

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK



DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Dear Students,

Welcome to the Union College of Union County (Union College) Emergency Medical Technician (EMT) Studies Program. This handbook was prepared to help you become familiar with the EMT Program. It contains the policies and procedures that delineate the rights and responsibilities of Union College EMT students.

It is the responsibility of each student to review this handbook and refer to it as needed during his or her enrollment. All statements in the Union College EMT Student Handbook are announcements of present policies and guidelines and are subject to change at the end of each semester. The EMT Student Handbook serves as a supplement to the College Catalog and to the College Student Handbook.

Failure to read this or other college publications does not exempt students from rules and regulations that are in effect. For the most current information, log onto www.ucc.edu and http://onlinecatalog.ucc.edu/preview_program.php?catoid=3&poid=518&returnto=304

There has never been a better time to enter the healthcare profession. The current job market offers opportunity and variety. The faculty, staff and I are committed to helping you achieve your professional goals

We wish you success in your pursuit of your EMT training here at Union College of Union County.

Sincerely,

Laurie Sheldon MPA, MPH, EMT (I)
Professor
Program Coordinator

Disclaimer

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

The College reserves the right to change the contents and requirements of this Emergency Medical Technician Studies Student Handbook before the first day of classes each semester/term.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

TABLE OF CONTENTS

Welcome	1
Training Site Certification	4
Program Information.....	5
Program Philosophy.....	5
Program Mission Statement.....	5
Program Goals	6
Program Learning Outcomes.....	6
Program Policy and College Policy	7
Curriculum	8
Module 1: Foundations	8
Module 2: Airway	9
Module 3: Patient Assessment	9
Module 4: Medical Emergencies	10
Module 5: Trauma.....	11
Module 6: Special Populations	12
Module 7: Special Operations.....	12
Job Description Summary of The EMT.....	14
Fitness for Duty	16
Disability Support Services.....	17
Program Requirements.....	18
Cardiopulmonary Resuscitation (CPR).....	18
Dress Code.....	18
Cell Phones/Beepers/Faxes.....	19
Safety.....	19
Illness & Injury.....	19
General Information.....	19
EMT Training Fund.....	19
Change of Name/Address.....	20
Written Communication.....	20
Electronic Communication.....	20
Clinical Requirements.....	20

Updated: December 2022

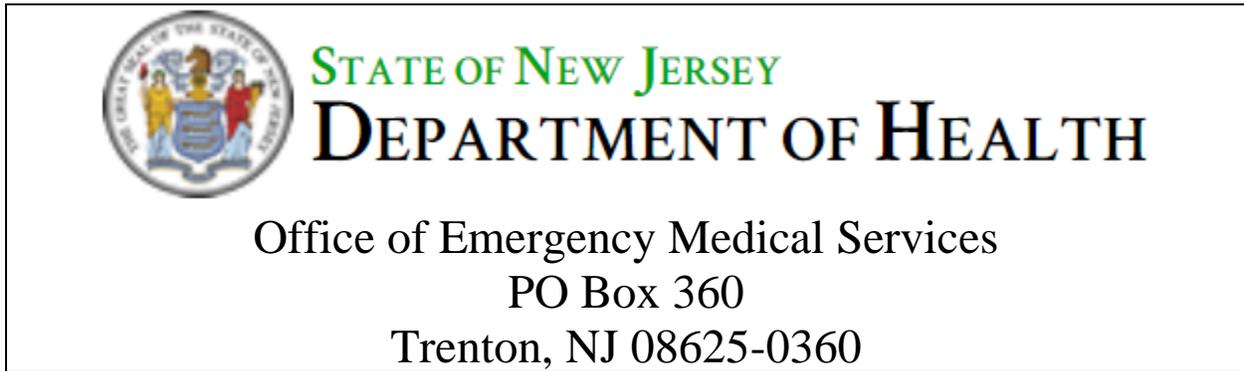
DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Background Check.....	20
Student Health Requirements.....	21
Change in Health Status.....	22
Infection Control.....	22
Confidentiality.....	22
Student Ethical Practice Agreement	23
Health Insurance Portability and Affordability Act.....	24
Academic Progress.....	25
Attendance: Lateness & Absences	26
Academic Integrity	26
Grading	26
Incomplete Grades	26
Withdrawals	27
Tests and Skills Practical.....	28
Assignments	28
Examination Policy.....	28
Exam Review.....	29
Grade Change.....	29
State Certification Exam.....	29
Warning and Failures.....	29
Student Support Services.....	30
Student Rights.....	31
Informed Consent.....	32
Release Form.....	33
Fitness for Duty Contract.....	34
Privacy and Confidentiality Agreement.....	35
Photography and Videotape Consent.....	36
Student Request for Test Question Review.....	38
Statement of Understanding.....	39
Emergency Medical Studies Student Handbook Waiver.....	40

