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**COASTAL ALABAMA**  
COMMUNITY COLLEGE

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**EMERGENCY MEDICAL SERVICES**  
**STUDENT HANDBOOK**

2025-2026

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## **INTRODUCTION**

Welcome to the Coastal Alabama Community College EMS Program. EMS is a challenging and rewarding profession. The Coastal Alabama Community College faculty are delighted that you have chosen EMS as your educational goal. We will challenge you academically and personally to prepare you to become a clinically competent and productive healthcare team member.

This handbook provides EMS students with information regarding the department's policies. The EMS Program operates within the Coastal Alabama Community College (Coastal Alabama) policies. EMS students are primarily obligated to follow all policies and procedures as detailed in the EMS student handbook and policies and guidelines published in the Coastal Alabama Catalog/Student Handbook. College policies are published in the [Coastal Alabama Catalog](#) and are accessible to all students.

EMS students are responsible for being informed and for following the policies in this handbook, which apply to each EMS course in the EMS curriculum. The EMS faculty will be available to discuss any concerns regarding the handbook. No policies are infallible, and if any are found to be inoperable, the faculty shall welcome constructive suggestions for change.

## **DISCLAIMER**

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with other college resources. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations; (2) the college reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, may be applicable to students in this department.

## **NONDISCRIMINATION POLICIES**

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 601.01](#). The EMS Program complies with the Coastal Alabama [Nondiscrimination](#) Policy.

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA). Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **ACCREDITING AGENCIES**

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved

degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](#).

### **EMS Program**

We aim 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; Emergency Medical Technician and/or Emergency Medical Responder levels.

The Coastal Alabama EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for the EMS Professions (CoAEMSP).

CAAHEP  
9355 113th Street North, #7709  
Seminole, FL 33775  
727-210-2350  
<https://www.caahep.org/>

CoAEMSP  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
<https://coaemsp.org/>

### **EMS PROGRAM MISSION AND PHILOSOPHY**

The faculty of the Emergency Medical Services Program adheres to a philosophy consistent with Coastal Alabama Community College's goals and purpose. We accept responsibility for preparing students who are knowledgeable in our field, responsive to the community, and dedicated to expanding prehospital emergency medicine through study.

Learning is a lifelong process through which individuals continue to advance their knowledge to accommodate changing healthcare needs. Learning is facilitated when student participation is actively encouraged, instructional and educational goals are well-defined and communicated, and the faculty supports student goals and objectives. However, it is understood that the full responsibility for learning ultimately rests with the student and his/her commitment to the learning process.

The faculty believes that:

- The Emergency Medical Technician (EMT)/AEMT/Paramedic helps individuals or groups meet their emergency healthcare needs in the prehospital setting with professionalism, courtesy, and empathy.
- As a professional, the EMT/AEMT/Paramedic accepts the definition of an "emergency" as each individual or group defines it and reacts accordingly.
- EMS professionals assume individual and collaborative responsibility for providing emergency health care in various settings.
- The prehospital emergency care provider utilizes scientific processes to apply theories and principles of proper patient care in making decisions with and for the individual or group experiencing a health emergency.

### **EMS CAREER- AT A GLANCE**

People's lives often depend on the quick reaction and competent care of emergency medical technicians (Basic and Advanced EMTs) and paramedics. Incidents as varied as automobile accidents, heart attacks, slips and falls, childbirth, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital service as they care for and transport the sick or injured to a medical facility. Following medical protocols and guidelines, EMTs, Advanced EMTs, and paramedics provide appropriate emergency care (under the medical direction of physicians) and, when necessary, transport the patient. In an emergency, EMTs, Advanced EMTs, and paramedics are typically dispatched by a 911 operator to the scene, where they often work with police and firefighters. Working conditions tend to be indoors and out, in all types of weather. EMS professionals are required to do considerable kneeling, bending, and heavy lifting. The specific responsibilities of EMS professionals depend upon their level of qualification and training.

Graduates qualify for employment with air and ground ambulance services, fire and rescue departments, industrial safety departments, and emergency departments within medical facilities.

### **GENERAL GUIDELINES**

#### **Attendance**

Only approved students may attend EMS courses. EMS fees must be paid by the announced deadline each semester or students will not be allowed to attend class. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class.

#### **Classroom Interaction**

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class.

While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class is

considered rude and disruptive and is grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or division chair before being allowed to return.

### **Access to Instructors**

Students will be able to meet their instructor during designated office/tutoring hours. Office hours are posted outside each faculty member's office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. Instructors are required to answer emails/phone calls Monday-Friday within 24 hours. Instructors are not required to answer emails/phone calls on Saturdays or Sundays. Any communications received on Saturday or Sunday will be answered on Monday by the instructor. Any form of communication received after 5:00 pm Monday-Thursday will be answered the next morning.

### **Canvas**

A PC or MAC laptop with a webcam and microphone and access to high-speed internet is required for the EMS programs. Canvas is the learning management system used by the college. Students are expected to check Canvas daily to stay current with classroom assignments. All "Canvas" tools are for class instructional use. All comments and postings that are not instructional will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Doing so may compromise the integrity and security of the system and its contents. Doing so may result in disciplinary action.

### **Records Due**

Immunizations, CPR, drug testing, background screening, physicals and proof of medical insurance are tracked. Platinum Planner will retain the required documents you submit. These records will be accessible throughout the length of the program. Students will not be allowed to attend clinical opportunities until requested information has been received. Turning in records by the due date specified by the EMS program constitutes a quiz grade of '100'. Failure to turn in the requested information by the date specified will result in a quiz grade of '0'. It is the responsibility of the student to verify that records are complete.

### **Records Maintenance**

Students are responsible for making copies of records from Platinum Planner which they have uploaded. Platinum Planner will retain these records throughout the length of the program. The EMS department is not responsible for providing copies of health records.

### **Written Assignments**

The EMS faculty believes that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the guidelines in the course syllabus.

Plagiarism is the copying from the work of another word for word or in substance and offering the copy as one's own work for credit. This includes purchased or borrowed papers. Written work must be the student's own work unless proper credit is given to the original author if any written assignments are required.

### **Academic Honesty**

Academic honesty is absolute for the student to advance in the program. Because of the nature of the nursing profession, dishonesty or unprofessional conduct could affect the health or safety of patients. To promote professional conduct and personal integrity, it is imperative that each student do his/her own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness the dishonest behavior of a peer, or other healthcare employees, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the College Student Handbook for general policies on academic honesty.

### **Audio and Video Guidelines**

Recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews.

### **Cell Phones and Electronic Devices**

Electronic devices such as cell phones, laptop computers, and tablet devices (Kindles, Nooks, iPads, "smart" watches, etc.), and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, and testing areas are inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, director, dean, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct. Cellular phones, smart devices, and other electronic devices are not to be used during labs. Students are not allowed to bring cell phones inside the skills lab, cell phones must remain in the classroom. Use of cell phones and/or electronic devices during skills lab will result in a warning for the first offense. The second offense of having a cell phone in the lab will result in probation. A third offense for having a cell phone in the lab may result in a failure of the lab component and class. Students who fail the course due to cell phone possession/use in the lab will not be allowed to continue in the course.

### **Copier Usage**

The office copier is not for student use.

### **Minors on Campus**

The EMS Program complies with Coastal Alabama Policy [01.06](#). Minors may not accompany students.

### **ADA Accommodations**

The EMS Program complies with Coastal Alabama Policy [02.02](#). Further information may be found at the [ADA Online Services](#) webpage. Only the ADA coordinator can determine reasonable accommodations.

### **Mass Notification System and School Closings**

Coastal Alabama Community College uses a mass notification system to notify employees and students of emergency situations. The College also uses this system if any change in schedules or any campus closures occurs. Students and employees already have user accounts set up based on their information on file. All users are required to log into the mass notification system to ensure contact information, such as cell phone numbers is accurate.

### **Social Networking**

The EMS Program complies with Coastal Alabama Policies [02.12](#) and [05.06](#).

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, client visitors, clinical sites, or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media, will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

### **Family Education Rights and Privacy Act (FERPA)**

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

### **Estimated Program Costs**

Estimated program costs are available for viewing on the Coastal Alabama Community College [EMS Program Page](#). For further information on payment options, visit [Financial Aid Student Services](#) web page.

### **Student Resources**

Students should refer to the Coastal Alabama Policy and Procedure Manual, Coastal Alabama Community [College Catalog](#), and Coastal Alabama Student Handbook for student resources. Information on financial aid is in the Financial Aid section. The student is referred to the Student

Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling, and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, the students should refer to their private or local healthcare provider or activate emergency medical services (911). Campus security should be notified for all emergencies at 251-580-2222.

