.
- severe physical distress e.g., seizures, chest pain, respiratory distress.

- possessing, using, or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with licensed health care provider's order.

Any EMS Instructor or EMS Support Staff who believe that a student is under the influence of drugs or alcohol has the right and responsibility to remove the student from client care responsibilities to avoid threats to client safety. If drug or alcohol abuse takes place in the clinical setting, the instructor has the right to confiscate the substance(s) for identification with a witness present. Signs, symptoms, and behaviors of the student, and actions taken by the instructor will be documented and validated by another instructor (UCC Instructor, Charge nurse or EMS Supervisor on duty). The student will be escorted to the testing laboratory by a UCC representative or program director. Expenses of the testing will be charged to the student. Refusal to provide a sample warrants disciplinary actions which includes the possibility of immediate dismissal from the EMS program. Following completion of the specimen collection, warranted because of behavior in clinical, the UCC instructor or representative will plan for the student's safe transportation home.

The involved student will be temporarily excluded from the EMS program while awaiting test results. The Program Director or Clinical Coordinator will be informed of the drug test. The Program Director or Clinical Coordinator will notify the student of the results as soon as possible.

1. Negative results: Student may return to program activities with opportunities for make-up. The student will be expected to make-up these time/assignments missed.
2. Positive results: the EMS Director will inform the Program's Dean the dismissal of the student on the grounds of substance use. The student who disagrees with the program's decision can utilize the UCC Student Code of Conduct, Student Grievance Procedure outlined at <https://www.umpqua.edu/studentcode-of-conduct>.

Note: Positive findings will be reported to the Oregon Health Authority if the students are a licensed EMS provider.

## **DRESS CODE**

Students are required to wear appropriate attire as described below. All uniforms will be clean and wrinkle free. **Agency uniforms, insignia or patches shall not be worn during any clinical rotation or in the classroom.**

1. Students are to wear the following uniform during clinical rotations, field internship, and in the classroom.
2. Navy blue or black slacks or uniform-style pants (no jeans)
3. UCC paramedic program uniform shirt, buttons to not expose any cleavage or chest. (Long sleeved, non-embled black shirts may be worn under uniform shirt.)
4. Black boots or black polishable shoes.
5. UCC identification tag.
6. A UCC paramedic program quarter zip is optional.
7. Changes to the Program Dress code during inclement weather will be made at the discretion of EMS faculty or the program director.

**The student is required to have a secondary uniform in their personal vehicle in the event of contamination.**

#### *Grooming/Hygiene*

##### *Jewelry*

- i. Should not be excessive and should be appropriate for a business-like environment.
- ii. Jewelry must not be a distraction to you or others.
- iii. Be visible either by shape or size through clothing.
- iv. Earrings must not extend past the earlobe.
- v. All visible body piercings must be removed (or covered if unable to remove) with the exception of earrings in the ear (small stud or hoop that does not extend past the earlobe), small solid ear plugs (no tapers, gauges or tunnels), or one small stud or small hoop in the nose that cannot extend past the edge of the nares. No septum piercing.
- vi. Jewelry in the tongue is prohibited.

##### *Hair*

- i. must be neat, clean, and appropriately secured to prevent it from falling forward if shoulder length or longer.
- ii. Long hair must not obstruct vision and must be controlled to prevent contact with the patient, equipment, or supplies.
- iii. Hair fasteners must be conservative and considered professional for the clinical environment.
- iv. Sideburns, mustaches, and beards must be neatly trimmed.

##### *Tattoos:*

- i. Visible tattoos must not be obscene, profane, vulgar, offensive, or distracting to others. If tattoos are determined to be against this handbook they must be covered.
- ii. Tattoos visible above the jaw line are not acceptable.

##### *Fingernails*

- i. Fingernails are not to extend beyond the fingertip.
- ii. In accordance with CDC guidelines, artificial nails are prohibited.
- iii. Gel nails are acceptable but must be in good repair. iv. Painted nails must not be chipped.

##### *Hygiene*

- i. Perfumes, powders, and colognes should not be worn.
- ii. Students must be physically clean, including oral hygiene, clean hair, fingernails, and free of pervasive body odors such as smoke or sweat.
- iii. It is important to ensure that odors are neutral, therefore smoking is not permitted at any clinical facilities.

