



Heartland Community College

Emergency Medical Services Program &

McLean County Area EMS System

Educational Programs

Student Manual

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Program Information

About the Program

The Heartland EMS Program is administered in under the guidance with McLean County Area EMS System. The program is approved through the Illinois Department of Public Health. The EMS program aligns with the National Education Standards established through the Office of EMS under the authority of the National Highway Traffic Safety Administration. The program is jointing overseen by Division of Health Science and the EMS System administration. Additionally, the Paramedic program is accredited through the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP).

About McLean County Area EMS System

The McLean County Area EMS System (MCAEMS) was established as a joint venture between Carle BroMenn Medical Center and OSF St. Joseph Medical Center. The EMS System oversees medical, legal, and administrative oversight of emergency medical services for 48 agencies across 6 counties in Central Illinois. The EMS system derives its authority under the Illinois EMS Systems Act (210 ILCS 50) which is administered through the Illinois Department of Public Health.

Program Goals

The overall program goal is to prepare each student to become qualified and competent entry level licensed EMS providers. We accomplish this by teaching to the standards set forth by the federal Office of EMS and the National Registry of EMTs. Additionally, we teach above and beyond those standards in order to create superiorly clinically trained EMS providers.

PARAMEDIC PROGRAM GOAL

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

General Policies

Family Educational Rights and Privacy Act

The family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The McLean County Area EMS (MCAEMS) System does NOT receive funds as defined by the act. However, it is the policy of MCAEMS System to adhere to the guidelines outlined in the act. More information on FERPA can be found through the U.S. Department of Education website, www.ed.gov.

Equal Opportunity Statement

McLean County Area EMS System and this Education Program provides equal opportunity in education and does not discriminate on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation, or disability.

ADA Statement

Your success in this class is important to the program and MCAEMS System. If you have a disability (learning, physical, or psychological) and may require some accommodation or modification in procedures, class activity, instruction, requirements, etc. Please contact the Lead Instructor as soon as possible so we can refer you to the EMS Director who will discuss and arrange for reasonable accommodations if possible.

Sexual Harassment/Discrimination

The McLean County Area EMS System values diversity in the educational community. Accordingly, discrimination on the basis of race, gender, national origin, religion, age, disability, marital status, parental status, veteran's status, sexual orientation, genetic information, or any other characteristics as defined by state and federal law is explicitly prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment or enrollment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decision affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment; creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the general guidelines listed in the student manual and associated system rules.

Code of Student Conduct

We believe in uncompromising ethical behavior based on the standards and codes of professional conduct and the laws of our community and country. EMS students have the opportunity to participate in a worthy, purposeful, and progressive profession. This opportunity, however, is not without obligation, for the viability of the profession rests on the integrity as well as the capability of its members.

Further, we are dedicated to excellence as our basic performance standard. We affirm that all tasks and services provided in the context of EMS care shall be delivered in a consistently superior manner. Working together, we will approach everything we do as an opportunity for continuous quality improvement.

It is necessary, therefore, that each student's behavior be ethical in the conduct of personal and academic affairs. In pursuing this objective, the student shall:

- Always conduct self in a dignified and exemplary manner.
- Abide by the procedures, rules, and regulations of the MCAEMS System training program.
- Adhere to the guidelines prescribed by the training program in preparing academic assignments and completing course objectives.
- Strive toward academic excellence, improvement of clinical skills and expansion of professional knowledge.
- Encourage and assist colleagues in the pursuit of academic excellence and improvement through team/group activities.
- Refrain from statements that defame any person and/or the work of colleagues.
- Contribute interest, support, and leadership toward the overall improvement of the community, with special emphasis on delivery of health care and related objectives.
- Respect and protect the rights, privileges, and beliefs of others.

Behavior that is deemed disruptive, unprofessional, unethical, or inappropriate will not be tolerated. Disruptive behavior is student-initiated acts that range from tardiness to violence. It may consist of behavior that is disrespectful, offensive, or threatening and may present itself physically, verbally, or psychologically. It has a negative impact in any learning environment and interferes with the learning activities of the perpetrator and other students (DeFrance, 2001).