### **Student ID**

Student ID photos will be taken in class to send to the library as a class instead of individually.

### **Parking Decals**

Any student who drives a car or a motorized vehicle on campus, day or night, must abide by state laws and must secure a parking decal online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations. All students and employees are required to have and display the appropriate decal for each academic year. (August - July). [Parking Information](#) and decal application.

### **Help Desk**

To streamline help desk requests and better serve you, we utilize a help desk ticket system. Every help desk request is assigned a unique ticket number that you can use to track the progress and responses online. For your reference, we provide complete archives and the history of all your help desk requests. A valid email address is required to submit a ticket. External link to [Help Desk](#).

## **TESTING AND GRADING GUIDELINES**

### **Grading**

The EMS Program complies with Coastal Alabama Policy [04.01.15](#). The rounding of scores is only completed for the final course grade. No rounding will occur for individual assignments, quizzes, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

### **Grading Scale**

A = 90-100

B = 80-89

C = 75-79\*

D = 60-74

F = 59 and below

\*\*Note that a 'C' requires a grade of 75-79 in all courses with an EMS prefix. Students are encouraged to study at least one hour per course credit hour (i.e., 3 hours per week for a 3-credit hour course).

Most EMS courses consist of a combination of theory, laboratory, and clinical components. Laboratory and clinical grades are assigned by a pass or fail ranking. Students who fail the laboratory and/or clinical component of a course but earn a C or higher in the theory portion of

the course; fail the course. Students who pass the laboratory and/or clinical component of a course but fail the theory portion of the course with a D or F fail the course. Students who have failed the clinical component may not continue to attend class. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an F for the final grade.

**Any student making below 75% on an exam** will meet with the instructor and be required to complete remediation for educational objectives not met. The student will be required to locate in their textbook each educational objective not met on the exam. The student will provide the page number in which the educational objective is located and provide three written reasons why each objective not met is important to their scope of practice. If remediation and counseling with the instructor do not achieve improvement, then assistance with Coastal Alabama Community College Student Support Services will be advised for further assistance.

### **Exam Procedures**

It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators and “smart” watches are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. No handbags, backpacks, book carriers, books, drinks, food, cell phones, and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise his/her hand to signal the need of assistance from the instructor. Tests are timed. Students arriving late for an exam must take the exam in the remaining time available. Students arriving late for a quiz will not be allowed to take the quiz, pending the instructor’s discretion. Instructors will post exam scores as soon as they are able.

### **Make-Up/Missed Assessments**

**Exams:** Only one make-up exam is allowed per course. If more than one exam is missed, a grade of ‘0’ will be given for the second missed exam. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. Students who miss the assigned make-up date will receive a ‘0’ for that exam. Make-up exams are subject to be different from the original exam. Early exams are given only at the discretion of the Division Chair, Associate Dean, Dean, or designee for extenuating circumstances.

**Lab/Test:** Make-up day for lab will be listed in course schedule.

Only one lab day can be made up during the assigned lab make-up day. Only instructor-graded labs and instructor-graded scenarios will be completed during the final make-up day. No peer-to-peer labs can be made up during the lab make-up day. If peer-to-peer labs are missed, it is the students’ responsibility to find a peer willing to help and make up the peer-to-peer labs in front of a designated on-campus lab preceptor. Students without extenuating circumstance accommodation, missing more than one lab day, fail the course

No make-up for assignments or quizzes.

## Policy on Late Work

Each homework assignment and exam will have a listed due date attached. Once the reported due date has passed, the assignment is no longer eligible for submission or grading. The student may schedule an office visit with the instructor regarding extenuating circumstances requiring the submission of late work; the instructor may request sufficient evidence. Upon the instructor's approval to submit late work, the student will be given a due date.

**Online Examinations:** Exams presented online must be completed within the time frame allotted. There will be NO EXCEPTIONS unless circumstances are deemed extenuating/emergent as determined by the EMS program director.

## Online Testing/Quizzing

All Coastal Alabama courses require the use of *Honorlock* and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Most exams will be taken on *EMS Testing* unless otherwise noted.

When taking **any** online exam that requires monitoring by webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers, smart watches; ANY ELECTRONIC DEVICE) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the test, know how much time is available for it, and ensure that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in *Honorlock* Browser, run the checks again prior to starting the test
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or any other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that *Honorlock* will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- Inappropriate facial movement during testing is flagged and if it is suggestive of cheating, the student could be given a 0 for the exam. Students must always maintain forward eye contact with the screen and keyboard during testing.
- Microphones should be enabled, and the sound turned on during online testing.

## Exam Reviews

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged. Every attempt is made to review within one week of the date for which a test was given. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders,

cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Students may schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week from the time of test review. Exams can be reviewed through *EMS Testing*.

### **Midterm Progress Report**

A mid-term progress report is given to each student as notification of his/her academic progress in each EMS course. If absent on that day, it is the student's responsibility to obtain the report.

### **Final Exam Schedule**

The EMS Program complies with the Coastal Alabama [Final Exams](#) Policy. The final exam schedule for Surgical Technology courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.

### **PROGRESSION**

To progress in the EMS program, the student must:

1. Maintain a grade of C or better in all academic core courses and EMS core courses.
  2. Complete all required general educational courses in semesters as scheduled, unless completed prior. Any exceptions must be approved by the program director or the Dean of Nursing and Allied Health.
  3. Maintain the ability to perform essential eligibility criteria.
  4. Maintain current, health professional CPR, required immunizations, and medical insurance.
  5. Maintain the sequence of EMS courses. Withdrawals, or a 'D' or 'F' in an EMS course, will stop progression in the program until the course(s) is successfully repeated. Course repetition will be based on instructor approval and program resources.
  6. Complete the required clinical rotations.
  7. Adhere to clinical facility and program policies and procedures.
  8. Maintain professional and ethical standards and behavior in the classroom and at the clinical sites, and professional patient care.
- \*\*Failure to meet any of the above requirements may result in failure of a course or termination from the program.

### **Admission**

EMT –

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions.
3. Declare an EMT training certificate major.
4. Meet Essential Eligibility Criteria.

#### AEMT –

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions.
3. Declare an AEMT training certificate major.
4. Meet Essential Eligibility Criteria.
5. Hold a National Registry Basic EMT Certification or obtain National Certification prior to completing the STC-EMA curriculum. Documents must be presented to the Admissions office/Registrar to receive credit. Failure to obtain Basic EMT Certification may result in dismissal from the program.

#### Paramedic –

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit transcripts from all colleges/schools attended (including high school) to the registrar or admissions prior to the start of the paramedic courses.
3. Complete the Paramedic program application.
4. Submission of current NREMT-Basic EMT certification or Alabama EMT license to the Director of EMS and proof of successful completion of advanced EMT coursework prior to starting paramedic courses (EMS 240, EMS 241, EMS 244, EMS 257).
5. Minimum 2.0 GPA in all previous EMS coursework.
6. Eligible to take ENG 101 and MTH 100. A grade of C or higher is required for completion of the degree.
7. Meet the Essential Eligibility Criteria.

It is suggested that all core academic courses are completed before Paramedic program admission to improve student success. Completion of the courses and the above criteria do not guarantee admission into the program. If qualified applicants exceed class size limits, prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

- 3 points for an A, 2 points for a B, and 1 point for a C in MTH 100 and ENG 101.
- 1 point for a C or higher in BIO 201, PSY 200 or 201, BIO 202, PHL 206, and SPH 106 or 107 (if taken).
- 3 points awarded to students who complete EMT and AEMT at Coastal Alabama.

Upon provisional acceptance into the core Emergency Medical Services courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential eligibility criteria, a record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider.

#### **EMS Transfer Credit Guidelines**

Transfer credit for the paramedic program will be accepted with prior program director approval under the following conditions:

1. The student must meet all admission requirements of Coastal Alabama Community College.

2. Previous college credit must be accepted by the Coastal Alabama Community College Office of Admissions and Records.
3. Once accepted by the Coastal Alabama Community College Office of Admissions and Records, transfer credit for EMS courses will not be accepted by the program without a letter of good standing from the EMS director of the transferring institution. This requirement is to ensure the student left without ethical, legal, or professional concerns.
4. Transferred paramedic-level credit must have been completed within the past 12 months.
5. A contract for enrollment will be developed by the program director and signed by the student which will include:
  - a. the requirement to achieve a passing grade on practical (laboratory) skills final exams of the equivalent EMS courses accepted in transfer to ensure competency
  - b. the dates of the required skill exams, scheduled at faculty, not student, convenience
6. If EMS transfer credit is accepted, a student must meet all degree requirements as stated in the Coastal Alabama Community College Catalog including residency obligations.
7. Students with transferred EMS coursework must meet all minimal competencies of the program prior to graduation and will be required to pass instructor validation in all ALS skills prior to the start of class.