##### *Makeup*

- i. Makeup must not be excessive or a distraction to others.
- ii. Colors must be neutral.
- iii. Makeup should not include any substance that could flake or fall off during patient care.
- iv. Any cosmetic appliances, such as eyelash extensions, need to be in good repair and condition.



- v. Unless related to an organized campus event, no character, cosplay, theater, dress-up, caricature type, makeup or attire can be worn in the clinical or classroom setting.

At the discretion of EMS faculty and/or the EMS Director, any markings on the body that may be interpreted as unprofessional must be covered while participating as an EMS student. Examples of these markings are, but not limited to:

- Contusions/love-bites
- Writing
- Tattoos

#### Supplemental Attire

Students may NOT wear their program uniform outside of scheduled clinicals, internships, or classes. Students who fail to comply with the above policy regarding uniform and hygiene may be sent home by EMS staff, Clinical Staff, or Internship Staff and subject to loss of points as well as a behavioral strike.

## GRADUATION REQUIREMENTS

Students obtaining their associate degree, including paramedic students, who wish to participate in graduation must pass all courses with a grade of 74.5% or higher. Additionally, students must apply for graduation and commencement before the end of Spring Term. You may walk in the commencement ceremony before the completion of your capstone, if you are in good standing within the program.

Commented [AK2]: Any specific graduation instructions etc we want to add?

## LICENSURE

Upon successful completion of the EMT course, a student can apply to test with National Registry of Emergency Medical Technicians and Oregon Health Authority (OHA). The Program Director will approve students to test through NREMT.

Upon successful completion of the didactic portion of the Paramedic Course, a student can apply to take their psychomotor exam through NREMT, with Program Director approval. Paramedic students must complete all didactic, clinical, and capstone internship before they are able to take the cognitive exam.

Please refer to the NREMT and OHA website for specific processes and exam fees.

Commented [AK3]: Do we want any information here about licensure? NREMT OHA?? If so what and where is it located?

## CELL PHONE USE

Purpose: to establish a culture of digital citizenship by defining what is appropriate use of cell phones/l-pads or tablets in the classroom and the clinical settings.

1. Students may only use a cell phone for a “hot spot” for clinical rotations.
2. Students will not use cell phones in the classroom setting without the direct authorization of the faculty. Students observed to be texting or allowing their cell phone to ring or vibrate noisily during the classroom and clinical portion of the day may receive disciplinary and academic consequences.

3. Before sending or posting anything remember: LARK – Is it legal, appropriate, responsible, and kind.
4. Students will not record still or moving images or voices of students or the teacher without permission from both parties.
5. Students will not post recordings of still or moving images or voice recordings of students or the UCC or clinical facility staff/faculty to online websites without their permission.
6. Recording of lecture either audio or visual are not permitted without the daily authorization of the instructor of record.
7. Students will practice internet safety with online resources.
8. Students understand that they may receive disciplinary consequences for violating board policies regarding cyber-bullying. (Refer to UCC Student Code of Conduct.)
9. Students will not contact faculty's personal cell phone outside of class. Please use your instructor's contact information provided in the course syllabus or visit during office hours.
10. With consideration of the severity of a "Cell Phone Use" breach, students in violation of any of the cell phone/I-pads/tablets use policies will be subject to disciplinary consequences including the possibility of dismissal from the program and possible denial of re-entry.
11. During clinical rotations, the electronic documentation device will strictly be used for clinical documentation and medical research. Students found using social media applications, personal applications, or other unapproved applications will be subject to discipline up to removal from the clinical site or program removal.
12. It is the student's responsibility to subscribe to and pay for a cellular connection, if desired. During the summer internship, this connectivity is strongly encouraged, as daily evaluations are required for rotation completion. There may be internship sites and locations that will not have WI-FI available to students.

\*Please also see the "CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY"

## COMMUNICATION

- a) Students are expected to check their email and the Learning Management System website (CANVAS) regularly. Any changes with contact information needs to be addressed immediately to the Program Coordinator. Announcements will be posted on the Learning Management System (CANVAS).
- b) In effort to resolve conflict related to course/seminar/clinical matters, it is expected you will utilize the following steps listed below. Please refer UCC Student Code of Conduct Policies and go through the proper chain of command.
  - i. Individual directly involved.
  - ii. Instructor of Record (for classroom issues) and Mentor – or – Clinical Coordinator (for clinical issues) and Mentor
  - iii. Director of EMS/Department Chair
  - iv. Dean of Student Services
  - v. College VP of Student Services

- vi. College President
- c) Current names, telephone numbers, addresses and email addresses must be given to the EMS Administrative Assistant and the College Registrar at the beginning of the school year and whenever there are changes. Students must inform their clinical instructor of telephone number changes and/or name changes. Student information lists are considered confidential and used only by faculty and fellow students with their consent.