Violation of the MCAEMS System's Code of Student Conduct policy may constitute grounds for immediate dismissal from the program. Depending on the offense, a student may be immediately suspended pending the results of an investigation consistent with the Program's due process policies.

Non-professional behavior will be documented in the student's permanent file. Examples of this behavior may include, but not be limited to, proof that the person:

- is guilty of fraud or deceit in procuring or attempting to procure admittance into the EMT program;
- has demonstrated a gross lack of integrity;
- has been convicted in this or another state of any crime which is a felony under the laws of the state or has been convicted of a felony in a Federal court, if such person has not offered proof of sufficient rehabilitation to warrant public trust;
- is unfit for duty, or incompetent by reason of illness, drug dependence, or gross negligence;
- has presented to class or clinical area chemically impaired;

- has engaged in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public;
- has demonstrated insubordinate or inappropriate behavior towards the faculty, course coordinator, program director, dean, medical director, clinical area personnel, visitors, or patients;
- has brought a weapon of any kind to the EMS class or clinical areas;
- has been caught breaking any state or federal law while enrolled as a student; and/or
- a student who has received a decree by any circuit court/or an examination by the EMS MD or a qualified physician establishing that they are in need of mental care/treatment, shall be suspended from class. That person may be reinstated upon findings by the Circuit Court/EMS MD or a qualified physician that they have recovered from the mental illness and may resume his/her professional functions and return to class.

Academic Policies

Academic Dishonesty

Academic dishonesty can take many forms including but not limited to cheating, plagiarism, fabrication, facilitation dishonesty, denying authorized persons access to information or materials, and falsifying records. Honesty in academic endeavors is fundamental to the learning process and thus must be taken seriously. Anyone found to be directly involved or privy to academic dishonesty will be disciplined accordingly, up to and including termination from the education program.

Classroom and Clinical Attendance/Tardiness

There is a strong correlation between class attendance and success in EMS education. This policy includes **all** didactic, clinical, and field appointments. Students that must be absent are expected to notify the lead instructor/course coordinator prior to the absence.

In order to be licensed, students may only miss a certain number of hours. This includes not only classroom room hours, but also clinical and field internship hours. Students who miss more than the maximum allowable hours will be allowed to continue in the program but will be unable to become a licensed EMS provider.

Tardiness over 10 minutes will be accrued against the absence allowance. Tardiness in excess of 10 minutes will be rounded up to the nearest half hour. Chronic tardiness that is less than 10 minutes will be dealt with by the disciplinary procedures as outlined in this manual

Class	Maximum Allowed Absence Hours to be Licensed
EMR	4 Hours
EMT-Basic	8 Hours
Paramedic	8 Hours (per semester)
PHRN	8 Hours

Background Checks

If a student knows that they have a felony conviction or a potential disqualifying misdemeanor conviction they must make an appointment with the EMS System Director to determine clinical/licensure eligibility.

Dress Code

In keeping with our professional standards it is mandatory that students will need to adhere to the uniform policy as stated below. Every EMT and Paramedic student is expected to be present with a clean, well groomed, neat, and professional appearance during all clinical, field and classroom settings. As a representative of the EMS profession and the consortium Education Program, the student is required to wear a professional uniform. The student is responsible for the upkeep, maintenance, and laundering of that uniform. Deficiencies relating to grooming, appearance, equipment, and uniform may result in discipline and/or loss of clinical privileges at the clinical site or sent home from class. The full uniform as outlined below, including class photo ID is always to be worn in the respective areas unless otherwise stated. Uniforms may NEVER be worn outside of class, clinical or field time experiences. It is acceptable to wear the uniform to and from classroom, clinical or field time experience.

EMR PROGRAM DRESS CODE

There is no clinical or field internship for this course, thus no uniform will be required for this class. Students should dress appropriately (i.e. clean clothes, free of offensive logos or words, covering the body the appropriate parts of the body).

EMT-BASIC PROGRAM DRESS CODE

Students will not be required to wear uniforms during class. However, students are expected to come to class dress appropriately for the class setting. Students should wear closed toe shoes and clothes that allow them to move around in various practical skills activities. EMT-Basic students will be required to have an appropriate uniform for clinical and field experiences.