### **Advanced Placement/Experiential Learning Credit**

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

### **Reinstatement**

Students who have a withdrawal or failure in an EMS course and are eligible to return to that course will be considered for reinstatement to the program. Reinstatements are granted only to the same campus from which the student was originally enrolled.

### **Readmission**

Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all EMS program course.

### **Process for Reinstatement**

1. Students should first schedule an appointment with an EMS faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the EMS program and submit the letter of intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's EMS program.
6. Update clinical requirements by published deadlines.

Any student reinstated to the EMS program after having failed a clinical, will be automatically placed on probationary status. Students may choose to discuss their probation with other faculty

members but should first inform the involved instructor. Students have the privilege of reviewing their personal records with the course instructor.

### **Termination**

A student may be terminated from the EMS program for the following, but not limited to:

- a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
- b. Failure to complete laboratory/clinical requirements
- c. Unsafe EMS practice
- d. Being under the influence of drugs or alcohol
- e. Obstruction or disruption of the EMS Program
- f. Breach of confidentiality
- g. Inability to perform essential eligibility criteria
- h. Any act of academic dishonesty

### **Withdrawal**

The EMS Program complies with Coastal Alabama [Withdrawal](#) Policy. Students may withdraw from class or the College at any time prior to the start of final exams during any semester or term. To withdraw from a class, students must log in to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the [Registrar page of the College website](#).

Students who complete the withdrawal process prior to the published withdrawal date will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

### **Incompletes**

The EMS Program complies with the Coastal Alabama [Standards of Academic Progress](#) Policy. Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

## **LAB GUIDELINES**

### **Campus Laboratory Guidelines**

To provide a safe environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- Laboratory time is a required part of EMS classes. Students are expected to participate in the laboratory setting on a weekly basis.
- It is highly recommended that each skill is practiced to a point of mastery.
- Personal phones are not allowed in the lab setting.
- The campus labs are authorized for use by EMS students with specific assignments, ONLY. No children are allowed.
- Eating and drinking are NOT allowed in the EMS lab.

- The supply closet and equipment cabinets are to be accessed by college staff and faculty ONLY. iPads are to be used to assist students in learning and for documentation purposes in labs. iPads are NOT allowed to leave the building, no photos are to be taken, and no settings are to be changed.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. Lab supplies and equipment necessary for the performance of EMS skills will be distributed during the assigned lab time for all courses containing a lab component.

### **Lab/Class Attire**

Course attire is required; students must wear their clinical uniform to labs and clinical locations. Students will be allowed to wear the approved EMS t-shirt to class and lab **ONLY**; the EMS t-shirt can never be worn on a clinical.

### **Lab Skills Validation**

Skills validation is an important aspect of EMT, AEMT, and Paramedic education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in peer-to-peer groups. Students should expect to perform a minimum number of selected skills each semester.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos, reviewing skill sheets and computer-assisted instruction, as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting.

The following are policies related to skills validation:

- Attendance is taken each day by use of a QR code; **THIS IS NOT OPTIONAL**. Each student is expected to scan into lab at the time of his/her arrival and to scan out at the time of his/her departure. This represents 'clocking in and out' in the job field. It is imperative that students scan in and out appropriately as this will be how times are verified. Any student found scanning in or out for another student who is not present will receive a zero for his/her lab grade. Failure to scan in and out of lab may result in an absence. Arriving late or leaving early will be considered tardy and will result in a deduction of 25 pts from the daily lab grade. Students 60 minutes or more late or leaving early will be assigned an absence resulting in a zero for the daily lab grade **unless circumstances are deemed extenuating/emergent as determined by the EMS Department Chairperson/Director**.
- **There are no excused absences for labs**. If a lab is missed only one lab day can be made up during the assigned lab make-up day. The make-up day for each semester will be published in the course schedule and reviewed at the beginning of the semester. **Only instructor graded labs and instructor graded scenarios will be completed during the final make-up day**.
- No peer-to-peer labs can be made up during the lab make-up day. If peer-to-peer labs are missed it is the responsibility of the student to find a peer willing to help and make up his/her peer-to-peer labs in front of a designated lab preceptor on campus.

- **If a second lab day is missed, the student will be required to withdraw from the program because two missed lab days will result in failure of the lab component unless circumstances are deemed extenuating/emergent as determined by the EMS Department Chairperson/Director.**
- **Students who are not able to meet lab objectives due to related absences will fail the lab component of the course.**
- Tardiness, early departures, or failure to participate will impact the student's laboratory grade with a deduction of 25 points for each occurrence.
- Students are expected to treat each lab as if it is a clinical or class.
- Students are expected to bring all equipment that may be needed during a clinical to the lab setting.
- Students should wear attire that is appropriate for the season. Clothing should allow for movement that involves stooping, squatting, and the possibility of becoming soiled.
- Each student will be allowed a total of three attempts to satisfactorily perform each skill validation. The student may self-correct during return demonstration of skills no more than twice. Students may not advance to the next instructor graded skill until the previous skill has been performed successfully. A satisfactory grade will be achieved by correctly performing the critical elements of each skill.
- Failure to achieve a satisfactory on any skill within a designated period of time results in failure of the course, regardless of theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.
- The student is responsible for completing each peer-to-peer skill and ensure each instructor skill is graded by the instructor. No skills will be accepted after the stated deadline.
- **Platinum Planner/ Lab Grade:** Students will have labs scheduled and will be graded on scenarios during the respective day. This will not be optional. Tracking will be done through Platinum Planner/ Gradebook.
- **All clinical/ lab paperwork MUST be completed within 48 hours.** Students not completing their paperwork within 48 hours of their lab or clinical time will not receive credit and will have to repeat that assignment or clinical. The inability to complete required assignments or clinicals will result in a zero for the lab or clinical.

## **CLINICAL GUIDELINES**

### **Records Due**

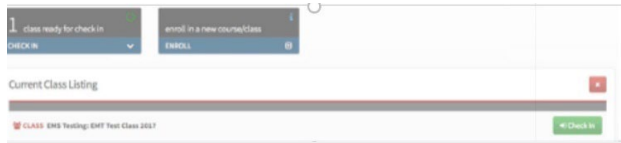
Copies of immunization records, CPR, medical insurance, and physical must be submitted to the EMS department. Students are notified on the first day of class about which documents are due. Students cannot attend classes or clinical opportunities until the EMS department has received the requested information. Turning in records by the due date specified by the EMS program constitutes a quiz grade. Failure to turn in the requested information by the specified date will result in a '0' for a quiz grade. A "100" is assigned for a quiz grade if all information is submitted by the due date. It is the responsibility of the student to verify that information scanned, emailed, or by paper submission received by the department.

### **Clinical Attendance Tracking**

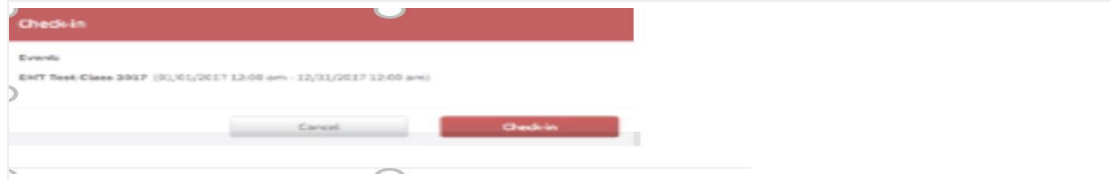
Attendance for clinical is tracked through the Platinum Planner app. Students must use the Platinum Planner log for attendance. The student must enable (allow) location services to share

locations with the instructor. The student will see a “Check In” callout at the top of the app dashboard.

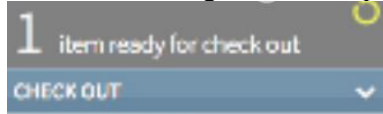
This call-out shows that you have 1 class ready for check-in. Click **Check In**.



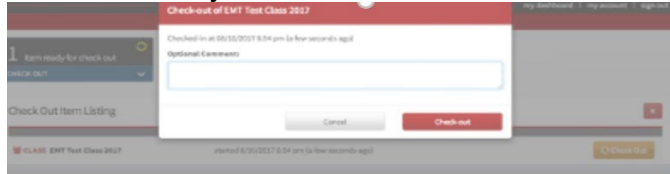
You will see your current class listing come up with a green check in button. Click the **Check-in** button for your class when you are attending it.



