This handbook has been prepared by the Emergency Medical Science Division Faculty as an adjunct to the Southeast Arkansas College Student Handbook and College Catalog. It contains important information specific to the Emergency Medical Sciences Division and should be used as a reference throughout the program.

Southeast Arkansas College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age or marital status in any of its policies, procedures, or practices. This nondiscrimination policy covers admission, employment and access to all College programs and activities.
# Table of Contents

- **Preamble** ................................................................. 3
- **Faculty and Contact Information** ........................................ 4
- **Americans with Disabilities Act - Allowable Accommodations** ................................................................. 6
- **Philosophy and Objectives** .......................................................... 8
- **Functional Position Description** ......................................................... 9
- **Grading Criteria** ................................................................. 11
- **Clinical Practicums** ................................................................. 11
- **Cell Phones, Pagers, and Electronics** ......................................................... 13
- **Conflict Resolution** ................................................................. 13
- **Grievance Policy** ................................................................. 14
- **Hazing** ................................................................. 15
- **Incident Reporting** ................................................................. 15
- **Infection Control** ................................................................. 15
- **Maintenance of Certification** ............................................................. 16
- **Patient Confidentiality** ................................................................. 16
- **Practicing Advanced Skills** ................................................................. 16
- **Professional Responsibility** ................................................................. 16
- **School Cancellation / Inclement Weather** ................................................................. 17
- **Scholastic Dishonesty** ................................................................. 17
- **SEARK Student Catalog** ................................................................. 18
- **Substance Abuse, Intoxication, and Impairment by Medication** ................................................................. 19
- **Threat Advisory** ................................................................. 19
- **Uniforms** ................................................................. 19
- **Working While Enrolled** ................................................................. 22
- **EMS Programs Learning Contract** ................................................................. 23
PREAMBLE

The policies of the Southeast Arkansas College Department of Emergency Medical Sciences are intended to provide a safe and professional educational experience for EMS students. It is important for each student to understand and follow both the letter and spirit of each policy. From time to time, situations will arise which are not covered by specific language of the policies and procedures. In such cases students and faculty will be guided by best judgment, best practices, professional ethics, and the intent of current written policies and procedures. Regardless of written language, students must ALWAYS present themselves as a professional member of an elite community.

Students who fail to represent the pride, integrity, and wholesomeness expected of EMS Personnel will be considered in violation of policies, whether written or unwritten, and removed from the EMS program. Standards of professionalism of the EMS community will be set by program officials and not the student.
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American with Disabilities (ADA) - Allowable Accommodations

The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS. Exams are designed at least in part to measure the student’s ability to read.

A second example is one dealing with skills proficiency verifications that must be performed within established time frames. Performing a skill within established time frames is required because speed of performance is an integral part of patient care, and is an essential function of an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.

The Functional Job Description, outlined at the end of this section, describes the required skills and job requirements essential to EMS personnel. This description will guide all accommodations permitted for the EMT and paramedic students.

The following specific points pertain to those involved in EMS training and education programs:

- Students cannot be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course must fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis. In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration. There are accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Job Description. These include, but are not limited to:

1. **Students are not allowed additional time for skills with specific time frames.**
   - Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

2. **Students are not allowed unlimited time to complete a written exam.**
   - This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
   - Students will be allowed a maximum of time and one-half to complete written exams.

3. **Students are not allowed to have written exams given by an oral reader.**
   - The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
4. **Students are not provided a written exam with a reading level of less than grade eight.**

   • The EMS profession requires a reading level of at least grade eight to work safely and efficiently.

5. **Students must take all exams during the scheduled time, as a member of the enrolled class.**

   • The ability to utilize knowledge on the spur of the moment is an essential task for EMTs and paramedics.

   • Exams are given to elicit immediate recall and understanding of emergency situations.

   • Students will be permitted a private space to take the exam.

   • Refer to the written examination policy of missed exams due to excused absences.

6. **Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.**

   • Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.

   • Student must be able to understand and converse in medical terms appropriate to the profession. Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant’s rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?
Division Philosophy and Objectives

Adult Learning

Adults learn in different ways. Adults must take responsibility for their own learning through goal setting, research and self-evaluation. The instructor is a facilitator of learning who provides objectives, resources, coaching, feedback and evaluation. Adults bring with them to the educational setting life experiences that can be drawn upon as a foundation for learning new information and skills.

Paramedic Training

Paramedic training builds on a solid foundation of basic EMT knowledge and experience. The paramedic is a complex and evolving role that is expanding. At Southeast Arkansas College, Emergency Medical Sciences Division, the student prepares for this role by achieving knowledge, performance and most importantly, critical thinking skills at a higher-than-minimum standard. The program prepares the graduate to function according to national standards as an entry-level paramedic. As a professional, the paramedic recognizes the need to continue their education and share knowledge with others in the field.