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Training Site Certification

The Emergency Medical Technician Program at Union College of Union County receives its designation as an Emergency Medical Technician basic training site from:



OEMS Physical Address: (for UPS, FedEx, Visitors)
NJ Department of Health and Senior Services
Office of EMS
[500-599] John Fitch Way
Market and Warren Streets
Trenton, NJ 08611

OEMS Telephone Number: (609) 633-7777
OEMS FAX Number: (609) 633-7954

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Emergency Medical Studies Program

Program Information

The Emergency Medical Studies Technician Program is an allied health professional who practices emergency medical care and delivers emergency medical services in both the pre-hospital and in-hospital settings.

Upon successful completion of the program students are eligible to continue their studies and complete a Certificate of Achievement in Emergency Medical Studies or a Certificate in Emergency Medical Studies at Union College. Program credits can be applied to the Fire Science and Health Science degree programs.

PROGRAM PHILOSOPHY

The Emergency Medical Technician program prepares practitioners with the knowledge and judgment to advance the art and science of their discipline. The program further prepares graduates to deliver emergency medical services in accordance to the New Jersey State guidelines for EMS providers and to critically analyze and convey information to patients, colleagues and other professionals.

MISSION STATEMENT

The mission of the Emergency Medical Studies Program, as part of the Union College academic community, is to foster in students the desire to learn, and to express themselves effectively, the habit of analytical and reflective thought, and an awareness of themselves, their heritage, other cultures and their environment. The Union College Emergency Medical Studies Program also provides our State with qualified, educated, ethical and dedicated allied health professionals.

PROGRAM GOALS

1. To prepare students for employment in emergency medical care.
2. To prepare students to work in an ethical, legal, safe, and effective manner.
3. To provide students with a combination of didactic and clinical learning experiences offered in an integrated and sequential manner to assure entry-level proficiency.

LEARNING OUTCOMES

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

1. Demonstrate critical thinking and problem-solving skills in the healthcare setting by using appropriate equipment measurement, patient assessment techniques, and knowledge of disease processes.
2. Observe and report important patient responses by recognizing normal and abnormal responses to interventions and identify the need for modifications in response to changing conditions.
3. Implement interventions by obtaining necessary medical information, choosing intervention programs, altering the interventions as needed, and demonstrating knowledge of indications and contraindications of patient care.
4. Demonstrate awareness of the current social, political, and economic aspects of healthcare through patient advocacy regarding patient treatment plans and their effectiveness, and timely recommendations for re-evaluations.
5. Function as critical consumers of the literature through critical analyses and discussion.
6. Actively contribute to the health care system and community
7. Accept responsibility for continuous professional development.

PROGRAM AND COLLEGE POLICY

The Emergency Medical Technician Studies Program (EMT), as a program of Union College, adheres to the majority of the College's documented policies and procedures. There are instances, however, when the EMT Program has established its own policies and procedures in order to meet the special needs of the curriculum. Students must be knowledgeable about their rights and responsibilities within the EMT Program and the College. Every student is advised to become familiar with the **Emergency Medical Technician Program Student Handbook**, the **Union College of Union County Student Handbook**, the **Union College of Union County Catalog** and other college publications.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

CURRICULUM

The EMT program of Union College is a comprehensive curriculum consisting of a combination of didactic and clinical learning experiences for the Emergency Medical Technician that are reflective of contemporary emergency medical care practice. It has a format of organized and sequential series of integrated student-oriented learning experiences for entry level practice. In addition to clinical courses, there is the inclusion of general education and basic science courses for students pursuing certification in Emergency Medical Studies.