A check-in dialog will come up with the information for the event. Click the red **Check-in** button.



Your dashboard callout will now show that you have 1 item ready for Check-Out. Click the Check-Out button when you are done with the event.



Click on the yellow **Check-out** button. A dialog will come up with optional comments you can send to your instructor if needed. Click the red **Check Out** button to check out

## Clinical Attire

All uniforms must be purchased from the Scrub Shop at Jubilee Square, 6880 Highway 90, Suite C-10, Daphne, Alabama (online). However, students may go to the Scrub Shop to be fitted and place an order if desired. Fairhope and Bay Minette Campus students must go to the Scrub Shop to be fitted and place an order. Each student will be checked for uniform compliance before the first day of clinical each semester. Uniforms should be neat, clean, well-pressed, and fitted appropriately, as students must portray a positive image to the public. Students will not be permitted to deliver patient care at the clinical agency without specified attire. Maternity uniforms need to meet the approval of the instructor.

## Dress Code

You are a representative of Coastal Alabama Community College, and as such, you **will** maintain a clean and well-groomed personal appearance and adhere to the program dress code.

- Clean solid black, rubber-soled shoes or boots. No sandals or sneakers
- Uniform pants should be Navy Blue. No pants with gold, red, blue, or colored stripe down the side of the legs. No Leggings/Denim.
- Solid black belt (optional utility pouch for trauma shears and light)

- Clean and pressed Coastal Alabama EMS uniform shirt with logo
- The shirt must be tucked into pants at all times.
- The Coastal Alabama name badge must be visible.
- Maintain appropriate personal hygiene.
- Hair trimmed neatly or pulled back appropriately.
- Facial hair must be neat and well-groomed.
- Men are not allowed any jewelry, except a wristwatch and wedding band.
- Females are allowed stud earrings. NO HOOPS.
- No facial piercings are allowed, including nose, eyebrow, lip, or tongue. etc.
- Do not wear any strong perfumes or colognes (you will be around preceptors and patients that could be allergic).
- Sunglasses are only allowed on field internships and must be taken off during patient contact.
- Outerwear may be needed due to the weather. Bring a raincoat or jacket due to stations, trucks, or environment (must be Solid Navy/ Grey/ Red).
- Uniforms **must** be worn only when functioning in the role of the student. If the student has other plans at the completion of a clinical, the student must change into street clothes.

If the preceptor feels as though you do not meet the proper dress code, they are to contact your instructor. If the preceptor or instructor does not think that the dress code is fitting, you may be asked to leave the clinical site.

### **Clinical Orientation**

Students must complete an orientation to the clinical site if the site chooses to do so. Students who fail to complete the orientation are not allowed to attend clinical at this location. Missing a clinical constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.

### **Clinical Attendance**

- Attendance is required for all clinical sessions. There are no excused absences for clinicals. Students missing more than one clinical will fail the clinical component for the course.
- Once a student signs up for a clinical, the clinical cannot be changed or canceled.
- Students who request to change or cancel their clinical due to an extenuating circumstance will need to provide documentation to the EMS Department Chair/Program Director for consideration.
- Students who are 15 minutes or more late for a clinical will be sent home, and it is considered a missed day.
- Students who miss more than one clinical day due to an extenuating circumstance may provide the EMS Department Chair/Program Director documentation for consideration.
- Students missing a clinical or requesting to cancel a clinical if approved by the EMS Department Chair/Program Director will have to make up the missed day at the discretion of the clinical coordinator.

Students missing a clinical day will be given an alternative assignment or will have to make up the missed day at the discretion of the clinical coordinator.

An “absent” will be documented on the weekly evaluation tool. The student will receive a grade on the alternate assignment, and this will be documented on the weekly evaluation tool. If the student misses the clinical make-up day, then the student misses more than one clinical day and fails the clinical component of the course.

### **General Clinical Guidelines**

- Students must be clearly identified as students, in their specified clinical/field experience or field internship/capstone, under the guidance of the program medical director, and under the supervision of their designated preceptor prior to performing any patient care. Students cannot and will never be substituted as staff. Any individual that is employed by Coastal Alabama EMS program but is currently attending class as a student in the program must function as a student during any assigned clinical and cannot be considered staff nor shall the student function as staff during their student clinical. Any deviation from this policy will result in removal from the program.
- Each student is responsible for obtaining his/her clinical opportunities through Platinum Planner. The instructor/clinical coordinator will advise the student if they are eligible for clinical opportunities.
- Copies or photos of any portion of the patient record are not permitted to leave the facility. No assignment may be faxed, e-faxed, or emailed. No information is to be taken from the clinical care area in verbal, written or electronic form. Students are **not** to bring personal computers or iPads to the clinical facilities. Students are **not** to divulge information regarding client conditions over the telephone.
- Students are to notify your Instructor, Clinical Coordinator, or the EMS program director at least 1 hour prior to clinical start time if unable to attend a scheduled clinical.
- Students are expected to use time productively. Ask to assist others when not busy with assigned duties. Study your class resources. Get acquainted with the ambulance and equipment. **DO NOT** lounge or nap!
- Communication with patients should be patient-based. No personal affairs/problems are to be discussed within hearing distance of the patient/patient family/ambulance or hospital personnel.
- Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student would need to be contacted while in clinical.
- Cellular phones, fire department radios, “smart” watches and other electronic devices are **NOT** to be used while in the presence of patients during clinical. Students are allowed to bring cell phones inside the clinical facility, but cell phones must remain in a bag and turned off/vibrate/silenced. Use of cell phones and/or electronic devices during the clinical opportunity will result in a “1” (or Unsatisfactory) for the entire clinical day and probation. A second offense for having a cell phone in the clinical setting will result in a failure of the clinical component. Students may apply for reinstatement to the program if eligible.

- **No smoking** is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking or smelling of smoke while at clinical/simulation clinical will receive a “1” (or unsatisfactory) for that clinical day under the category of “professionalism”. This includes electronic cigarettes/vaping/chewing tobacco.
- **No eating** of food in the designated area for the patients.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinical. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated. Disciplinary action will follow.
- During the clinical opportunity at the clinical agency, students **will not** be considered employees of the clinical facility. Students **will not** receive compensation of any kind for time spent achieving the clinical objectives.
- Students are **not** to leave the assigned clinical opportunity until the shift is over. If a student has an emergency or becomes ill, he/she is to notify the instructor or clinical coordinator and obtain permission to leave early if necessary. There are **no** allocated time lunch breaks for the clinical opportunity.
- Students are responsible for getting the preceptor to fill out the mandated Student Evaluation Form. The Student Evaluation Form is embedded in the QR code, which is located on the back of the Student ID.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the clinical agency. The college, instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for obtaining the policies of the clinical agency and Alabama/Department Protocols and guidelines as well as adhering to those policies, including standard and universal precautions.
- Students **must** change into street clothes if planning to stay at the clinical facility after the completion of a clinical shift as he/she is no longer functioning in the student role. Wearing the Coastal Alabama program uniform or badge is prohibited outside of assigned clinical experiences and lab checkoffs.
- A specific photo identification badge is required for clinical experiences. Students may be dismissed from clinical experience for failure to have the Student ID badge in full sight.
- Students are **not** allowed to transport patients in their own vehicles due to liability.
- Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the EMS program are also not allowed to perform clinical opportunities in that facility.
- A student denied clinical access by any clinical affiliate used by the program will be dismissed from the program.
- Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.

If a student is placed under the care of a physician, the student will be required to have documentation from the attending physician indicating their medical release. In addition, the student will also need the Office of EMS Alabama Dept of Public Health Essential Functions

Form to be completed by the attending physician. The purpose of this evaluation is to determine whether an individual meets the essential job function requirements stated in the National Highway Traffic Safety Administration's Emergency Medical Technician National Standard Curriculum:

This Document must be completed by the same licensed M.D. or D.O. who provided care.

## **HIPAA**

Students **WILL** follow **Health Insurance Portability and Accountability Act (HIPAA)** confidentiality. The following guidelines are to be followed:

- Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
- E-mails or texts in correspondence with faculty should **NOT** include patient identifying information.
- Patient-related information or images should not be transmitted through social media. Do **NOT** take pictures or videos of patients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written or electronic form.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
- Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency shall be maintained.
- Patient privacy and confidentiality shall be always maintained. Students shall not discuss client information with anyone except for clinical personnel and those in the EMS program involved with the students' education.
- Patient names should **NOT** be included on clinical paperwork, presentations, or notes.
- Breaches of confidentiality or privacy should be reported to the EMS instructor promptly.