The Patient

Every person who requests emergency treatment will be treated with respect and dignity, and without discrimination. All persons have the right to health care, regardless of ability to pay for services. All paramedic students are expected to honor the patient bill of rights (as listed in the SEARK EMS Student Handbook/Syllabus).

Goal & Objective Statement

The goal of the Southeast Arkansas College Emergency Medical Sciences Training Programs is to produce competent, entry-level pre-hospital care professionals and begin to change EMS in Arkansas... one student at a time!

Objectives (Three Domains of Learning)

- **Cognitive:** At the completion of the program, the graduate will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to their role as an entry level paramedic.
- **Psychomotor:** At the completion of the program, the graduate will demonstrate technical proficiency in all skills necessary to fulfill the role of paramedic.
- **Affective:** At the completion of the program, the graduate will demonstrate personal behaviors consistent with professional and employer expectations for the entry level paramedic.

Types of Competency

- **Conceptual competence:** Ability to understand the theoretical foundations of the profession
- **Technical competence:** Ability to perform tasks required of the profession
- **Interpersonal competence:** Ability to use written and oral communications effectively
- **Contextual competence:** Ability to understand the societal context in which the profession is practiced
- **Integrative competence:** Ability to meld theory and technical skills in actual practice
- **Adaptive competence:** Ability to anticipate and accommodate changes (e.g. technological changes) important to the profession.
Functional Position Description

Introduction

The following general position descriptions for the First Responder, Basic EMT, Advanced EMT and Paramedic are provided as guides for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

Qualifications

To qualify for EMS certification or licensure an individual must successfully complete a State approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state written certification or licensure examination. EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to:

- Communicate verbally via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral and diagnostic form instructions
- Use good judgment and remain calm in high-stress situations
- Work effectively in an environment with loud noises and flashing lights
- Function efficiently throughout an entire work shift
- Calculate weight and volume ratios and read small print, both under life threatening time constraints
- Read and understand English language manuals and road maps
- Accurately discern street signs and address numbers; interview patient, family members and bystanders. Document, in writing, all relevant information in prescribed format considering legal ramifications of such
- Converse in English with coworkers and hospital staff as to status of patient.

EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

Description of Tasks

- Receive call from dispatcher, respond appropriately to emergency calls, read maps, may drive ambulance to emergency site, use most expeditious route and observe traffic ordinances and regulations.
- Determine nature and extent of illness or injury, take pulse, blood pressure, visually observe changes in skin color, auscultate breath sounds, make determination regarding patient status, establish priority for emergency care, render appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
- May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient’s blood circulation or stabilize injuries.
- Assist in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Reassure patients and bystanders, avoid mishandling patient and undue haste, search for medical identification emblem to aid in care.
- Extricate patient from entrapment, assess extent of injury, use prescribed techniques and appliances, radio dispatcher for additional assistance or services, provide light rescue service.
• If required, provide additional emergency care following established protocols.
• Comply with regulations in handling deceased, notify authorities, arrange for protection of property and evidence at scene.
• Determine appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, ask for direction from hospital physician or emergency department.
• Observe patient in route and administer care as directed by physician or emergency department or according to published protocol.
• Identify diagnostic signs that require communication with facility.
• Move the patient into the emergency facility from the ambulance.
• Report verbally and in writing concerning observations about the patient, care at the scene and in route to facility & provide assistance to emergency staff as required.
• Maintain familiarity with all specialized equipment.
• Replace supplies, send used supplies for sterilization, check all equipment for future readiness, maintain ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminate vehicle interior, determine vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.
Grading Criteria

LETTER GRADES WILL BE ASSIGNED ON THE FOLLOWING BASIS:

- 100 - 90% = A
- 89 - 80% = B
- 79 - 75% = C
- 74% - Below = Failing

DIDACTIC (CLASSROOM AND SKILLS LABORATORY)

The didactic grade will be calculated as follows:

- 50% Exams
- 25% Quizzes
- 25% Homework

- **Community Service Project (P/F, required)**: Each student will select an area of interest in which to develop a special community service project. Examples might include Red Cross disaster relief, United Way, Rice Depot, church or other non-profit organizations, city clean-up projects etc. The topic of the project must be discussed with the program director and approved prior to implementation. After completing the activity, a one-page paper describing the event will be submitted to receive credit.