## ON-CAMPUS and OFF-CAMPUS CLINICAL SITES

Please note that you are audio and/or video recorded in both on-campus and off-campus clinical sites. By entering the premises, you consent to photography, audio recording, video recording, and its/their review, release, publication, exhibition, or reproduction to be used for evaluation, news, webcasts, promotional purposes, telecasts, advertising, and inclusion of websites. You release UCC and its employees, and each and all persons involved from any liability connected with taking, recording, digitizing, or publication and use of photographs, computer images, video, and/or sound recordings.

**By entering the premises, you waive all rights you may have had to any claims for payment or royalties in connection with any use of evaluation, news, webcasts, promotional purposes, telecasts, advertising, and inclusion of websites. You have been fully informed of your consent, waiver of liability, and release before entering the premises.**

## CLINICAL ROTATIONS and BEHAVIOR (All Clinical Facilities)

Please refer to the EMS clinical manual.

## SIMULATION AND LAB SKILLS

Disclaimer: Lab Skills and Simulation Participation

By participating in the lab skills and simulation activities, you acknowledge and agree to the following:

**Audio and Video Recording:** During the lab skills and simulation sessions, audio and video recording may take place for educational purposes, as well as for promotional and advertising purposes related to the UCC EMS program. These recordings may be used in various media channels, including but not limited to websites, social media platforms, brochures, and presentations, to showcase the program's educational offerings and highlight student experiences. Please note that while efforts will be made to protect your privacy, recordings may be viewed by media agencies or their representatives during some simulations.

**Simulation of Emergency Scenes:** As part of the lab skills and simulation exercises, you may be exposed to simulations of emergency scenes that aim to provide practical training and experience. These simulations are designed to mimic real-life scenarios and may involve distressing elements such as simulated injuries, emergency responses, or intense situations. It is important to understand that these

**Commented [AK4]:** I thought about adding a section about simulating real life emergencies as close as possible and adding a disclaimer talking about being recorded referring to that section etc. Thoughts?

simulations are carefully planned to provide a realistic learning environment while ensuring participant safety. However, if you find yourself experiencing undue distress or discomfort during any simulation, please notify the course instructor immediately.

Please take the time to read and understand this disclaimer. If you have any concerns or questions, please reach out to the responsible faculty or EMS program director who can provide further information and address your queries. Your safety, well-being, and educational experience are of utmost importance to us.

## ATTENDANCE POLICY

Attendance and punctuality are a crucial part of the professional development and will be documented. 100% attendance and punctuality in on and off-campus clinical areas and the classroom is expected except for extenuating circumstances (listed in the readmission section). Exceptions will not be made for travel or clinical schedule regardless of where the student lives. The student's presence in the clinical area is necessary for the instructor to adequately evaluate performance and competence.

- Students must be registered with the college prior to attending classes or clinical. Only registered students may be in class, conferences, counseling sessions, or clinical.
- Students are expected to be in their seat in the classroom by the time lecture is scheduled to begin. Once the instructor has begun lecturing, late students should enter the classroom quietly and choose the closest available seat to minimize disruption to the class. A pattern of tardiness may be noted by the instructor and can result in a loss of points, and/or missed opportunities. An example of a missed opportunity includes the inability to make-up missed in-class quizzes. Students arriving more than 10 minutes late to a test (midterm, final) may forfeit their right to test.
- Students are expected to be at pre-conference and post-conference in the clinical setting and ready to participate at the scheduled time.
- If unable to arrive at your clinical site on time due to unexpected circumstances the student is responsible for communicating with your clinical instructor as soon as possible.
- Students need to schedule personal appointments at times other than during class or clinical times.
- Transportation is the responsibility of the student and may require travel out of the area for clinical experiences. Students may ride with clinical preceptors during their community-based or mental health experiences when participating in home visits.
- Cell phones must be silenced or on vibrate during class. Cell phones may **not** be used in the clinical or capstone setting unless specifically requested by clinical or capstone staff.
- Refer to course syllabi for course specific late policies.
- According to OAR 333-265-0010 students must attend 100% of clinical time and at least 85% of didactic.