In order to preserve patient confidentiality, violations in HIPAA will result in interventions/disciplinary actions as follows:

### **Level 1 constitutes an act of negligence.**

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended
- Turning in assignments with a patient's name attached
- Sharing passwords with other classmates
- Not signing off of a computer in the clinical setting
- Not password protecting any personal device that is used to record client information

Level 1 violations result in a reprimand such as a clinical unsatisfactory day and counseling by the instructor. Level 1 violations carry over to the next semester.

### **Level 2 constitutes an intentional violation of HIPAA.**

A Level 2 violation is a repeat violation of a level one incident within the same or subsequent semester in the program (does not have to be the same, or similar, incident).

Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the program.

**Level 3 constitutes an intentional violation of HIPAA.**

Examples of level three violations include but are not limited to:

- Unauthorized access to patient records
- The discussion of patient information with others not involved in the patient's care.

A level 3 violation results in academic withdrawal of the student from all EMS courses for that semester. The student would have to request reinstatement. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.

**Level 4 constitutes a malicious offense to cause harm to a person or used for personal gain.**

A level 4 violation results in academic withdrawal of a student from all EMS courses without an option of returning to the program or any program in allied health.

**Simulation**

If in simulation/lab with a human patient simulator, students will be held to the same standards as for an on-site clinical day. This includes:

- Attendance. A missed simulation clinical experience is a missed clinical day. Students fail the clinical portion of the course if they miss more than one clinical, including simulation.
- Attire for simulation clinical must adhere to the *Uniform Guidelines for Coastal Alabama EMS Students* and clinical attire guidelines.
- Students may be required to complete remediation activities or repeat a simulation clinical experience for a performance that is not deemed satisfactory. Failure to attend a scheduled repeat of a simulation could result in an unsatisfactory clinical and a missed clinical day.

**Clinical Evaluations**

The Platinum Planner reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of behavior or changes in behavior, serve as a guide for the progression of the student, and evaluate the student's level of performance during and at the completion of the rotation. Platinum Planner is cumulative and builds on the expectations from all previous clinical courses. As a result, students are accountable for clinical competencies from ALL previous courses. The clinical evaluation tool is completed in Platinum Planner, and students are responsible for the submission of all clinical contacts.

**Clinical Unsatisfactory**

The following are examples that may constitute an unsatisfactory clinical for which students may be sent home and/or may receive 1's or an unsatisfactory clinical day, or for which the student may be dismissed from the program pending the nature of the infraction:

- Failure to always display a professional attitude and appearance.

- Reporting to the clinical area over fifteen (15) minutes late (automatically sent home).
- Breach of patient safety as determined by the instructor.
- Breach of confidentiality regarding patient information. Any violations of the Health Insurance Portability and Accountability Act (HIPAA) such as, but not limited to, the section above on HIPAA
- Failure to have completed the paperwork required for the clinical day and/or failure to be knowledgeable of the patient's diagnosis, medications, and plan of care.
- Failure to have required equipment on hand at the time skills are performed (stethoscope, penlight, scissors, pens, etc.) or inability to perform the skills required to care for the patient, as evaluated by the instructor.
- Committing an error when administering medications or performing IV therapy, procedures, or skilled EMS care without the prior approval of the EMS instructor/preceptor.
- Eating, drinking, watching television, or taking breaks in the day rooms, staff rooms, hallways, or other common areas of the clinical unit.
- Failure to abide by hospital or facility policies. This includes but is not limited to taking shortcuts, failure to wear identification badges, failure to display hospital decals on automobiles, failure to park automobiles in the appropriate location, and failure to enter/exit through the proper door.
- Falsifying documentation or lying about one's performance as well as failure to stop when incompetent to perform.
- Failure to report mistakes in patient care to the clinical instructor or covering up for the unsafe behavior of another student.
- Performing when impaired by medication, drugs, or alcohol (students suspected of being impaired from drugs or alcohol will be tested according to policy).

### **Clinical Probation**

Clinical unpreparedness, unsatisfactory performance, or failure to progress or to achieve necessary competencies as shown by the clinical evaluation tool, may result in clinical probation. Probation is a set period of time during which an unsatisfactory behavior or performance is closely monitored by the clinical instructor with the purpose of correcting the student's inadequacy. The faculty members will decide on the length of probation. It may extend for the duration of the semester or continue into the next semester. Students may be taken off probation before the end of the probationary period at the recommendation of the faculty.

The student will be counseled by the course instructor and given written notice of the probation. Recommendations and guidance will be given to the student on how to improve, correct, or achieve satisfactory progress. If the necessary progress or achievement is not attained by the end of the probationary period or the student continues to demonstrate unsatisfactory behavior or performance in subsequent clinical experiences, the student will fail the course; and in addition, may be asked to withdraw from the program, may be withdrawn administratively, or terminated from the program.

### **Incident Reports**

The clinical instructor is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee

under the same circumstances. In addition, a Program Incident Report will be filed in the student's records and a copy given to the Director of EMS.

### **Accidents and Injuries**

If a student should receive a needle stick, exposure to blood through mucous membranes, a laceration, or any other injury while performing duties as a student at the clinical site, the student shall contact the clinical coordinator and the appropriate supervisor from the clinical site. The clinical agency is responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the EMS program.

### **Student Health and Safety**

The EMS Program complies with the Coastal Alabama [Safety and Security](#) Policy. Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Student must be able to perform the essential eligibility criteria.
- Current two-step TB skin test (or chest X-ray if required). TB skin test performed and results provided annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually. Any student who does not receive the flu vaccination is required to abide by clinical facility policies for immunization deciliations, which may include wearing a mask at all times while in the facility. The student must provide the mask.
- COVID-19 vaccination highly encouraged by many clinical agencies.
- Annual drug and background screening. The specimen collection and screening are performed by an approved agency.
- Current CPR for the healthcare provider by the American Heart Association is required. Students must remain current throughout the program. The student will not be allowed to continue in the program if the CPR is not valid.
- All students must participate in HIPAA training during the orientation to clinicals prior to performing the first clinical assignment.
- Any health condition that might incapacitate and interfere with the student's ability to perform essential eligibility criteria should be reported to the clinical instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP or PA may be required for a return to clinic practice.
- For the safety of the patient, students arriving at the clinical facility impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting. The EMS program will not sanction students working between the hours of 11 pm and 5 am preceding a morning clinical.

- Student signature agreeing that neither the College nor any member of the EMS department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the lab or clinical setting.
- Professional liability insurance is secured by the school for EMS students. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance and provide proof of insurance before the beginning of each semester.

Note: Clinical site requirements may vary. Failure to meet clinical site requirements may deem a student ineligible to complete program requirements.

### **HIV and Hepatitis B Reporting**

Public law #102-141, Section 633 and “the Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

### **Essential Eligibility Criteria (Technical Standards)**

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective prehospital care. The applicant/student must be able to meet the essential eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential eligibility criteria delineated for the EMS programs with or without reasonable accommodations. The EMS programs and /or their affiliated clinical agencies may identify additional essential eligibility criteria. The EMS programs reserve the right to amend the essential eligibility criteria as deemed necessary.

To be admitted and to progress in the EMS program, one must possess a functional level of ability to perform the duties required of an EMT, AEMT, or Paramedic. Admission or progression may be denied if a student is unable to demonstrate the essential eligibility criteria with or without reasonable accommodations.

The essential eligibility criteria delineated are those deemed necessary by the Alabama Community College System EMS programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective EMS program and may vary from reasonable accommodations made by healthcare employers.