Clinical and Field internship uniforms consist of the following:

1. Class Polo with appropriate student level on the shirt. A plain (white, black, grey or blue) shirt may be worn under the polo. It is not permitted for any other color shirt.
 - a. EMS Students may wear optional MCAEMS Job shirts
2. Navy Blue or Black pant. This must be a dress pant or Fire/EMS style pant. No Jeans are allowed
3. Black or navy above the ankle socks
4. Black leather non-braided uniform belt with plain buckle
5. Black shoes/boot. Shoes must be closed toe and cannot be tennis shoe or cowboy boots
6. No baseball caps to be worn during class, clinical or field time. A Plain blue or black stocking cap may be worn outside during field time.

PARAMEDIC PROGRAM DRESS CODE

1. Class Polo with appropriate student level on the shirt. A plain (white, black, grey or blue) shirt may be worn under the polo. It is not permitted for any other color shirt.
 - a. EMS Students may wear optional MCAEMS Job shirts
2. Navy Blue or Black pant. This must be a dress pant or Fire/EMS style pant. No Jeans are allowed
3. Black or navy above the ankle socks
4. Black leather non-braided uniform belt with plain buckle
5. Black shoes/boot. Shoes must be closed toe and cannot be tennis shoe or cowboy boots
6. No baseball caps to be worn during class, clinical or field time. A Plain blue or black stocking cap may be worn outside during field time.
7. Appropriate Student ID MUST be worn

PHRN PROGRAM DRESS CODE

For classroom time, casual clothes may be worn as long as the clothes are clean, free from offensive logos or words and cover appropriate areas of the body. Students may participate in hands on skills that requires moving and lifting. Dress appropriately.

During Field Internship/Clinical time the following must be worn:

1. Class Polo with appropriate student level on the shirt. A plain (white, black, grey or blue) shirt may be worn under the polo. It is not permitted for any other color shirt.
 - a. EMS Students may wear optional MCAEMS Job shirts
2. Navy Blue or Black pant. This must be a dress pant or Fire/EMS style pant. No Jeans are allowed
3. Black or navy above the ankle socks
4. Black leather non-braided uniform belt with plain buckle
5. Black shoes/boot. Shoes must be closed toe and cannot be tennis shoe or cowboy boots
6. No baseball caps to be worn during class, clinical or field time. A Plain blue or black stocking cap may be worn outside during field time.
7. Appropriate Student ID MUST be worn

UNIFORM RESOURCES

The following information are local places you can find uniform pants. Note that you do not need the most expensive pants. A simple black or blue non-jean work pants will work fine.

EMS Pants

- CI Shooting Sports - 700 Wylie Dr, Bloomington, IL 61705
- Farm and Fleet – 2201 W. Market St, Bloomington, IL 61705
- Walmart – 2225 W. Market St, Bloomington, IL 61705 or 300 Greenbrier Dr, Normal, IL 61761
- Tractor Supply – 2238 Westgate Dr, Bloomington, IL 61704

Hospital Clinical Uniform

Students must wear appropriate uniforms as listed above in their clinical sites. Any student doing clinical time at an OSF facility MUST have all visible tattoos covered either with clothing or a bandage. Students MUST always have their appropriate ID visible.

SURGERY CLINICALS (FOR EMT-P & PHRN STUDENTS)

Students participating in the operating room will have scrubs provided to them upon arrival. Those scrubs are not to be removed from the clinical sites. Students MUST always bring their appropriate ID and wear it with them during their clinical experiences.

PSYCHIATRIC CLINICALS

Students participating in psychiatric clinicals will dress in business casual clothing. Students MUST always bring their appropriate ID and wear it on them during their clinical experience.

Field Internship Uniform

Students must wear their appropriate student uniforms during their ride time. Their IDs must always be worn while completing their ride time experiences.

Uniform Policy

EMS is a profession in which a uniform is an expectation and is a key component in identification. As such it is important that EMT and Paramedic students are clearly identified in the clinical and field internship setting. The following will be the requirements regarding uniforms:

- MCAEMS will supply each student with one short sleeve polo. Any additional shirts will be the responsibility of the student to purchase and maintain.
- Students are required to start wearing their polo beginning the next class period after they have been delivered.
- Every effort will be made to advise students when the polo's will be delivered to class in order to coordinate these with the rest of the required uniform components. If an exception is needed to obtain the rest of the uniform components, these will be arranged on a case by case basis with the course instructor and/or the Education Coordinator. If an exception is granted, a date will be determined, and the student will be required to be in full uniform by this date.