The curriculum for the Emergency Medical Technician is designed, in accordance to the National Standards Curriculum set forth by the Federal Highway and Safety Administration (NHTSA) and adopted by the New Jersey Department of health and Senior Services –Office of Emergency Medical Services.

MODULE 1 – FOUNDATIONS

Lesson 1-1 Introduction to Emergency Medical Care

Familiarizes the EMT candidate with the introductory aspects of emergency medical care. Topics addressed include the Emergency Medical Services system, roles and responsibilities of the EMT, quality improvement, and medical direction.

Lesson 1-2 Well-Being of the EMT

Addresses the emotional aspects of emergency care, stress management, introduction to Critical Incident Stress Debriefing (CISD), scene safety, body substance isolation (BSI), personal protective equipment (PPE), and safety precautions that can be taken prior to performing the role of an EMT.

Lesson 1-3.1 Medical/Legal and Ethical Issues

Explores the scope of practice, ethical responsibilities, advanced directives, consent, refusals, abandonment, negligence, duty to act, confidentiality, and special situations such as organ donors and crime scenes. Medical/legal and ethical issues are vital elements of the EMTs daily life.

Lesson 1-3.2 Do-not-resuscitate (DNR) Orders

This lesson is designed to address the DNR Implementation Protocol for Health Care Providers and for POLST.

Lesson 1-4 The Human Body

Enhances the EMTs knowledge of the human body. A brief overview of body systems, anatomy, and physiology will be addressed in this session.

Lesson 1-5 Pathophysiology

An introduction to disease processes. EMT students will explore the way in which diseases change the body and learn to apply critical thinking when designing strategies to counter emerging and existing symptoms.

Lesson 1-6 Lifting and Moving Patients

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

Provides students with knowledge of body mechanics, lifting and carrying techniques, principles of moving patients, and an overview of equipment. Practical skills of lifting and moving will also be developed during this lesson.

Lesson 1-7 Evaluation: Preparatory Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor, and affective objectives from this module of instruction.

MODULE 2- AIRWAY

Lesson 2-1 Airway

Teaches airway anatomy and physiology, how to maintain an open airway, pulmonary resuscitation, variations for infants, children, and patients with laryngectomies. The use of airways, suction equipment, oxygen equipment, delivery systems, and resuscitation devices will be discussed in this lesson.

Lesson 2-2 Practical Skills Lab: Airway

Provides supervised practice for students to develop the psychomotor skills for airway care. The practical use of airways, suction equipment, oxygen equipment and delivery systems, and resuscitation devices will be practiced in this lesson.

Lesson 2-3 Evaluation: Airway Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 3 - PATIENT ASSESSMENT

Lesson 3-1 Scene Size-Up

Enhance the EMTs ability to evaluate a scene for potential hazards, determine the number of patients, determine if additional help is necessary, and evaluate mechanism of injury or nature of illness. This lesson draws on the knowledge of Lesson 1-2.

Lesson 3-2 Initial Assessment

Provides the knowledge and skills to properly perform the initial assessment. In this session, the student will learn about forming a general impression, determining responsiveness, assessment of the airway, breathing, and circulation. Students will also discuss how to determine priorities of patient care.

Lesson 3-3 Focused History and Physical Exam - Trauma Patients

Describes and demonstrates the method of assessing traumatic injuries. A rapid approach to the trauma patient will be the focus of this lesson.

Lesson 3-4 Focused History and Physical Exam - Medical Patients

Describes and demonstrates the method of assessing patients with medical complaints or signs and symptoms of distress. This lesson will also serve as an introduction to the care of the medical patient.

Lesson 3-5 Detailed Physical Exam

Teaches the knowledge and skills required to continue the assessment and treatment of the patient.

Updated: December 2022

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Lesson 3-6 On-Going Assessment

Stresses the importance of trending, recording changes in the patient's condition, and reassessment of interventions to assure appropriate care

Lesson 3-7 Communications

Discusses the components of a communication system, radio communications, communication with medical direction, verbal communication, interpersonal communication, and quality improvement.