## APA 7th EDITION FORMAT

APA 7th Edition format is expected on all papers. See CANVAS for specific instructions and resources.

## ACADEMIC INTEGRITY/HONESTY

Academic Integrity and Honesty: Students, staff, and faculty work together to develop and maintain a culture of academic honesty. See “Student Code of Conduct, Academic Integrity” for further information and definition. A breach of academic integrity and honesty is not tolerated. Though not all inclusive, examples of academic dishonesty include: purchase of and/or distribution and/or use of instructor test-banks, sharing of or talking about information related to test/quiz content, accepting a passing grade for group projects in which the student did not participate, or a breach of any listed inappropriate actions in the “Student Code of Conduct, Academic Integrity.”

Faculty members monitor student work for evidence of plagiarism. The submission of one’s own previously graded work as a new assignment without the faculty member’s permission constitutes that of self-plagiarism and will result in a zero grade and further disciplinary action as deemed appropriate by the EMS Program. At the discretion of faculty, student assignments may be submitted to online originality reporting services.

To ensure and promote academic honesty, you may be required to sign a “testing agreement” stating that the student will follow the academic integrity policies/procedure listed throughout this handbook before taking a midterm, final, and/or practical examination.

In the event that faculty and/or test proctors suspect that there has been a breach in academic integrity, the faculty and Program Director reserve the right to disavow a test/exam and/or a test/exam grade. See “Academic Standards: Testing.”

*Note: Cheating and or dishonesty may be reported to The Oregon Health Authority and may impact student’s current licensure.*

## SUPPORT PERSON FOR MANDATORY MEETINGS/EXIT INTERVIEWS

In the event that you are required to participate in a mandatory meeting, or complete an Exit Interview, you will be permitted to bring one support person with you to the meeting. It is not common to have a support person during “academic” meetings, as these are often strategies shared to improve grades at midterms, etc. However, you are still permitted to bring a support person if desired. A Student Release of Information form will be completed prior to the start of the meeting. The instructor will have a staff member present as a witness.

Who can serve as a Support Person?

The support person can be a UCC staff member, a UCC student, a friend/parent/attorney/or another person that is not directly involved in the situation that will be discussed.

1. The student must notify the instructor (or person requesting the meeting) within 24 hours of the meeting if a support person will be in attendance. The instructor will have a staff member present as a witness.
2. The student must notify the instructor (or person requesting the meeting) within 72 hours of the meeting if a support person is an attorney and will be in attendance. In instances where a student's attorney will be in attendance, UCC may also have an attorney present. The instructor will also have a staff member present as a witness.

**Role of the Support Person, and Guidelines:**

The student may have one support person present during their meeting and are limited to "advising" the student.

**The support person may not:**

1. Present information
2. Ask questions
3. Make any statements during the meeting
4. Speak for or on behalf of the student

**The Support Person may:**

1. Assist the student in clarifying their response to questions
2. Briefly converse with or write brief notes to the student

**Support Person and Student Expectations:**

1. It is expected that the support person and student act in a professional and courteous manner
2. Be mindful of (support person) communication with the student so that the meeting is not disrupted
3. Do not delay, disrupt, or interfere with meeting (or hearing) procedures.
4. Do not disrespect others in the meeting (or hearing) by badgering or harassing the other student(s) or staff that may be involved
5. Be mindful that the process is to guide students as defined by the Student Handbook Non-

Compliance: If the student and/or support person does not act in accordance with the limitations set forth, the meeting facilitator will provide a verbal warning for non-compliance. If the non-compliance persists, the support person will be asked to leave the meeting (or if the student is in non-compliance, the meeting will be cancelled). Failure to complete the meeting/plan may result in dismissal from the program. Failure to complete an exit interview may result in the inability to re-enter the program at a later date.

(Support person language borrowed, in part, from: <https://studentconduct.okstate.edu/advisors>)

## EXIT INTERVIEW

Exit interviews are held to obtain information on reasons, circumstances or any details that lead to a EMS student leaving the program of study. The interview will include a detailed course of action for both the student and the department to follow when a student exits the EMS program. Students must participate in an Exit Interview to be considered for future audit. A meeting will be scheduled with the student, the involved faculty, the Program Director, and the Dean (if available/applicable). The meeting will address the following:

- a. Discuss what area the student has failed in and provide written proof of the inability to meet the grading standard. (Clinical evaluation tool, technical standards, testing scores,

didactic failed assignments and/or any other material that affected the student's ability to meet the course standard.)