- **Simulations (P/F, required)**: Student participation in simulations, both scheduled and unscheduled, will be graded by specific criteria. Each student is required to participate in these simulations.

Clinical Practicum (Hospital and Pre-hospital)

To pass clinical sections students must complete the minimum number of required contact hours. In addition, passing the clinical section requires that all **minimum patient contacts and procedures be achieved**, and that preceptor evaluations identify the student as minimally competent. Preceptor evaluations which indicate unsatisfactory performance may result in failure of the clinical section.

- **CLINICAL EVALUATIONS**
  - Clinical Evaluations must be submitted to the clinical coordinator instructor on the next scheduled class period. They are to be placed in the Clinical Coordinator’s office door Founder’s Hall Room 417W. Failure to submit clinical evaluations on the next scheduled class period will negate the hours (but not the experience) earned during the rotation, requiring the clinical to be repeated. Repeat clinical rotations must be completed before the end of the semester in which the clinical was originally scheduled.
  - Evaluations are to be given to the instructor **ONLY** upon request. **DO NOT** place rotation forms on the instructor’s desk, under the instructor's door, or on the front lectern unless specifically asked to do so by the instructor.
  - Clinical evaluations must be an accurate representation of the clinical experience. Falsification of the clinical experience is grounds for disciplinary action up to and including removal from the EMS Program. Preceptors, fellow students, and other certified or licensed health care providers may face disciplinary action of a similar nature for assisting misrepresentation of the clinical experience.
• **CLINICAL ROTATIONS**
  o Clinical rotations are an essential component of the EMS Program. Each clinical is intended to offer the student both a positive learning opportunity and real-life experiences. The primary purpose of clinical rotations is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history. The practice of basic and advanced skills and patient documentation are secondary, but highly essential parts of clinical rotations.
  o While on clinical rotations students are to be dressed in the Clinical Uniform. (see Uniform Policy for additional information)
  o Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
  o Students must NOT participate in any amorous or sexual behaviors toward preceptors, patients, or others encountered.
  o Students must function in the student or intern capacity 100% of the time, regardless of previous affiliations or employment with any clinical site. Employers are not allowed to compensate students for clinical rotations.
  o Students are not to be substituted for paid personnel.
  o Students may leave the assigned unit of the clinical site to eat lunch or dinner, but are not allowed to leave during Ambulance rotations. Students are encouraged to bring food/drink with them during the assigned shift.
  o Students will be given 30-minutes to eat, and must eat on the campus of the hospital clinical site.
  o To receive a passing grade for the clinical component of each course, students must accomplish the following, by the course completion date:
    ▪ Complete the required number of clinical hours (including required repeat or make-up rotations) at each clinical site, as described by the instructor at the beginning of each course.
    ▪ Documentation of these hours must be submitted to the clinical coordinator on the proper form, and signed by the preceptor.
    ▪ Complete all minimum runs and minimum numbers of skills, as required in the clinical information given by the instructor at the beginning of each course.
    ▪ Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical forms.
    ▪ Meet the standards of professionalism set by the SEARK EMS Division, including appropriate dress, actions, demeanor and language.

Clinical rotations which receive an unsatisfactory evaluation must be repeated prior to the completion of the program. A grade of incomplete **WILL NOT BE GIVEN** for make-up rotations. Grades of incomplete will be given only when unexpected medical conditions prevent the completion of clinical rotations before the course completion date. Grades must be converted to a passing grade by the date published in the college catalog, or before the next semester begins if necessary. Students are to schedule clinical rotations in a manner which does not interfere with job or school schedules. Once clinical rotations are scheduled, they are considered part of the class schedule and attendance is **MANDATORY**.

**RESCHEDULING CLINICAL ROTATIONS**

• Each student may reschedule **TWO (2)** rotations per semester. Allowable reschedules prior to the rotation:
  o Work schedule changes/Change of jobs
  o Important family events or emergencies
  o Scheduled medical tests and procedures
• Missed Rotations (must notify the EMS Program BEFORE missing the rotation - Call Scott Gann)
  o Illness
  o Mandatory employment responsibilities (documentation required)

**Cell Phones, Pagers, and Electronics Policy**

To eliminate distractions in the classroom the following policy will be followed by all students enrolled in any of the Emergency Medical Division’s Programs.

- All cell phones, pagers, and other electronic devices which have an audible alert function must be turned off.
- Silent alerts may be used if they are truly silent AND do not elicit a response from the owner or others.
- Electronic devices that are used for audio recording or playback, or video recording or playback, are not to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the college.
- Students may use, with instructor permission, audio recorders for the sole purpose of recording lectures.
- Electronics devices with game functions are not to be used in the classroom or clinical settings.