The essential eligibility criteria delineated below are necessary for EMS program admission, progression, and graduation and for the provision of safe and effective prehospital care. The essential eligibility criteria include but are not limited to the ability to:

## **SENSORY AND PERCEPTION**

### Visual

- Observe and discern subtle changes in physical conditions and the environment
- Visualize different color spectrums and color changes
- Read fine print in varying levels of light
- Read for prolonged periods of time
- Read cursive writing
- Read at varying distances
- Read data/information displayed on monitors/equipment

### Auditory

- Interpret monitoring devices
- Distinguish muffled sounds heard through a stethoscope
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Effectively hear to communicate with others

### Tactile

- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics

### Olfactory

- Detect body odors and odors in the environment

## **COMMUNICATION/INTERPERSONAL RELATIONSHIPS**

- Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer

## **COGNITIVE/CRITICAL THINKING**

- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking to formulate and implement safe and ethical patient care decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

## **MOTOR FUNCTION**

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting, or lift and carry patients without injury to patients, self, or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements

- Push/pull heavy objects without injury to patient, self, or others
- Stand, bend, walk and/or sit for 12 hours in a clinical setting, performing physical activities requiring energy without jeopardizing the safety of the patient, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for nursing care and transporting items
- Transport self and patient without the use of electrical devices
- Flex, abduct, and rotate all joints freely
- Respond rapidly to emergency situations
- Maneuver in small areas
- Perform daily care functions for the patient
- Coordinate fine and gross motor hand movements to provide safe effective patient care
- Calibrate/use equipment
- Execute movement required to provide patient care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

### **PROFESSIONAL BEHAVIOR**

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally health attitude that is age appropriate in relationship to the patient
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for patients in a caring context
- Understand and follow the policies and procedures of the college and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Alabama Department of Health
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 12 hours on the clinical unit
- Provide nursing care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with patient care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential eligibility criteria with or

without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The EMS faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential eligibility criteria. Requests for reasonable accommodations should be directed to the College's ADA coordinator.

Coastal Alabama ADA Specialist: Mr. Lee Barrentine; [Lee.Barrentine@coastalalabama.edu](mailto:Lee.Barrentine@coastalalabama.edu)

\*Full Alabama Dept of Public Health essential functions form is located in forms sections of this document.

### **Background Check**

Healthcare educational programs within the Alabama Community College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.

### **Licensure Implications**

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

### **Background Check Guidelines**

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether the student will be allowed to proceed with the background check. Background checks must

be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive a “F” for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.
- The background check includes but is not limited to:
  - a. Positive Identification
  - b. Maiden/AKA Name Search
  - c. Social Security Number Trace, which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
  - d. Residency History
  - e. Driving License/Driving History/Motor Vehicle Records including any traffic citations.
  - f. Education Verification
  - g. Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
  - h. Healthcare Employment Verification Network Search
  - i. Surgical Technology Registry
  - j. Certification Verification
  - k. Personal Credit History, which is based on reports from any credit bureau.
  - l. Personal References/Interviews
  - m. Seven Year Criminal and Civil Record Search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
  - n. Most Wanted List
  - o. National Criminal Database Searches, which includes a compilation of historical data collected from multiple sources in multiple states by background check companies.
  - p. Adult and Child Abuse/Neglect Registries
  - q. National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
  - r. Misconduct Registry Search

- s. Office of the Inspector General (OIG) List of excluded individuals/entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
  - t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS), which identifies those excluded from the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
  - u. Executive Order 13224 Terrorism Sanctions Regulations
  - v. Government Suspect /Watch List
  - w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN), which includes individuals associated with terrorism and Narcotics Trafficking.
  - x. FACIS Database Searches include OIG, GSA, OFAC, and other sources.
  - y. National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
  - z. Fingerprinting and the National Criminal Information Center, which may reveal national warrants and warrant information.
  - aa. International Criminal
  - bb. Applicable State Exclusion List
  - cc. Any Other Public Record
- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
  - Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is (are) specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
  - The student will be provided with a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.
  - Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example, repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

### **Background Check Confidentiality**

The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

### **Drug Screening**

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama Community College System EMS program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama Community College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings and screenings required based on reasonable suspicion.

### **PRECLINICAL SCREENING**

- All students will receive notice of the drug screening guidelines.
- The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.
- Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the Coastal Alabama Community College EMS Program. The fee for the screening will be paid by the student.
- Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
- Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required EMS courses. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend clinical opportunities will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
- Positive drug screens will be confirmed by the Medical Review Officer.
- Results will be sent to the Program Director, Associate Dean, and/or Dean of the College where the student is enrolled.
- A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the EMS program. The student will be considered for readmission according to the criteria in Section VII of this document.

## RANDOM DRUG SCREENING

At any point or time during a student's enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

## REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama Community College System, College and/or clinical facility while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
- Suspect of theft of medications while on the clinical unit.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory.

The faculty is to contact the Program Director, Associate Dean, and/or Dean of the Program. If, after consultation with the faculty involved, it is determined that there is "reasonable suspicion", the student will be screened.

The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program. The same procedural steps outlined in Section IV of the Alabama Community College System Drug Screen Procedure will be used.

### **Student Drug Screen Procedure:**

- Students must pay the designated fee prior to time of specimen collection.
- Students must submit a photo ID and social security number at the time of specimen

collection

- The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
- Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
- The collector may ask the student if he or she is currently taking any medications.
- The collector will collect monitored urine, blood, saliva, and/or other specimen types.
- In the presence of the student, the collector will seal the urine, blood, saliva, and/or other specimen type with a tamper-proof security seal and affix an identification label with the code number.
- The student will verify the information on the identification label, initial the security seal, and read and sign the Chain of Custody Form.
- The collector will sign the Chain of Custody Form and give the student the appropriate copy.
- The collector will forward the sealed urine, blood, saliva, and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
- Specimens will be screened for but not limited to the following classes of drugs:
  - Alcohol
  - Amphetamines
  - Barbiturates
  - Benzodiazepines
  - Cocaine
  - Cannabinoids (Marijuana)
  - Methaqualone
  - Opiates (OxyContin)
  - Phencyclidine
  - Propoxyphene

Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable, the Medical Review Officer will contact the student who has a positive screen and request a prescription.

Students will be informed of positive screening results by the Program Director, Chair, and/or Dean of the Program within seven (7) working days of the notification of results.

**Note:** Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs that are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

### **Drug Screen Confidentiality**

The Dean, Associate Dean, and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the EMS Department office. Only the Dean and/or Director, designated staff, and the student will have access to the results, the exception being if any legal actions occur which require access to test results and results requested by clinical agencies.

### **Positive Drug Screen Appeal Process**

- If a student drug screen is positive, the student will contact the Program Director and/or Chair.
- The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
- The student is responsible for any costs associated with the split specimen testing procedure
- Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and or Chair will have seven working days to respond.
- If the student cannot reach an agreement with the Program Director and/or Chair, the student's next step is to present documentation to the Dean of that program. The Dean will have seven working days to respond.
- If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

### **Positive Drug Screen Readmission Process**

To be considered for readmission, students who withdraw from the program due to a positive drug screen must:

- Have the treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
- Submit to an unannounced drug screen at the student's expense before readmission. A positive screen will result in ineligibility for readmission.

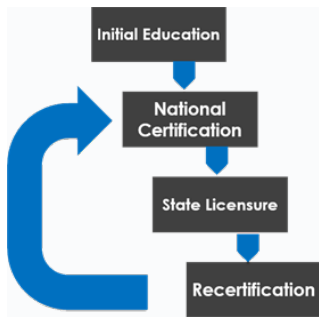
### **Drug Screen Additional Information**

Drug screening policies/programs required by the Alabama Community College System and the College and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

## **CERTIFICATION AND LICENSURE INFORMATION**

### **National Registry of EMT**

The National Registry of EMT mission is to provide a valid, uniform process to assess the knowledge and skills required for competent practice by EMS professionals throughout their careers and to maintain a registry of certification status.



National EMS Certification is an important component of public protection. The National Registry provides National EMS Certification, which is a validated and legally defensible attestation of competency. Almost all states and territories in the United States require National Registry certification before a state license to practice is issued. The National Registry is recognized in every state in the United States, and 46 states use the National Registry certification as a basis for licensure. Learn more about the differences between certification and licensure in this article. In addition, the EMS Compact mandates that all member states require National Registry certification as a prerequisite for an EMS license. When an individual obtains a National EMS Certification, the general public, employers, and state licensing authorities know that the individual has demonstrated competency.

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

## National Registry Certification Requirements

### EMT

- Successful completion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for the Emergency Medical Technician.
- Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion on the National Registry website.
- Have a current CPR-BLS for "Healthcare Provider" or equivalent credential.
- Successful completion of the National Registry cognitive (knowledge) and a state-approved psychomotor (skills) exams.

### AEMT

- Current National Registry certification or state license at the EMT level, or a higher
- Successful completion of a state-approved Advanced EMT course that meets or exceeds the National Emergency Medical Services Education Standards for the Advanced EMT.
- Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion on the National Registry website.
- Have a current CPR-BLS for "Healthcare Provider" or equivalent credential.
- Successful completion of the National Registry cognitive (knowledge) and psychomotor (skills) exams.