Violations of Uniform Policy

- Students are expected to wear their full uniform to all class sessions, clinical shifts, and field internship shifts.
- If a student fails to show up in full uniform for class:
 - Student will be sent home with the opportunity to comply with the uniform policy and return to class. Any time missed by the student will go against their attendance in accordance with the attendance policy.
 - The first violation of the uniform policy will result in a verbal warning
 - The second violation will result in a written warning
 - The third violation will result in dismissal from the program.
- If a student fails to show up in full uniform for clinical/field internship:

- Student will be sent home and their clinical or field internship must be rescheduled in accordance with the clinical scheduling policy and/or field internship scheduling policy. In addition, this will be counted as a no call/no show and will be enforced in accordance with the corresponding policy.
- The first violation of the uniform policy will result in a verbal warning
- The second violation will result in a written warning
- The third violation will result in dismissal from the program.

Identification

The student will be issued an EMS program ID that MUST be worn at all clinical sites and during field internship (if applicable).

Communication Guidelines

All communication as it relates to this program shall be conducted through electronic mail (e-mail). Point of contact chain for communication shall be in the following order: Course Lead Instructor > Education Coordinator > System Director.

Any communication that occurs outside of normal business hours should not have the expectation of a response until business hours have resumed. If the communication is urgent or time sensitive a phone call should be placed following the point of contact chain, this should be reserved for emergent situations.

Text messaging shall not be utilized and will not be considered official communication or meet any of the notification requirements as it relates to clinical and field internship policies.

Cell Phone Use

While the Mclean County Area EMS System recognizes the importance of cell phones, it is important that the use of a cell phone does not interrupt the learning environment. The following rules of cell phone use are to be applied to the classroom environment. Cell phone use outside the classroom in clinical or field internships should follow the policy set forth by the agency or organization the student is interning with.

1. The cell phone should be set to vibrate or turned off during class
2. Cell phone conversations are not allowed in the classroom
3. Texting is not allowed in the classroom
4. Cell phones are to be turned off during testing and lab periods
5. Any student found to be violating or abusing the cell phone policy will be referred to the Program Director for further disciplinary action if required.

Conflict Resolution

It is the expectation that students will use appropriate problem solving and conflict resolution skills when dealing with a potential issue. Follow these steps if you have an issue or concern with a fellow student:

1. Go to the individual. Explain your perception of the problem and how you feel that the issue can be resolved.

2. Actively listen to the individual's response. Allow them to explain their perception and thoughts on resolving the issue.

3. Together find a solution.

If the above steps are not successful, contact the clinical coordinator, lead instructor, or the program director. They will assist by mediating with the parties involved with the goal of successful resolution of the issue.

Follow these steps if you have an issue or concern with a faculty member:

1. Go to the individual. Explain your perception of the problem and how you feel that the issue can be resolved.

2. Actively listen to the individual's response. Allow them to explain their perception and thoughts on resolving the issue.

3. Together find a solution.

If the above steps are not successful, contact the Clinical coordinator or program director. They will assist by mediating with the parties involved with the goal of successful resolution of the issue.

The goal is to resolve any issue or conflict within the confines of the EMT program.

Chemical Impairment Policy

The MCAEMS System policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on EMS System or clinical site property or as a part of any EMS System related activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the MCAEMS System in conformance with System policy. In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the MCAEMS System Education Programs.