**Conflict Resolution**

**Conflict Policy**

The Emergency Medical Sciences Division and Southeast Arkansas College recognize that students will, on occasion, encounter disheartening, unpleasant and possibly hostile situations. These situations may stem from interaction between individuals or groups of other students, faculty, clinical preceptors or clinical sites, the public, or the witnessing of emotionally traumatic events.

While the EMS Program cannot protect students from the dangers and harsh realities of the world which are encountered on clinical rotations, we will make every effort to give the student the knowledge and skills necessary to protect themselves. The student must take the responsibility to use these tools at the appropriate time. This includes situations in which the language, attitude, and behavior of other students, clinical personnel and program faculty may innocently or maliciously be offensive or derogatory based on race, religion, gender, ethnic background, national origin, age, veteran status, or disability. The first step in any case is to notify the involved party of the offense.

Should the offensive behavior continue, the student should notify the instructor and/or the Program Director. In the best interest of all parties involved, students enrolled in the EMS Program must abide by the following procedures.

**Conflicts Occurring in the Classroom**

Student conflicts are expected to be handled between the parties involved. If the situation cannot be resolved peaceably between individuals and/or group of students, the course instructor or Program Director should be notified. The situation will be corrected according to Program policies, grading criteria, instructional intent and course objectives.

The following chain of command should be followed for problems encountered with the instruction and skills practice in the EMS Program:

1. Parties involved
2. Faculty/Staff present at time of incident
3. Course Instructor
4. Program Director
Conflicts During Clinical Rotations
Any incidents on clinical rotations should be reported immediately to the student’s direct supervisor at the clinical site (usually the assigned preceptor) and progress up the chain of command for that clinical site. In the event the situation involves the immediate supervisor, an attempt at resolution should be made without moving further up the chain of command. If the immediate supervisor cannot resolve the issue, the EMS Program administrator “on-call” should be paged.

Problems regarding differing protocols, treatment modalities, or patient care philosophies should be addressed and resolved with openness, for these differences take into consideration the wide variety of “correct” treatment. If the problem cannot be resolved at the clinical site, the student should report to his/her course instructor or Program Director at the earliest opportunity. Reporting the problem directly to Program Faculty without consulting the clinical personnel is not permitted without extenuating circumstances. The definition of extenuating circumstances will be determined by the course instructor or Program Director.

Students should understand that the EMS Program is concerned with conflicts encountered while on clinical rotations. However, students should also understand that the clinical site has a vested interest in resolving the problem internally.

It will be the prerogative and responsibility of the clinical site to report problems and resolution decisions to the EMS Program. The following chain of command should be followed for problems encountered during clinical rotations:

- Parties involved
- Assigned Preceptor
- Shift Supervisor / Charge Nurse
- SEARK EMS Programs Administrator on-call
- Program Director

Disruptive Activities
The Program Director or SEARK College may initiate disciplinary action against any student involved in disruptive activities. Any activity that interrupts scheduled activities or the process of education may be classified as disruptive. The following conditions shall normally be sufficient to classify such behavior as disruptive.

- Participation in or inciting others to violent behavior such as assault, physical abuse, or threatened physical abuse to any person on campus or at any function off-campus sponsored by the SEARK College.
- Loud, vulgar, or abusive language or any form of behavior acted out to incite others to disruptive action.
- Blocking or interfering in any way with access to any facility of the SEARK College.
- Holding rallies, demonstrations, or any other form of public gathering without prior approval of SEARK College.
- Conducting an activity which causes SEARK College officials to interrupt their scheduled duties to intervene, supervise, or observe activities in the interest of maintaining order at the College.

Grievance Policy
It is the practice of SEARK College’s Emergency Medical Sciences Division to assist all students in finding fair and just solutions to problems related to their education. As a general rule, problems can be resolved through the normal administrative structure, or levels of supervision. The grievance procedure is not intended to circumvent the normal channels of communications or to set aside the "open door policy" for students established by faculty and administrators.

If students feel they have been discriminated against based on sex, race, color, national origin, veteran status, disability, or age, they are to follow the procedures found in SEARK’s Student Handbook.
Hazing

Hazing is forbidden at SEARK College and the EMS Programs department. Hazing is defined as follows:

- Any actions which seriously imperil the physical well-being of any student.
- Activities which are by nature indecent, degrading, or morally offensive.
- Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude.

Incident Reporting

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to the appropriate person as described in the reporting process in this policy. When such incidents occur while on clinical rotations, the incident report procedure for the entity involved should be followed. The EMS Program should be notified as soon as possible. As soon as any danger or threat is past, the student must complete an incident report outlining the events immediately preceding, during and following the incident. This report must be submitted to the Program Director at the earliest opportunity.