Lesson * Communication: CISM

This lesson is intended to ensure an understanding and role of the Critical Incident Stress Management (CISM) program. (See USOB)

Lesson 3-8 Documentation

Assists the EMT in understanding the components of the written report, special considerations regarding patient refusal, the legal implications of the report, and special reporting situations. Reports are an important aspect of prehospital care. This skill will be integrated into all student practices.

Lesson 3-9 Practical Skills Lab: Patient Assessment

Integrates the knowledge and skills learned thus far to assure that the student has the knowledge and skills of assessment necessary to continue with the management of patients with medical complaints and traumatic injuries.

Lesson 3-10 Baseline Vital Signs and SAMPLE History

Teaches assessment and recording of patient vital signs and SAMPLE history

Lesson 3-11 Evaluation: Patient Assessment Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor, and affective objectives from this module of instruction.

MODULE 4 - MEDICAL/BEHAVIORAL EMERGENCIES AND OBSTETRICS/GYNECOLOGY

Lesson 4-1 General Pharmacology

Provides the student with a basic knowledge of pharmacology and provides a foundation for the administration of medications.

Lesson 4-2 Respiratory Emergencies

Reviews components of the respiratory anatomy and physiology. It will also provide instruction on the assessment of respiratory difficulty and emergency medical care of respiratory problems. Also included is the patient-assisted administration of prescribed inhalers, of CPAP, and the use of PEEP.

Lesson 4-3 Cardiovascular Emergencies

Review of the cardiovascular system, an introduction to the signs and symptoms of cardiovascular disease, administration of a patient's prescribed nitroglycerin, and use of the automated external defibrillator.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Lesson 4-4 Diabetes/Altered Mental Status

Review of the signs and symptoms of altered level of consciousness, the emergency medical care of a patient with signs and symptoms of altered mental status with a history of diabetes, and the administration of oral glucose.

Lesson 4-5 Allergies

Teaches the student to recognize the signs and symptoms of an allergic reaction and how to assist the patient with a prescribed epinephrine auto-injector.

Lesson 4-6 Poisoning/Overdose

Teaches the student to recognize the signs and symptoms of poisoning and overdose. Information on the administration of activated charcoal and Narcan are also included in this section.

Lesson 4-7 Environmental Emergencies

Addresses recognition of the signs and symptoms of heat and cold exposure, as well as the emergency medical care of these conditions. Information on aquatic emergencies and bites and stings will also be included in this lesson.

Lesson 4-8 Behavioral Emergencies

Develops the student's awareness of behavioral emergencies and the management of the disturbed patient.

Lesson 4-9 Practical Skills Lab: Med/Behavioral/Emergencies

Draws on the student's knowledge and skills learned thus far in the didactic portion of this module and applies them to a practical setting. Students will be given the opportunity to assess and treat a variety of patients with various medical complaints.

Lesson 4-10 Evaluation:

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor, and affective objectives from this module of instruction.

MODULE 5 – TRAUMA

Lesson 5-1 Bleeding and Shock

Reviews the cardiovascular system, describes the care of the patient with internal and external bleeding, signs and symptoms of shock (hypoperfusion), and the emergency medical care of shock.

Lesson 5-2 Soft Tissue Injuries

Continues with the information taught in Bleeding and Shock, discussing the anatomy of the skin and management of soft tissue injuries and burns. Techniques of dressing and bandaging wounds will also be taught in this lesson.

Lesson 5-3 Musculoskeletal Care

Reviews the anatomy and physiology of the musculoskeletal system, prior to teaching the students recognition of signs and symptoms of a painful, swollen, deformed extremity and splinting of the extremities.

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

Lesson 5-4 Injuries to the Head and Spine

Reviews the anatomy of the nervous system and the skeletal system and injuries to the spine and head, including mechanism of injury, signs and symptoms of injury, and assessment. Emergency medical care, including the use of cervical immobilization devices and short and long backboards will also be discussed and demonstrated by the instructor and students. Other topics include helmet removal and infant and child considerations.

Lesson 5-5 Practical Skills Lab: Trauma

Provides practice for the assessment and management of patients with traumatic injuries.

Lesson 5-6 Evaluation: Trauma Module

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor, and affective objectives from this module of instruction.

MODULE 6 – SPECIAL NEEDS PATIENTS

Lesson 6-1 Obstetrics/Gynecology

Reviews the anatomical and physiological changes that occur during pregnancy, demonstrate normal and abnormal deliveries, summarizes signs and symptoms of common gynecological emergencies, and neonatal resuscitation.