All MCAEMS System students will be required to sign and adhere to the MCAEMS System Wellness Contract. When a faculty member or a clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol misuse or abuse the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

- 1) Seek corroboration regarding the observed student behavior, if possible.
 - a) Should the impaired behavior occur at a clinical site, the faculty or agency;
- 2) A representative will relieve the student from the clinical assignment.
 - a) Should the observed behavior occur on campus, the faculty member should use his/her discretion in allowing continued participation in the learning activity;
 - b) Immediately notify program director and provide written documentation of the observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
 - c) Upon request, the student will undergo a drug screen and/or alcohol test. The drug screens and breath alcohol tests will be completed at the student's expense. A student who refuses to be tested or who otherwise fails to cooperate in required tests shall be dismissed from the MCAEMS System education program;

- i) If the student is at a hospital clinical site, the student will be taken to the emergency department.
- ii) If the student is at a non-hospital clinical site, the student will need to go to the emergency department of a local hospital by calling a cab, friend, or family member to transport the student to the facility.
- iii) The instructor, supervisor, or Program Director must remain with the student while the student is at the testing facility and complete and sign an authorization form. The student must present a photo ID.
- d) Upon receipt of written documentation, a conference, consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Director, Dean of MCAEMS System education program or their designee will be held. The purpose of the conference is to present and discuss documented observations of behavior(s) and test results.
 - (1) A student who tests positive for illegal drugs and/or alcohol shall be immediately dismissed from the MCAEMS System education program.

Grading Policies

Exams

Exams will be administered throughout the course to demonstrate competencies in various modules. Students must complete each exam. Failure to complete each exam will result in students not being eligible for licensure testing.

Quizzes, Homework and Miscellaneous Work

Quizzes will be assigned at the discretion of the lead instructor. Homework will be assigned for each module. Homework due dates will be assigned by the instructor. Overall points for these assignments vary. The final homework/quiz points entered into the grade book will be the percentage of overall points available for that module.

Overall Grade

An overall grade is assigned based on all worked completed inclusive of all modules up to that point.

A: 100%-94%	B: 93%-87%	C: 86%-80%	D: 79%-73%	F: Below 73%
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Make Up Exams/Quizzes

The opportunity to take an exam or quiz that was missed due to tardiness or unexcused absence is completely at the discretion of the lead instructor.

Research/Projects

Research and/or special projects may be assigned at the discretion of the instructor. Further details will be provided as appropriate.

Extra Credit Opportunity

Extra credit opportunities may present themselves throughout the course. THERE IS NO GUARANTEE OF EXTRA CREDIT.

Late Work

Late work will be given a grade of ZERO.

Skills Assessment

Students must successfully complete all skill requirements for their course. This is a pass/fail. Failure to successfully pass the skills demonstration will inhibit you from participating in clinical and/or field internship experiences.

Completion Requirements

To be eligible for licensure students must complete the following:

- Must maintain an average grade of 80% or higher (including the final) at the completion of the course
- Score an 80% or higher on the final exam.
- Complete all clinical requirements within the allotted time frame
- Not exceed the maximum allowable hours of absence (including classroom, clinical and field time if applicable)

If you are unable to maintain the grading, clinical, or absence criteria, you may finish the course for a grade, but will be unable to test for licensure.

Final Testing

EMR

There is no State Test for EMR. The final test counts towards licensure. You must score an 80% or higher on the test to obtain licensure. There are no practical exams for the EMR level.

EMT-BASIC

Students must successfully pass a written exam with an 80% or higher. Additionally, they must pass a practical exam. The practical exam will consist of a Medical and Trauma scenario. Failure of one of the scenarios will require you to re-challenge the scenario.

EMT-PARAMEDIC

Students must successfully pass each semester with an overall grade of 80% or higher (including the final) and score an 80% or higher on the semester final. Students will also complete a capstone test at the culmination of their clinical and field internship experiences. This will consist of a written test and a practical scenario. The practical scenarios will consist of a medical and trauma scenario. Students will have two retake opportunities total between both scenarios.

PHRN

Students must successfully pass with an overall grade of 80% or higher (including the final) and score an 80% or higher on the semester final. Students will also complete two practical scenarios, one medical and one trauma. Students will have two retake opportunities total between both scenarios.

FAILURE OF FINAL WRITTEN TEST

Students get a total of one (1) re-take opportunity for the final exam. If students are unable to successfully score an 80% or higher on the final exam, they will need to follow the appeal process as outlined in the appeal section.

REMEDIATION PLANS

Students must complete a remediation plan between attempts on both the written and practical exam. This must be submitted to the education coordinator prior to any further attempts are given.