## PARAMEDIC

- Current National Registry Certification or state license at the EMT level, or higher.
- Successful completion of a CAAHEP-accredited Paramedic education program (or an education program that has been issued a CoAEMSP "Letter of Review") within the past two years. The course Program Director must verify the candidate's successful completion of the course through the National Registry website.
- All Paramedic candidates who started their Paramedic education program after August 1, 2016, are required to complete a psychomotor competency portfolio.
- Program Directors must verify that candidates have met the requirements of the portfolio through the National Registry website
- Have a current CPR-BLS for "Healthcare Provider" or equivalent credential.
- Successful completion of the National Registry cognitive (knowledge) and psychomotor (skills) exams.

### **Alabama Licensure**

Licensure Requirements for EMT, Advanced EMT, Intermediate EMT, and Paramedic  
[ADPH Office of Emergency Medical Services \(OEMS\)](#)

- Application (All initial applicants must submit a typed and signed paper application),
- You can also renew, reclassify, reinstate, and complete a name change online (All initial applicants must submit a typed and signed paper application.)
- Copy of National Registry Certification
- Current Alabama Protocols (out-of-state applicants only). If you need an Alabama Protocol class, please contact one of our Regional Offices or visit <http://www.bremss.org/adph-protocol-training/> for the online course.

Note: All licensees must obtain updated protocol training prior to providing patient care.

- Declaration of U.S. Citizenship (one-time only). A legible photocopy or digital copy of a document demonstrating U.S. citizenship or lawful presence in the U.S. is required.
- If you have never been Nationally Registered (grandfathered), but maintain an Alabama state EMSP license, you must submit the same continuing education that is required by the National Registry to the OEMS. All continuing education must be completed prior to the March 31st deadline.
- License Fee - \$40.00
- Renewal Late Fee - \$50.00

### **Out of State Applicant Information**

- You must be Nationally Registered and complete an Alabama protocols course in order to apply for an Alabama EMSP license. If you need an Alabama Protocol class, please contact one of our Regional Offices or visit <http://www.bremss.org/adph-protocol-training/> for the online course.
- Alabama does not issue INITIAL Intermediate EMT licenses. If you currently hold an Alabama Intermediate EMT license, you may maintain that license level as long as it has not expired. Once expired, you must gain the National Registry at an available level.

#### Renewal Period

January 1st – March 31st

The OEMS will begin accepting renewal applications on January 1st of each year.

#### Questions

You may email [emsindividuallicensure@adph.state.al.us](mailto:emsindividuallicensure@adph.state.al.us) or call 334-290-3088 for assistance.

### **CLINICAL REQUIREMENTS & PHASES**

#### **Clinical Hours Requirements by Semester**

Semester 1 – EMT – 48 hours ambulance

Semester 2 – AEMT – 48 hours ambulance and 48 hours hospital = 96 hours

Semester 3 – P1 – 48 hours

Semester 4 – P2 – 135 hours

Semester 5 – P3 – 45 hours field experience then, 225 Capstone (Team Lead) = 270 hours

#### **Paramedic Phases**

During the Paramedic program, a student progresses through the following four phases of clinical/field rotations:

##### *Observer Phase:*

This phase is a student's orientation to the EMS service and Emergency Medicine. The objective of this phase is to orient the student to the role and responsibilities of the Paramedic in the pre-hospital environment. This phase is minimally 48 hours in length and is considered complete when the student has completed a minimum of 2 clinical rotations (typically ED) and 2 field experience rotations (EMS).

##### *Clinical Phase:*

This phase is an immersion in the specialty areas with the purpose of gaining exposure to the various types of patients encountered in the field. Rotations may include but are not limited to: OR (For instruction on advanced airway management), Respiratory Therapy, Heart Failure Clinic, Behavioral Health, Childcare Center, Pediatric ED, Surgical/Trauma ICU, and L & D. This phase is typically 48 to 96 hours in length.

*Team Member Phase:*

In this phase the student is functioning in the capacity of a Team Member and is under the direction of an assigned Paramedic. The objective of this phase is for the student to learn to function in the role of a Team Member and to learn to manage the overall call and care of the patient. This phase is typically 72 to 135 hours in length or longer depending on the progression of student before progressing to the Capstone of their clinical/field education.

*Team Leader Phase:*

In this phase the student is functioning in the capacity of a Team Leader and directs the Paramedic Preceptor to function in the role of Team Member. The expectations of the student are the highest during this phase of the Field Internship as the student is managing the entire call and patient management under the supervision of an individual Paramedic Preceptor. This phase is typically 225 hours in length and **completion of this phase is dependent on the student's ability to achieve a minimum of 30 Team Leader calls with at least 15 being Advanced Life Support (ALS) calls. This phase only occurs after all didactic courses in the Paramedic program are successfully completed.**

**Definition of an ALS Call:**

A paramedic student is considered to have obtained an “ALS Call” when, during the field capstone he/she successfully accomplishes the following assessments and skills with **two or less prompts** from the assigned preceptor:

Performs an assessment, formulates a treatment plan, and directs members of the EMS team to perform/assist in the implementation of appropriate treatment modalities to include at least one of the following skills:

- Electrocardiogram with interpretation
- Successful Intravenous Cannulations or Intraosseous placement
- Medication Administration with the exclusion of Oxygen

**Definition of a Team Leader Call:**

A paramedic student is considered to have obtained a “Team Leader Call” when, during the field capstone, he/she successfully delegates the application of coordinated events to team members to deliver care to patients in the pre-hospital environment. This delegation of necessary tasks will take place with **less than two prompts** from the assigned preceptor.

A paramedic student will have achieved this terminal competency when he/she successfully completes a minimum of 30 Team Leader Calls.

**CURRICULUM ORGANIZATION BY AWARD**

**EMT – STC**

<b>Course Prefix and Number</b>	<b>Title of Course</b>	<b>Credit Hours</b>
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
<b>Total Semester Hours</b>		<b>10</b>

**Total Hours: 10**

**AEMT – STC**

If not licensed, EMS 118 and EMS 119 must be completed (See catalog for STC-EMT).

<b>Course Prefix and Number</b>	<b>Title of Course</b>	<b>Credit Hours</b>
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
<b>Total Semester Hours</b>		<b>9</b>

**Total Hours: 9**

## PARAMEDIC CERTIFICATE

Course Prefix and Number	Title of Course	Credit Hours
ENG 101	English Composition I	3
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
<b>Total Semester Hours</b>		<b>13</b>

Course Prefix and Number	Title of Course	Credit Hours
BIO 201 or EMS 189	Human Anatomy and Physiology I or EMS 189 Applied Anatomy and Physiology for the Paramedic	4
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
MTH 100	Intermediate College Algebra or higher-level	3
<b>Total Semester Hours</b>		<b>16</b>

Course Prefix and Number	Title of Course	Credit Hours
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2
<b>Total Semester Hours</b>		<b>8</b>

Course Prefix and Number	Title of Course	Credit Hours
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3
<b>Total Semester Hours</b>		<b>11</b>

Course Prefix and Number	Title of Course	Credit Hours
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
<b>Total Semester Hours</b>		<b>10</b>

**Total Hours: 58**

## PARAMEDIC AAS DEGREE

### Semester One

Course Prefix and Number	Title of Course	Credit Hours
ENG 101	English Composition I	3
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
<b>Total Semester Hours</b>		<b>13</b>

### Semester Two

Course Prefix and Number	Title of Course	Credit Hours
BIO 201	Human Anatomy and Physiology I	4
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
MTH 100	Intermediate College Algebra or higher-level	3
<b>Total Semester Hours</b>		<b>16</b>

### Semester Three

Course Prefix and Number	Title of Course	Credit Hours
BIO 202	Human Anatomy and Physiology II	4
PHL 206	Ethics and Society	3
PSY 200 or PSY 210	General Psychology or Human Growth & Development	3
SPH 106 or SPH 107	Introduction to Speech	3
<b>Total Semester Hours</b>		<b>13</b>

### Semester Four

Course Prefix and Number	Title of Course	Credit Hours
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2
<b>Total Semester Hours</b>		<b>8</b>

### Semester Five

Course Prefix and Number	Title of Course	Credit Hours
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3
<b>Total Semester Hours</b>		<b>11</b>

**Semester Six**

<b>Course Prefix and Number</b>	<b>Title of Course</b>	<b>Credit Hours</b>
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
<b>Total Semester Hours</b>		<b>10</b>

**Total Hours: 71**

## **EMS FACULTY/STAFF DIRECTORY**

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### **Nursing & Allied Health Adviser**

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**COASTAL ALABAMA COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM**

**COACHING AND FEEDBACK RECORD**

Student Name:

Date of Report:

Department: EMS

Student #:

Counseled By:

Coaching and Feedback needed due to:

- Attendance     Safety     Insubordination     Policy/Rule Violation     Tardiness  
 Unsatisfactory Clinical Performance     Failure/Refusal to Follow Instructions  
 Unsatisfactory Lab Performance     Unsatisfactory CREs     Other