Lesson 6-2 Special Needs Patients

Presents information concerning the developmental and special needs differences between patients that require special care.

Lesson 6-4 Practical Skills Lab:

Provides the EMT student the opportunity to interact with special needs patients, and practice the knowledge and skills learned thus far concerning this special population.

Lesson 6-5 Evaluation: Special Needs Patients

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

MODULE 7 – EMS SPECIAL OPERATIONS

Lesson 7-1 Ambulance Operations

Presents an overview of the knowledge needed to function in the pre-hospital environment. Topics addressed include responding to a call, emergency vehicle operations, transferring patients, and the phases of an ambulance call.

Lesson 7-2 Gaining Access

Provides the EMT student with an overview of rescue operations. Topics addressed include roles and responsibilities at a crash scene, equipment, gaining access, and removing the patient.

Updated: December 2022

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Lesson 7-3 Overviews

Provides the EMT student with information on hazardous materials, incident management systems, mass casualty situations, and basic triage.

Lesson 7-4 Evaluation: Operations

Conduct a written and skills evaluation to determine the student's level of achievement of the cognitive, psychomotor and affective objectives from this module of instruction.

Lesson * Haz-Mat

Includes sufficient information of hazardous materials to comply with worker protection standards

Lesson* Triage

Provides the opportunity for the EMT student to practice the skills needed to deal with a triage situation.

Final Written Evaluation

Complete a written evaluation to determine the level of achievement of the cognitive and affective objectives from this course of instruction.

Final Practical Evaluation

Complete a skills evaluation to determine the level of achievement of the cognitive, psychomotor and affective objectives from this course of instruction.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

JOB DESCRIPTION SUMMARY OF THE EMT

- Responds to emergency calls.
- Provides efficient and immediate care to the critically ill and injured.
- Transports the patient to a medical facility.
- After receiving the call from the dispatcher, drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions.
- Observes traffic ordinances and regulations concerning emergency vehicle operation.
- Upon arrival at the scene of crash or illness, parks the ambulance in a safe location to avoid additional injury.
- Prior to initiating patient care:
 - Completes a size-up of the scene to determine that the scene is safe.
 - Determines the mechanism of injury or nature of illness.
 - Determines the total number of patients.
- Requests additional help, if necessary.
- In the absence of law enforcement, creates a safe traffic environment, such as:
 - The placement of road flares.
 - Removal of debris.
 - Re-direction of traffic for the protection of the injured and those assisting in the care of injured patients.
- Determines the nature and extent of illness or injury and establishes priority for required emergency care.
- Based on assessment findings, renders emergency medical care to adult, infant and child, medical, and trauma patients. Duties include but not limited to:
 - Opening and maintaining an airway.
 - Ventilating patients.
 - Cardiopulmonary resuscitation, including use of automated external defibrillators.
- Provide prehospital emergency medical care of simple and multiple system trauma such as controlling hemorrhage; treatment of shock (hypoperfusion); bandaging wounds; immobilization of painful, swollen, and deformed extremities.
- Provide pre-hospital emergency care for the medical patient including assisting in childbirth; management of respiratory, cardiac, diabetic, allergic, behavioral and environmental emergencies; and suspected poisonings.
- Searches for medical identification emblem as a clue in providing emergency care.
- Additional care and/or interventions are provided based upon assessment of the patient and obtaining historical information. These interventions include assisting patients with prescribed medications, including:
 - a. Sublingual nitroglycerin.
 - b. Epinephrine auto-injectors.
 - c. Hand-held aerosol inhalers.
 - d. Responsible for administration of other medications such as:
 - e. Oxygen.
 - f. Oral glucose.
 - g. Activated charcoal.