APPEALS

Students who do not successfully pass their final written exam or final practical exam, after all attempts have been exhausted, must in writing within 48 hours from their last attempt, write a letter addressed to the medical director requesting an appeal for additional attempts. Additional attempts are not guaranteed and is at the sole discretion of the medical director. Any further attempts will be conducted under the terms that the medical director sets forth.

Timeline of Course Completion

Each lead instructor for your course will set the timeframe in which all didactic, clinical and field internship hours will be completed.

Extensions

If any student is unable to complete the required hours within the timeframe that is given to the student, the student must in writing to the medical director request an extension. The request must include the reason/circumstances of why you were unable to complete the class, and what you will do to ensure you are able to complete the course requirements within the extension. Extensions are only granted under rare circumstances and at the discretion of the medical director. Students must submit request at least 15 days prior the date set for completion of the course requirements

Clinical Information

Clinical Requirements

Class	Hour Requirements
EMR	No clinical requirements
EMT-Basic	28 Hours total -8 hours Prompt Care -8 hours Emergency Department -12 Field Experience
EMT-Paramedic	670 Hours minimum (hours listed below are minimums) -ED 220 hours -OR/Surgery 24 hours -Pediatrics 24 hours -Respiratory 16 hours -ICU 12 hours -L & D 8 hours

	-Psych 8 hours -Cath Lab 8 hours -Field Internship 350 hours
PHRN	-48 hours in ED (unless documented experience) -8 hours in L&D (unless documented experience) -5 Live intubations -20 ALS team leads on a 911 Ambulance

***Note that these hours and locations are subject to change, students will be notified at the beginning of their classes of any required changes.

Immunizations/Records

The following immunizations/records are required prior to participating in any clinical or field internship

- MMR
- Hepatitis-B
- Tdap (Must have been administered within the last 10 years and the 10 years must cover through course completion)
- TB Test (or Chest X-Ray if positive reaction to TB skin test). 1-Step test, must be within the last 12 months and the 12 month period must cover throughout course completion
- Current year Influenza Vaccine (Current year being September-April of the course year you are enrolled in)
- Varicella (Chicken Pox) Vaccine or titers drawn to shown immunity.
- Copy of Drives license or ID

CPR Requirements

Prior to any clinical or field internship experience the provider must demonstrate proof of certification in CPR. The **ONLY CPR** certifications that are accepted by us will be the following:

- American Heart Association – BLS (CPR for Healthcare Provider)
- American Red Cross - BLS (CPR for Healthcare Provider)

No other CPR certifications will be accepted. CPR classes may be held during your class, please check with your instructor if you have any further questions about CPR requirements.

Hospital Clinical Sign-Ups

Students will sign up for clinical time through Platinum Planner. Students will be given a tutorial on how to sign up for clinicals using this online platform.

Once students have turned in ALL vaccine, records and show proof of proper CPR, will they be allowed to sign up for clinicals.

Students will be notified of when they are released for clinicals by their instructor. Students who are eligible to sign up for clinicals must be signed up by the 15th day of the previous month. To be registered, students must be signed up no later than 11:59 pm on the 15th day of the month prior. No exceptions will be made after that deadline.

- Example: To sign up for clinicals during the month of November, students must be signed up by October 15th, at 11:59pm.

Field Internship Sign-up

Field internship (also known as ride time) signups will vary depending on the agency. Instructors will assist students with how to sign up for various agencies. Students may only sign up once cleared by their lead instructor.

Clinical and Field Internship Attendance

Students **MUST** attend all clinical or field internships that they signed up for. It is very important that students make every effort to attend any clinical or field internship time they have signed up for. In the event a student must cancel (due to illness, family illness, ect.) the student must contact the following people via email as soon as possible:

- Instructor
- EMS Education Coordinator
- Hospital Clinical Coordinator

Students who do not show up for their scheduled time and do not notify the appropriate people will be penalized with a 30-day clinical/field internship suspension from ALL clinical and field internship areas. Further no-call, no-show could result in dismissal from the program.

Clinical/Field Internship Paperwork

Students will use either Platinum Planner or Paper documentation to record their clinical and field experiences. Instructors will instruct students in proper documentation. It is the student's responsibility to have all paperwork filled out completely and to maintain documentation.