Infection Control

It is the intent of SEARK’s Emergency Medical Sciences Division that each student enrolled in a health-related curriculum meet the objectives necessary for successful completion of that program. This enrollment is inclusive of clinical experience which entails potential exposure to individuals with communicable diseases.

All students enrolled in a program which includes clinical rotations must complete and have on-file:

- The immunization or immunity to tetanus/diphtheria, rubella, mumps, measles, chickenpox, and hepatitis B
- Vaccination against hepatitis A is recommended
- A test for tuberculosis which will be in date for the duration of the program.

These immunizations and tests are required by the Arkansas Department of Health. These requirements are STATE LAW and as such are not negotiable, nor may they be deemed unnecessary by your physician. No student may begin clinical rotations without the immunizations and test documented on the official SEARK College Immunization and Health Record.

Because the student must know how to prevent the spread of infectious diseases for his or her safety, and for the safety of others, it is the policy of the Emergency Medical Sciences Division that principles of infection control be included in the program curricula. It is the responsibility of students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, hand washing and the use of gloves, masks, protective glasses and gowns as indicated by the circumstances involved in the treatment of a patient.

Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients. Students assigned to affiliated clinical sites must comply with the infection control policy of the entity to which they are assigned. As new information becomes available, instructors will disseminate findings to all students.

For their protection while on a clinical rotation, students should not participate in any procedure which would expose them to blood or bodily fluids from a patient with a KNOWN infectious disease. Upon identifying an infectious patient, students are to use tact and courtesy to inform the preceptor of this policy.
Skills practice sessions will be conducted with the intent of preparing students for patient care on known or suspected infectious patients. All students will wear gloves when in skills practice sessions. Eye protection will be worn during the practice of airway control procedures, peripheral venipuncture, medication administration, or other procedures which could potentially expose the student to the splash or spray of blood or body fluids. At the completion of each skills practice session students must remove their gloves and wash their hands before handling personal equipment.

**GLOVES ARE NEVER TO BE WORN IN THE HALLWAY BETWEEN PRACTICE SESSIONS.**

**Maintenance of Certification**

Paramedic students must be currently certified by the State of Arkansas as an Emergency Medical Technician-Basic or Advanced Emergency Medical Technician. It is the student’s responsibility to keep the certification current and unencumbered. If a student’s EMS Certification expires during the paramedic program, he/she will **NOT BE PERMITTED** to participate in Clinical Rotations.

If the Lapse of certification exceeds 90 days, the student will **NOT BE PERMITTED** to participate in any program activity including, but not limited to, lecture presentations and laboratory practice. Students must have a current EMS Certification before they are allowed registration for each semester.

**Patient Confidentiality/HIPPA**

Patient information garnered during clinical rotations is considered confidential both ethically and, in most cases, legally. Discussion with preceptors and instructors is permitted when used for educational or stress management purposes only, and when in private setting. Any other open or public discussion of any confidential patient information outside the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to: name, address, Social Security number, or driver’s license number. At times, this may also include specific details not generally known to the public, such as a media event.

**Practicing Advanced Skills**

Students enrolled in the paramedic program may practice advanced skills, in the presence of a program instructor or clinical preceptor, while on clinical rotations only. The student liability policy covers students’ performance of advanced skills during scheduled clinical rotations. Students who are otherwise licensed or certified to perform advanced skills are advised that the liability insurance does not cover them in the non-student capacity. This advice applies to students whose Medical Director has approved them to practice skills above their current level of training. Refer to the Arkansas Department of Health, EMS Rules and Regulations for clarification. Students are limited to practicing only skills previously taught by the faculty of the Emergency Medical Sciences EMS Program.

Students enrolled in the EMS Program may accept invitations to ride with EMS agencies as a citizen of the community. However, students will not be considered by SEARK College to be conducting a clinical rotation. Students are not permitted to wear a SEARK College EMS Division clinical uniform or represent SEARK College in any fashion. Violations of this policy may result in the immediate removal of the student from further clinical rotations, which would prevent the student from completing the paramedic program.

**Professional Responsibility**

While on campus or on clinical rotations, all students are expected to conduct themselves in a professional and ethical manner. This includes proper wearing of the classroom or clinical uniform and proper use of professional vocabulary to reflect well on this school and the EMS profession. The use of foul, profane, vulgar, or sexually explicit or illicit words or
phrases are specifically prohibited. Failure to maintain a professional attitude and behave within ethical guidelines may result in removal from the EMS Program - in some cases **WITHOUT** written warning.