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

- Upon affiliation with a prehospital agency, recognizing and learning that agency's protocol for all medication administration and interventions.
- Reassures patients and bystanders by working in a confident, efficient manner.
- Avoids mishandling and undue haste while working expeditiously to accomplish the task.
- Where a patient must be extricated from entrapment:
 - Assesses the extent of injury.
 - Gives all possible emergency care and protection to the entrapped patient.
 - Uses the prescribed techniques and appliances for safely removing the patient.
- When needed, radios the dispatcher for additional help or special rescue and/or utility services.
 - Provides simple rescue service if the ambulance has not been accompanied by a specialized unit.
 - After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.
- Complies with regulations on the handling of the deceased:
- Notifies authorities.
- Arranges for protection of property and evidence at the scene.
- Lifts stretcher, placing in ambulance and secures the patient and stretcher, continues emergency medical care.
- Based on the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction.
- Reports directly to the emergency department or communications center:
 - The nature and extent of injuries.
 - The number being transported.
 - The destination to assure prompt medical care upon arrival at the facility.
- Identifies assessment findings which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.
- Constantly assesses patient(s) en route to emergency facility.
- Administers additional care as indicated or directed by medical direction.
- Assists in lifting and carrying the patient out of the ambulance and into the receiving facility.
- Reports verbally and in writing, observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics.
- Upon request, provides assistance to the receiving facility staff.
- After each call:
 - Restocks and replaces used linens, blankets and other supplies.
 - Cleans all equipment following appropriate disinfecting procedures.
 - Makes careful check of all equipment so that the ambulance is ready for the next run.
- Maintains ambulance in efficient operating condition.
- In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.
- Determines that vehicle is in proper mechanical condition by checking items required by service management.
- Maintains familiarity with specialized equipment used by the service.
- Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

FITNESS FOR DUTY POLICY

It is expected that students will come to class, College laboratory, and clinical laboratory in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify an impaired student and ensure safe, competent patient care.

Faculty are accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

Students who arrive in the clinical area, class, or other assignment and are considered by their instructor to be unfit for duty can expect to:

- a) Have their work performance and behavior witnessed and documented.
- b) Be questioned in private as to the nature of their problem.
- c) Be asked by their instructor to undergo a medical evaluation in the Emergency Room **or** have the observed behaviors witnessed by another health care professional.

Procedure

1. When substance abuse is suspected, the instructor will document observations, confront the student, and notify the Dean.

Observations may include, but are not limited, to:

- frequent absenteeism and/or tardiness (no documented medical reason for absence);
- drowsiness or sleepiness;
- smell of alcohol on the breath/body;
- increased inability to meet schedules and deadlines;
- slurred/incoherent speech or speech pattern different from normal speech;
- unusually aggressive behavior;
- unexplained change in mood;
- change in appearance;
- lack of manual dexterity;
- lack of or decreased coordination in body movement;
- inappropriate responses to stimuli;
- unexplained work-related accident or injury;
- inattentiveness to work.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

2. If the student's observed behavior or performance raises any questions about the student's physical or emotional condition and /or fitness to perform the assignment safely, the instructor will:
- a) Interview the student regarding observations and ask for an explanation.
 - b) Request the presence of a second instructor/health care professional to witness and confirm any observed performance and/or behavior problems; such observations may include but are not limited to above list.
 - d) If deemed to be impaired the student will:
 - ✓ meet with the Dean of Allied Sciences;
 - ✓ be referred;
 - ✓ **be assigned a grade of F;**
 - ✓ **be dismissed from the program;**
 - ✓ be ineligible for readmission.

DISABILITIES SUPPORT SERVICES

Union College is committed to providing a total educational experience for students with disabilities. Disability Services is designed to assist students with documented disabilities. The goal is to ensure that each Union College student is provided equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition. Students who have documented disabilities may receive help with the following:

- Academic Accommodations
- Academic Advisement and Registration Assistance
- Testing Accommodations
- Interpreters
- Referral to Community Resources
- Assistive Technologies
- Linkage to Para Transit Services providing transportation to and from the College

Accommodations are provided to address the special needs of students with documented disabilities, in compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments. To learn more about Disability Support Services, contact us at disabilitysvc@ucc.edu

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

PROGRAM REQUIREMENTS

In addition to tuition and fees, students enrolled in the EMT program are required to complete and/or obtain the following:

- CPR for the Healthcare Provider
- Current PPD (within 1 year)
- Background check within 1 year
- Medical Clearance Form from Primary Care Physician
- Current vaccinations as required by clinical affiliates
- Student uniform

Completion of these requirements is the sole responsibility of the student and is not included in the specified tuition and fee amounts.