- b. Student will leave the exit interview with either a verbal or written statement of some of the behaviors that were identified that could have contributed to their failure in the course. If it is given verbally, they will receive a written follow up.
- c. The written evaluation from EMS faculty of the student's inability to continue will give the student some ideas of areas where the faculty felt the student needs to make some changes in their focus, behavior, or their ability to allocate the necessary time to the program.
- d. The student will not only be asked to sign this document, but they must use this document to address how they will be successful when applying to return to the program. The summary of the exit interview will be placed in the student's file in the EMS department.
- e. Please see "Readmission Policy" for the steps to re-enter the program if applicable.
- f. The student should come to the committee with a plan for success and some things that have changed that will impact the student's ability to be successful on this next attempt in the program. The student will have a maximum of two attempts. (See policy on EMS Program Readmission.)
- g. Program re-admittance is at the discretion of the Program Director based on the student's interview and written plan.

2. Note: The student is advised to contact the UCC Registration department and the UCC Financial Aid department after the exit interview is complete.

## READMISSION POLICY

It is the student's responsibility to submit a written request stating their desire to return to the program as an auditing student. This letter of intent is due within 30 days of the unsuccessful course completion or withdrawal date and is to be submitted to the Program Director. An interview may be scheduled with the student seeking an audit at the discretion of faculty and the Program Director. All re-admissions must be approved by the Program Director, no later than 45 days, prior to the beginning of the term the student is requesting to audit. The Program Director may seek feedback from faculty regarding re-admission for students(s) seeking re-entry. There is no guarantee of receiving an audit or re-entry in the program.

1. A student who fails from the required EMS course must successfully repeat that course before proceeding in the program. Students requesting re-entry will be required to audit the preceding course and clinical (space allowing) prior to entry term (with the exception of section "5.").
2. A single (one) repeat opportunity may be provided to reenter the program within a year of the failure (not obtaining a grade of 74.5%) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e., safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students who participate in defamation of the campus, program, peers, or staff, will not be considered for re-admission. Students who threaten the campus, program, peers, self, or staff (general or specific) via face-to-face, phone, text, social media, or otherwise will not be

considered for re-admission. **Readmission into the EMS program is at the discretion of the program director.**

3. Students wishing re-entry into the EMS program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the program's policies.
4. Students auditing the course are expected to take the midterm and final exams, complete all assignments, and attend at least 85% of classes (see clinical absence policy if applicable – re: student is auditing clinical).
5. If there are multiple auditing students that are competing for readmission, the average score of exams will be reviewed and used to determine readmission to UCC's EMS program.
6. If a student leaves the program before successful completion, and due to extenuating circumstances, auditing the previous course may not be required based on previous academic performance. Re-entry is not guaranteed except in extenuating circumstances and per space availability. Extenuating circumstances may consist of significant loss of immediate family member, major loss of property, military service, major medical conditions, and other circumstances as approved by the UCC EMS staff and program director. Proof of the legitimacy of the event must be provided to the Program Director before returning to the program.
7. All returning students will be required to practice/demonstrate core skills with an instructor before being allowed to perform these skills in off-campus facilities. It is the responsibility of the student to communicate with EMS staff 5-6 weeks before re-entry to initiate skills practice, determine upcoming opportunities, training, review of immunizations, BLS expirations date, etc.
8. The Program Director and staff reserve the right to hold an "admission placement" for the following academic year should the student have extenuating circumstances as listed in section "6." or clear and credible cause to withdraw from the program after acceptance but prior to the start date. Proof of the legitimacy of reason for withdrawal must be submitted in writing to the Program Director.
9. Students who are released for behavioral incidents will **NOT** be allowed to audit courses. EMT students will have to retake both terms of EMT and paramedic students must take all paramedic courses.

## STUDENT REPRESENTATIVES

1. Each year's class will nominate individuals to serve as student representatives for each academic year. There will be one representative chosen to represent the cohort. The top three candidates from each group will then complete a panel interview process. The interview panels will include:
  - a. The previous student representative
  - b. A paramedic student
  - c. An EMS instructor
  - d. A part-time instructor
  - e. Support personnel
  - f. The Program Director
2. The interview panel will choose the incoming student representative.
3. Student representatives are expected to attend the advisory committee meetings and majority of EMS faculty meetings, normally held once a month. If one of the representatives is unable to



attend meetings regularly, faculty may elect a new candidate or ask that an alternate move into the role.