### School Cancellation/Inclement Weather

The Emergency Medical Sciences Division will follow all SEARK college’s policies for closing during inclement weather. Students will be informed of college closure through the regular television, radio media, and/or E2 Campus. **DO NOT** call the EMS Program about issues of school closure.

During times of official college closure due to inclement weather, students will be excused from clinical rotations and will not be penalized for the necessary reschedules. Campus closure due to water or electrical issue will **NOT** excuse the student from attending off-campus events.

### Academic Dishonesty

Academic dishonesty is unacceptable and is not tolerated within the Emergency Medical Sciences Division. Any person who is a party to scholastic dishonesty as defined below will be disciplined as prescribed in this document.

- **ACADEMIC DISHONESTY** is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.
- **PLAGIARISM** is defined as presenting as one’s own the ideas or writings of another without acknowledging or documenting the source(s). Students are guilty of plagiarism when they do any of the following in an essay or presentation:
  - Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources
  - Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as the source
  - Submit papers or projects which do not reflect one’s own knowledge, voice, and style, usually because of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas
  - Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is one’s own original composition or project
  - Submit a paper or project which was previously submitted to fulfill requirements for another course, unless (1) the professor permits students to draw from earlier papers/projects or (2) the professors of concurrent courses (i.e. Common Ground courses) permit students to submit a paper/project to fulfill requirements in both courses
  - Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as one’s own composition, (3) retype phrases or sentences with a few changes, and submit the paper as one’s own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.
  - Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.

- **CHEATING** is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities. Students are guilty of cheating when they do any of the following:
  - Copy answers from another student’s examination answer sheet;
  - Use or attempt to use unauthorized materials (notes, study guides, “”crib”” sheets, textbooks, electronic devices, etc.) during an examination;
- Exchange forms of a test with a classmate (i.e. exchange Form A for Form B);
- Possess and/or use unauthorized copies of tests or answer sheets
- Change answers or grades on a graded project:

**COLLUSION** is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty. Students are guilty of collusion when they do any of the following:
- Provide a complete paper or project to another student
- Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project;
- Communicate answers to a classmate during an examination;
- Remove tests or answer sheets from the testing site;
- Knowingly allow a classmate to copy answers from his/her examination paper;
- Exchange forms of a test with a classmate (i.e. exchange Form A for Form B).

### Instructional and Administrative Response to Scholastic Dishonesty

Actions taken by individual instructors in response to cases of scholastic dishonesty of students may include one or more of the following:

- Assigning a zero for the paper, project, exercise, or test;
- Requiring the student to resubmit another paper, project, or exercise or to retake the test;
- In cases of serious or repeated scholastic dishonesty offenses, the student may be referred to the Vice President of Nursing and Allied Health for disciplinary review and disciplinary action as listed in the SEARK College Student Handbook. Additionally, the EMS Program may elect to report the incident of Scholastic dishonesty to the Arkansas Department of Health, Section of EMS for consideration of decertification under EMS Rules and Regulations.

**SEARK College Student Catalog**

Southeast Arkansas College publishes a Student Catalog and Handbook which addresses many concerns about policies and procedures of the College. A copy of this Guidebook is available online at [www.seark.edu](http://www.seark.edu). It is highly recommended that all students obtain and read through this booklet.

The Student Guidebook contains information on:

- Handling Grievances
- Health Services
- Helpful Phone Numbers
- Hours of Operation
- Parking
- Public Safety
- Refunds
- School Cancellation
- Student Activities
- Student Services

Other important policies and procedures are also included.
**Substance Abuse, Intoxication, and Impairment by Medication**

The EMS Division requires that students remain drug-free. The manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, intoxicants, or the abuse or overdose of prescription or non-prescription over-the-counter medications, by students on campus, at program functions, clinical rotations, or while conducting business related to the EMS Program are prohibited except as permitted by law or SEARK College policy.

Students violating these policies are subject to disciplinary action, which may include removal from the program, referral to the Arkansas Department of Health, Section of EMS for suspension or decertification, and/or referral for criminal prosecution. Students suspected of impairment by illegal or legal medications will be evaluated by the college security department and by SEARK EMS Division personnel. Students who are deemed impaired by intoxication from any substance will face disciplinary action up to and including criminal arrest for public intoxication.