Student Acknowledgements

The following are acknowledgements the students **MUST** agree to prior to continuation of the class. Students will be asked to sign an acknowledgement form and turn it in to their instructors by the end of the first week of the course.

Course Completion

In order to pass the course to be licensed, students must:

- Achieve an accumulative score (including the final) of 80% or higher
- Achieve a score of 80% or higher on the final written exam
- Satisfactory complete all skill requirements
- Satisfactory attendance according to the attendance policy
- Satisfactory evaluation on clinical and field internship documentation (if applicable)
- Completion of clinical and field internship times within the allotted time of the program
- Maintain compliance with all MCAEMS System policies and if applicable to your program Heartland Community College policies

Acknowledgement of Health Insurance/Financial Responsibility

As the student, you are responsible for maintaining your own major medical health insurance throughout the course of being enrolled in a MCAEMS education program. You are also responsible financially for any medical care, treatment, or examination that a clinical affiliate provides to you while in a student capacity at that facility. The EMS Office staff and any of its partner agencies, instructors, preceptors, staff will not be financially responsible for any students injured during clinicals or their field internship experience.

Financial Responsibility (For non-Heartland Programs)

No refunds on the course will be given after the first full week of classes. Only in rare circumstances will the System consider partial refunds for the course. This will be on a case by case basis. Students who fail to pay for the class will be removed from the program.

Student Wellness Information

As the student, you agree to undergo a drug screen and/or breath alcohol test upon request. Additionally, you are responsible for the payment for the drug screen and/or breath alcohol test. If results are proven positive, procedural steps of the McLean County Area EMS System Chemical Impairment Policy will be followed.

- Upon receipt of written documentation, a conference with faculty, the Program Director, Dean of Education Programs, or their designees will be held
- A student who test positive for illegal drugs and/or alcohol shall be immediately dismissed from the MCAEMS education programs.

Statement of Responsibility

The McLean County Area EMS System (MCAEMS) will provide students with the appropriate level of education prior to release to clinical or field internship experiences. MCAEMS is not responsible for student's negligence, lawsuits, civil claims, administrative judgements, or any financial claims that occur or arise during/out of clinical and/or field experiences.

HEARTLAND STUDENTS

Students enrolled in an active EMS class, performing clinical and/or field internship time will be covered under student liability insurance provided through Heartland Community College.

MCAEMS STUDENTS (NON-HEARTLAND PROGRAMS)

Students must demonstrate that they are covered by liability insurance prior to being allowed to enter any clinical or field internship experiences. That liability insurance must be valid throughout the entire length of the course and throughout any outstanding clinical and/or field time that needs to be completed.

The liability insurance must be at minimum: \$1,000,000 per claim/\$3,000,000 aggregate

Statement of Confidentiality Compliance

As a student in an EMS course conducted as part of the McLean County Area EMS System, I recognize and understand the necessity of maintaining patient confidentiality and privacy. With that understanding, I agree to the following statements:

- It is the responsibility of every EMS student to maintain the confidentiality of patients' Protected Health Information, or *PHI*. Protected Health Information is defined as individually identifiable information that is created, maintained, or transmitted in any form – electronic, written, or oral.
- It is also the EMS students' responsibility to maintain the confidentiality of clinical site personnel information and competitive information regarding a clinical agency's plans and operations.
- In the course of clinical learning, students may have access to patient information pertaining to nature of illness, current and previous medical history, medications, and medical treatment, as well as financial and family history of the patient. This information is not to be discussed with or released to anyone who is not directly involved with the care of the patient, unless the information is specifically required for the care of the patient or as a learning tool within the educational setting.
- In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to clinical site employees or operation.
- Unauthorized release of any of the above information may result in civil and/or criminal liability under state and/or federal law, and may result in disciplinary action up to and including termination from the program.
- Violations of these responsibilities may subject the student to disciplinary actions in accordance with the procedure as outlined in the *MCAEMS System Student Handbook*.
- The integrity of all data produced by a hospital information system (including patient data supplied for billing purposes) is not to be compromised under any circumstance. This type of data includes printed materials, oral communication, and information displayed on a computer terminal.