4. Each representative will be allotted time during each faculty meeting to provide feedback, describe concerns, or contribute to discussion topics. They may also be asked to convey information to the EMS student body. *Note: There will be a portion of each faculty meeting that the student representative will be excused to allow staff to discuss confidential matters.*
5. Individual students may have concerns that may need to be addressed personally. These students will notify the class representative that they will talk directly with the Instructor of Record, and if necessary, follow the chain of command.
6. Student representatives will be asked to continue their position on the advisory committee in the role of past student.

## ACCESSIBILITY STATEMENT and MENTAL HEALTH STATEMENT

### Accessibility Statement:

UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Accessibility Services Office in the Campus Center, as soon as possible. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter sent by email. This is why it is imperative to start the process early. To request academic accommodations for a disability, please contact Accessibility Service Coordinator: Phone (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800-735-2900. Additional information can be found on the UCC website: <http://umpqua.edu/accessibility-services> (Links to an external site.)

### UCC Disability Services Verification Form:

EMS staff is not able to approve the following section of the UCC Disability Services Form:

**Other:** *Flexibility of deadlines/testing scheduling due to disability related absences. \*Student will be responsible for notifying instructor of such an absence within the agreed upon time frame (suggested within 24 hours). The instructor will identify a reasonable due date and the student is responsible for all work \_\_\_\_\_.*

**ADA compliance statement:** Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

### Mental Health Statement:

The Campus Mental Health, Recovery and Wellness Department at UCC offers counseling services and specialty advising for students who are enrolled at UCC. We can assist with common student and personal concerns including Counseling Services (personal, crisis, 10/1 related), Recovery/Specialty Academic Advising (10/1 related, Veterans, and students receiving accommodations), career exploration, planning and counseling, testing anxiety, referrals to campus and community resources,

and weekly Wellness Workshops. Drop-ins are always welcome!! Campus Wellness Center located in the Campus Center. Phone: 541-440-7859.

## INCOMPLETES

Please Refer to UCC Policy #711.01.

## WITHDRAWING FROM COURSES

Please see UCC Policy #704.

## UCC POLICIES

### STUDENT CODE OF CONDUCT

**Refer to policy 5500. Students, staff, and administration have together developed rules to guide student behavior. It is the student's responsibility to know and abide by these regulations.**

**Refer to the UCC policies online at [Umpqua.edu](http://Umpqua.edu)**

**Please note that the UCC EMS Program works in conjunction with the UCC Campus Student Code of Conduct. Certain circumstances warrant the need and action to immediately remove/dismiss a student from the UCC EMS Program in order to safeguard the cohort, college, and/or community.**

**The Standards of Student Conduct or (Student Code of Conduct) describes your rights and responsibilities while a student at Umpqua Community College. It also describes the College's student disciplinary process and also how a student can have a [complaint addressed](#).**

**Umpqua Community College [Board of Education](#) adopted the Standards of Student Code Board Policy and Administrative Procedures as of May 2020.**



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## UCC EMS Student 2023 - 2024 Contract

I have read the material in the 2023 - 2024 UCC EMS Student Handbook and understand it. As a UCC EMS student, I will comply with these regulations. I understand, further, that certain EMS procedures will be practiced by all students on manikins and in simulated environments plus in the clinical facilities under the supervision of the EMS faculty.

It is understood that all information regarding individuals, both in clinical rotation and in the classroom is strictly confidential, whether written in the hospital record or coming to the student's knowledge from being in the healthcare facility.

I, (legibly printed name): \_\_\_\_\_ pledge to follow the behaviors as identified by the National EMS Education Standards, the UCC EMS Program Code of Conduct, and the UCC Code of Conduct. I will refrain from any form of academic or clinical dishonesty or deception, such as cheating, plagiarism, or falsification of information. I am also aware that as a member of the UCC EMS Program, it is my responsibility to report all suspected violators of the above codes following the appropriate chain-of-command.

I understand that failing to comply with the standards in the UCC EMS Student Handbook may result in academic discipline and/or program dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return this completed and signed form to Rosemary Hoy, EMS Administrative Assistant, on or before Friday of Week 1.**