Students who approach EMS Division personnel to admit to a problem with substance abuse will be referred to student services for follow-up and assistance. Continuation in the program will be determined by the amount of assistance required. Students who cannot complete the enrolled semester will be given full rights to re-enroll following the Returning Students Policy. Students who are found to violate this policy without asking for assistance before the problem is discovered will be given no consideration for recovery or reentry into the program. **Refer to Substance Abuse Policy in Nursing and Allied Health Technology Program Divisional Policies.**

**Threat Advisory**

If you receive word, through any legitimate means that our Nations Threat Advisory, issued by the Department of Homeland Security, goes to RED (severe), **DO NOT GO TO CLINICAL ROTATIONS.** Students may be asked to leave clinical rotations if the threat level is raised during the shift. This policy will be in effect as long as the Threat Advisor remains on RED or until informed otherwise by your instructor.

Please understand this is a serious time of our nation, and that our local EMS providers, hospitals and fire departments will be on an extremely high level of alert. This policy is important for the safety and security of these clinical sites and our students.

**Uniforms**

Students of EMT and paramedic programs are required to attend clinical rotations as a part of each specific program. Several of the sites in which clinicals are performed have strict policies regarding personal appearance and hygiene. For students enrolled in the Emergency Medical Sciences Programs at SEARK College to conform to these policies and the Code of Conduct, the following Uniform Policy will be followed at all times while on clinical rotations.

**EMT and Advanced EMT Students** (Clinical Uniform (Hospital and Pre-hospital))

- SEARK EMS Programs grey uniform shirt
- Navy blue or black EMS Pants
- Black boots/shoes
- Black Belt
- SEARK Student ID Badge
- EMS Shears
- Watch
- Blank ink pen
- Stethoscope

*Uniforms are to be worn during all classroom time unless otherwise specified by your instructor.*
**Paramedic students**

- SEARK EMS Programs grey uniform shirt
- Navy blue or black EMS Pants
- Black boots/shoes
- Black Belt
- SEARK Student ID Badge
- EMS Shears
- Watch
- Blank ink pen
- Stethoscope
- Some Clinical sites may require the use of specialized clothing such as scrubs. The Paramedic Student will adhere to the dress code of the clinical facility. In no way will a student represent themselves as an employee of the clinical site regardless of the students employment status.

*Uniforms are to be worn during all classroom time unless otherwise specified by your instructor.*

*It is recommended that each student have a second uniform with them on clinical rotations for use in the event the first uniform gets soiled or contaminated by blood or other body fluids.*

**SEARK Program ID**

- Once issued, the program ID is to be worn by all students while actively participating in EMS Program activities.
- During clinical rotations, students must wear ID affixed to the left shirt pocket/pocket flap with the photo visible.
- On campus, students must wear ID affixed to the left collar with the photo visible.
- The Program Student ID is the property of SEARK and must be surrendered upon request. Program faculty may confiscate ID for violations of the uniform policy, the professionalism policy, or for other issues related to ethical or moral behavior in class or on campus.
- Students are not to participate in clinical rotations while the program ID is in the possession of the Program. The EMS Program will return the program ID to the student following:
  - Formal written request from the student detailing what actions will be taken to correct the issues which led to the confiscation of the ID.
  - Formal request from the department/agency training officer, a case in which the student is sponsored by a fire department or EMS agency.
  - Full investigation into issues related to ethical or moral behavior.

**Grooming/Hygiene**

*To be followed on ALL clinical Rotations and in the classroom.*

- Hair must be clean, neatly groomed and of a natural color.
- Length must not fall below the bottom of the collar while standing. Students are permitted to wear their hair up. The hair style must be such that remains neat and professional throughout the clinical rotation, and one which does not draw unnecessary attention.
Beard, goatees and mustaches must be short, neatly trimmed, neatly cleaned and must not fall over the upper lip.
Sideburns must be neatly trimmed and groomed.
Perfumes or aftershave are not allowed in clinical areas.
Uses of deodorant and breath fresheners are highly recommended.
Makeup, if worn, should be subtle.

The EMS Program reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to shave, and unkempt hair.

**Jewelry and Bodily Decoration**
- No jewelry may be worn at any time during clinical rotations with the following exceptions:
  - Watches, wedding bands, approved necklaces (must be worn inside shirt), and Medic Alert Bracelets.
  - Visible body piercings are NOT permitted.
  - Female students may wear **ONE** stud earring per ear. Dangling or hoop earrings are not permitted.
  - Tongue studs are not permitted.
  - Visible Tattoos are allowed on a limited basis. If the clinical site does not allow visible tattoos to show, the student must cover the tattoo with clothing or smudge-resistant make-up.

**Medical Equipment**
- Each student must have a personal stethoscope, pen light, watch, and safety eye wear for each clinical rotation.