Clinical & Field Internship Guidelines

The following guidelines are required to be followed while participating within a clinical and/or field setting. Failure to abide by these rules could result in dismissal from the program.

1. Any student under the influence of, or in possession of, any alcoholic beverages and/or illegal drugs during clinical hours will result in immediate dismissal from admission into any further clinical opportunities and McLean County Area EMS System training program.
2. Students must present themselves in a professional and courteous manner.
 - a. Uniforms shall be worn in accordance with class and system policy.
 - b. No exposed mid-section of the body.
 - c. No shorts, no short skirts and no tank tops will be permitted within the clinical settings.
 - d. **Photo identification badges must be worn during all clinical hours.**
 - e. Wedding band, watch and bilateral stud earrings are the only accepted items of jewelry that may be worn while in the clinical settings.

- f. Hair should be clean, combed and neatly trimmed or arranged not to fall below the top of the shirt collar. Eccentric styles of hair will not be permitted in the clinical settings.
 - g. Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted in the clinical settings.
3. Students are responsible for appropriate use and care of equipment assigned to them during clinical hours. When in doubt about the correct utilization of equipment, the student must ask the preceptor or RN prior to utilization. Negligence or malicious intent, which results in misuse or damage of clinical organization equipment, is grounds for disciplinary action and the student will be responsible for reimbursement of repair or replacement costs.
4. No clinical organization equipment should be removed from the premises, sold, or disposed of without the proper authorization from the clinical organization.
5. All clinical areas are atmospheres free of harassment of any type (e.g. gender, ethnic, etc.). All students are expected to follow clinical organization's policies related to workplace harassment. Any suspected harassment should be immediately reported to the clinical area supervisor and an incident report filed with the McLean County Area EMS System.
6. No solicitation or distribution of material is allowed while on any clinical organization's properties.
7. Students must request permission from any clinical area supervisor prior to utilizing telephone lines. Clinical area organization's telephone lines should only be utilized for emergency purposes.
8. Students may not speak to the media pertaining to any incidents and/or patients encountered during clinical rotations. No patient information should be discussed with anyone outside the hospital or field internship experience.
9. All students are strictly forbidden to take any weapons on to the clinical organization's properties without the knowledge and expressed written permission of the McLean County Area EMS System and the clinical organization's administrative representative.
10. Students must follow the clinical organization's policies and the McLean County Area EMS System's policies related to smoking and/or illegal drugs.
- 11. Students are not to provide any advice to patients or perform any procedures without the immediate and direct presence and approval of a preceptor, nurse or physician.**
12. Students are not to give patients food or water or change the patient's position without the prior authorization of the preceptor, nurse, or physician.
13. Students are not to enter a patient room where the door is closed.
14. Students are not to provide transportation, in their personal vehicle, for a patient or a family member.
15. Students are not to lean or sit on a patient's bed in the clinical setting.
16. Students must receive permission from a preceptor, RN, or physician prior to approaching any patient in the clinical area. Students should discuss the accepted standards within each specific clinical area at the beginning of each clinical rotation.
17. Students are to arrive and leave the clinical or field area at their scheduled times. Students must complete all clinical requirements. Students may NOT change clinical/field areas or have paperwork signed before the end of the scheduled time.
18. The clinical/field areas establish individual policies of how many students may be present at the same time but most only allow for one student at a time in order to allow for the best clinical experience.
19. Students should only park in designated visitor parking when arriving to the clinical or field setting.

20. If a student is injured while in the clinical setting, notify the on-duty supervisor as well as complete a McLean County Area EMS System incident report. All medical care costs are the sole responsibility of the student.
21. Students are responsible for maintaining their own personal clinical paperwork. The training or clinical organizations are not responsible for tracking or maintaining clinical paperwork.
22. Students must schedule clinical rotations through their EMS training program course coordinator.
23. While at a Firehouse or EMS Station, students must never touch, use, or remove any equipment without the permission of staff. Students must stay in areas designated for students. Students must never leave the preceptor or staff presence on calls and must follow direction from agency staff. Students must always be seat belted in moving vehicles.
24. The EMS Medical Director does have the authority to dismiss a student from any EMS training program occurring within the McLean County Area EMS System.