Action/Comment (Include dates/times as appropriate):

Corrective Measures:

Student Signature: \_\_\_\_\_

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

Instructor Signature: \_\_\_\_\_

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

**COASTAL ALABAMA COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM**

**PROBATION/MISCONDUCT FORM**

Student	Date	Course
<p>This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory performance or misconduct. This form describes changes that must occur to correct the unsatisfactory performance or misconduct.</p>		
<p>Unsatisfactory Performance or Misconduct</p>		
<p>Corrective Measures</p>		
<p>Length of Probation</p>		
Student Signature	Date	
Instructor Signature	Date	
<p>Evaluation</p>		
<p>Outcome</p> <p>_____ Student <u>has</u> satisfactorily met/complete corrective measures</p> <p>_____ Student <u>has not</u> satisfactorily met/complete corrective measures</p>		
<p>Comments of EMS Faculty/Chair</p>		

**COASTAL ALABAMA COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM**

**PHOTOGRAPH RELEASE FORM**

I, \_\_\_\_\_ (**Print Name**) hereby grant  
permission to *COASTAL ALABAMA EMS PROGRAM* to use any photo images/ videos listed  
below for the promotion of publications which can include but is not limited to, books,  
pamphlets, calendars, social media and websites.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COASTAL ALABAMA COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES: Social Media Policy**

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions. Merely removing someone's name, or face from an image, does not protect that person's identity. Privacy settings that are available on many social networking sites, do not guarantee that information will not appear in public. Students are not to make disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This form of misconduct will be subject to appropriate disciplinary actions.

**The following guidelines are intended to minimize the risks of using social media:**

- **DO NOT** discuss patient information with anyone except for clinical personnel and those in the program who are involved in your educational program.
- **NO** part of a patient record should leave the clinical agency in any form. **Photocopying or printing patient information from computers in any clinical setting is NOT permitted.**
- **DO NOT** ever save patient sensitive information, with identifying information, on your personal computer or other electronic device.
- **DO NOT** E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- **DO NOT** transmit any patient-related information or images through social media. Do not take pictures or videos of patients on cell phones or other personal devices
- Limiting access through privacy settings is not sufficient. There's no such thing as a "private" social media site.
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency.
- Do not refer to patients, other health professionals, fellow students, or instructors in a disparaging manner.
- Be respectful and constructive when disagreeing with a concept or person. Make sure you are contributing valuable insights.
- Report breaches of confidentiality or privacy to the instructor.

**Disciplinary action to be taken in the case of social media misconduct:**

1. Written reprimand and counseling by the instructor
2. Written reprimand, counseling by the instructor and probation for the remainder of the program
3. Immediate dismissal from the program (any intentional HIPAA violation)
4. Violation of Student Code of Conduct- turned over to the Disciplinary Board at Coastal Alabama Community College.

**Allied Health Division - Physical Examination Form  
Coastal Alabama Community College**

This form is to be completed in its entirety by a physician, certified nurse practitioner or physician assistant. Physical exam results must be current within one year of any clinical experience.

**Student To Return Completed ORIGINAL Form To Program Designee.**

**Student Name (Please Print)** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Student Program of Study:** \_\_\_\_\_ **Student No: A** \_\_\_\_\_  
**Student Email Address:** \_\_\_\_\_ **Student Phone:** \_\_\_\_\_

1. For each of the requirements listed below, please indicate whether the student is able to perform the task by checking the appropriate box.

Essential Function		Yes	No	If no, please comment
Standing	Remaining on one's feet in an upright position without moving about.			
Walking	Moving about on foot for long periods of time.			
Stooping	Bending the body downward and forward by bending at spine and waist. This factor requires full use of lower extremities and back muscles.			
Reaching	Extending hands and arms in any direction.			
Kneeling	Bending legs at knee to come to a rest on knee or knees.			
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles. Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.			
Carrying	Transporting an object usually holding it in the hands or arms or on the shoulder. Strength and balance required to carry 25 lbs. frequently.			
Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.			
Grasping	Applying pressure to an object with fingers and palm.			
Hearing	Perceiving the nature of sound with no less than a 40 db loss @ Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.			
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.			
Acuity	Corrected to 20/20 and visual field perception to provide a safe environment for patients and co-workers.			
Communication	Verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information and instructions to others accurately, loudly and quickly through speech and through the written word. Must be able to read and speak English.			

2. Based on findings in the examination, is the student able to participate in all activities required in the indicated health education program?  Yes  No

3. Please identify any restrictions limiting the student's participation in the indicated health education program.  
 No Restrictions limiting the student's participation in the indicated health education program.  
 Yes there are Restrictions limiting the student's participation in the indicated health education program as listed below.

**Allied Health Division - Physical Examination Form  
Coastal Alabama Community College**

Student Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Program of Study: \_\_\_\_\_ Student No: A \_\_\_\_\_  
 Student Email Address: \_\_\_\_\_ Student Phone: \_\_\_\_\_

4. Is this student free of infectious disease?  Yes  No

5. Two Step Tuberculin Skin Test - Mantoux Required

**NOTE – Initial Test must be read within 48-72 hours and 2<sup>nd</sup> test must be administered 10-14 days after the initial test. 1 step TB skin test sufficient if student has had a TB skin test within the past year (student must provide copy of previous skin test results).**

Initial TB Skin Test	
Date Given _____	Date Read _____
Results _____	Negative _____ mm
	Positive _____ mm
Results read by: _____	
(Chest x-ray and report are required if positive)	

Second TB Skin Test (If indicated-see note above)	
Date Given _____	Date Read _____
Results _____	Negative _____ mm
	Positive _____ mm
Results read by: _____	
(Chest x-ray and report are required if positive)	

6. Immunizations - Due to clinical agency requirements, immunization history must be complete. Pregnant or lactating females should postpone vaccination until completion of pregnancy/lactation. Attach a statement of the anticipated date of immunization signed by the health care provider.

Documentation and/or Lab Values (IgG) indicating immunity for the following immunizations **MUST BE ATTACHED**

Immunization	Required Immunization Information
Hepatitis B	Must present documentation of at least two, out of three, of the initial series prior to beginning clinical or present lab data (titer) indicating adequate immunity.
Measles (Rubeola)	Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.
Mumps	Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.
Rubella	Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.
Tetanus - TDAP	Tetanus must be current within 10 years. Must have documentation of one TDAP as an adult.
Varicella (Chickenpox)	Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity. Stating "History of Disease" will not be accepted
Flu Vaccine	Flu vaccine months October – March. Date dependent on Health Program. <b>DO NOT GET FLU MIST.</b>

General Comments: \_\_\_\_\_

**Student To Return Completed ORIGINAL Form To Program Designee.**

To my knowledge, the information I have supplied on this health form is accurate and complete:

Signature of Physician/Nurse Practitioner \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Physician/Nurse Practitioner \_\_\_\_\_ Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## Coastal Alabama Community College EMS Program: Affirmation and Release Form

On this **date** \_\_\_\_\_, I, \_\_\_\_\_, (**print name**) affirm that I:

Received a copy of the EMS Program Handbook and agree to abide by its policies, guidelines, and procedures.

\_\_\_\_\_ **Initials**

Agree that neither the college nor any member of the allied health department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the EMS lab or clinical setting.

\_\_\_\_\_ **Initials**

Will adhere to HIPAA/OSHA laws and policy.

\_\_\_\_\_ **Initials**

Understand that I will be required to undergo background screening/drug testing and that a negative background check or if it contains discrepancies, or a positive result from the drug screening may result in termination from the program.

\_\_\_\_\_ **Initials**

Understand that failure to receive any of the required vaccinations may result in not progressing in the program.

\_\_\_\_\_ **Initials**

Meet the Essential Eligibility Requirements with or without accommodations to fulfill the program requirements and perform in the scope of practice of the EMT/AEMT/Paramedic.

\_\_\_\_\_ **Initials**

I understand that I am required to show proof of medical coverage prior to each semester of the program. I must also maintain medical coverage until I have completed the EMS Program.

\_\_\_\_\_ **Initials**

Failure to submit the required health documentation, CPR certification, background check, and verification of current health insurance coverage by the due date will result in a quiz grade of zero (0) for the EMS courses for the Fall, Spring, and/or Summer semesters.

\_\_\_\_\_ **Initials**

Understand that I must have reliable computer and internet access.

\_\_\_\_\_ **Initials**

Have read, understand, and will abide by the EMS Social Media policy.

\_\_\_\_\_ **Initials**