**Cold or Wet Weather**
- Jackets worn should be navy blue. If a navy blue uniform jacket is not available, any jacket or coat which is **free of patches or logo's** is permitted.
- A white long sleeve shirt or white turtleneck may be worn under the uniform shirt in cooler weather. Sweaters are not permitted.
- Hats (ball caps or toboggans) are permitted but, they must be navy blue with no imprints or logos. They should be worn during conditions of extreme weather and designed for protection from heat loss.
- Umbrellas are not to be used on prehospital clinical rotations.

**Guns**
Guns are not allowed on clinical rotations. Police departments which require officers to carry a gun at all times must obtain permission from each clinical site prior to the rotation.

**Wearing the Uniform**
Students are to abide by the following guidelines when dressed in either EMS Program uniform.
  - While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or clinical rotation; all policies regarding the wearing of the uniform will be followed.
  - The uniform is not to be worn in public venues outside an official capacity.
• At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during clinical rotation.
• Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted they show professionalism and represent the program and EMS at the highest level.

Failure to Follow the Uniform Policy

Students are to report to the classroom or clinical site dressed completely in proper uniform. Students who are found on a clinical rotation out of the proper uniform will be asked to leave the clinical site. All hours completed prior to leaving the rotation, including hours from previous clinical experiences, will not count toward the minimum requirement.

Students who are reported by clinical sites or other third parties, to have been out of uniform must repeat the entire rotation before credit is received. The clinical uniform is graded through the clinical section of the program. Students who fail to represent the EMS Program in a positive light through unethical, immoral, or illegal actions while dressed in either the Class A or Class B uniform WILL receive a failing grade for the clinical section, thus preventing the student from completing the program.

Working While Enrolled

The EMS Program places no restrictions on a student’s ability to work a full-time job while enrolled in the program. Students are strongly cautioned not to work over-time, additional part-time jobs, or anything other than minimal involvement with volunteer agencies. Excess responsibilities will greatly detract from the time needed to study and learn.

There will be NO conflict of interests of students who work at other EMS agencies. SEARK’s Emergency Medical Sciences Division is considered neutral ground during classroom and clinical orientations. No special treatment or consideration will be made for any student in regards of where they are employed. Conflict of interest between students that work at agencies that are considered competitors during classroom or clinical rotations will not be tolerated.
This LEARNING CONTRACT assures high standard of honesty and integrity. Acceptance of and compliance with this standard is expected of all students in the paramedic program.

✓ I will not knowingly or purposefully falsify any information or documents either in the classroom, clinical or field areas.

✓ I will not give or receive aid in examinations, in the preparation of reports, or in any work that is to be used by the instructor as the basis of grading.

✓ I have no objection to my test scores being included in a posted list when student names are replaced with ID numbers. I understand that scenarios / simulations are critiqued in a public (classroom) forum to enhance learning for the class. (The actual grade received by the individual will remain private and confidential). I agree to maintain the confidentiality of other students by not discussing individual performance or behaviors outside of the classroom / college environment

✓ I will treat every patient without prejudice or discrimination based on sex, ethnic background, race, color, age, religion, sexual orientation, socioeconomic position or ability to pay for services. I agree to maintain patient confidentiality in all phases of the program and in accordance with HIPAA regulations. This includes no photography or publication of patients or patient related incidents without the express written approval of the Program Director.

✓ I agree to keep records of all patient contacts and enter complete and accurate data in my FISDAP database account. I understand that any falsification of any patient contact / skills data violates this code and will subject me to dismissal from the program and jeopardizes my ability to obtain licensure.

✓ I agree to be subject to clinical and field agency rules and policies, including drug screening. I agree to allow the program director, clinical coordinator and/or field coordinator to share information on my didactic (academic) progress with hospital clinical preceptors and my assigned field preceptor to establish a personalized educational plan for me. The information shared with preceptors might include cognitive, psychomotor and/or affective evaluations.

✓ I agree to my digital photographs taken at the college or field setting being used for promoting the paramedic programs.
✓ I understand that any falsification of any record in the paramedic program is reportable to Arkansas Department of Health Division of EMS and may result in the revocation of my EMT-B certification (“fraud in the procurement of EMTP certification”).

✓ I understand and accept the criteria for dismissal from the program

✓ I understand and accept the grading policies of the paramedic program including the EMER 1411 Paramedic Competencies requirements.

__________________________________________________  ______________________
Student Name                                                   SEARK Student ID #

__________________________________________________  ______________________
Student’s Signature                                            Date

__________________________________________________  ______________________
Signature SEARK EMS Medical Director                           Date

__________________________________________________  ______________________
Signature SEARK EMS Programs Director                          Date

COPY:  Student
       Student File