Cardiopulmonary Resuscitation (CPR) Certification

Students enrolled in EMT courses are required to be CPR certified at a Healthcare Provider level. Students may contact the American Heart Association, Red Cross or other area providers to meet this requirement. The certification card itself is to be presented on the first day of class. It is the students' responsibility to maintain current certification throughout the course and provide documentation upon request. The certification will also have to be present for state certification exams. A listing of NJ Department of Health OEMS approved classes can be found on their website.

NOTE: CPR for the Healthcare Provider includes interventions for an adult, child, & infant for: CPR, use of the AED, foreign body airway obstruction removal, and use of a bag-valve-mask device. No other CPR classes, such as Community/Heart saver level, or online offerings are acceptable.

Dress Code

Students' clothes and appearance are expected to be neat, clean, and appropriate at all times. Student dress code for all class sessions is as follows:

1. White polo shirt or white button-down shirt sufficiently long as to not reveal skin when bent over or reaching to the ground. If needed a solid blue or white color t-shirt or long sleeve shirt may be worn.
2. Jeans or other dark, made of durable materials offering protection from equipment must be worn. EMS pants are permissible, but scrubs, leggings or shorts are not.
3. Footwear must be worn at all times. Shoes must be able to protect the wearer by covering the toes and top of foot and flat or low-heeled.
4. A watch with a second hand is required

Jewelry must not interfere with patient care and mindful of possible offensiveness to others. Small post earrings and plain wedding rings are recommended. Students may be asked to remove

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

jewelry or piercings that presents an unsafe or unprofessional appearance. Clinical sites reserve the right to ask students to remove any pieces of jewelry/piercing and/or cover any tattoos. Students who observe specific religious or cultural practices may consult with the Program Coordinator to determine how the uniform policy may be altered.

Cell Phones, Smart watches, etc.

All cellular telephones and smart watches are to be turned to vibrate during all class and clinical Sessions. In keeping with the NJ Department of Health's procedure for taking the certification exam, cell phones and smart watches are to be completely turned OFF during quizzes and examinations and placed in a designated basket at the front of the classroom. Ringing and vibrations of electronic devices are distracting during quiet testing periods and it is not appropriate to respond to a call during an exam.

Safety On- and Off-Campus

Please refer to the College handbook and booklets for policies on Public Safety.

- A. Union College is an open campus, and all students should be aware of their surroundings. Students are encouraged to travel in pairs or groups and if unsure of a situation with regards to safety, seek security supervision.
- B. Students will not leave valuables in the classroom unattended.
- C. Students are individually responsible for transportation to and from campus and to intercampus and off-campus activities. Students are responsible for their own transportation and motor vehicle and insurance coverage.
- D. Students when required to attend off-campus educational experiences to complement classroom learning will be required to sign a consent form designating that they are aware of the risk and responsibilities involved to ensure student safety. Off-campus educational experiences are observational only and use of any type of equipment at the facility is prohibited to ensure the safety of students, patients, faculty and facility staff.

Illness or Injury

In the event of a medical emergency while on campus, notify the campus public safety officer immediately.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

GENERAL INFORMATION

EMT Training Fund

Members of eligible volunteer squads may have the cost of attendance covered by the EMT Training Fund of New Jersey. In short, a commitment to one of these agencies makes one eligible to have their *tuition* covered in full by the State of New Jersey at no cost to the individual. However, the training fund does *not* pay for the cost of ancillary materials such as the textbook, attire, stethoscope, transportation, parking or other such costs.

Change of Name/Address

Students who have had a change in name or address need to complete a form in the Student Services area on one of the College campuses. Failure to notify the College of a change of name and/or address may result in a delay or interruption of official communication. In addition student must make the appropriate changes with the NJ Department of Health – OEMS.

Written Communication

Students requesting written documentation, such as personal references or verification of course schedules, will submit a written request to the appropriate Program representative. This request should include:

- ✓ Name
- ✓ CWID
- ✓ Reason for the request
- ✓ Contact information of the person/place where the documentation is to be sent

Effort will be made to expedite requests for correspondence, but a minimum of three (3) to five (5) working days may be needed to fulfill the request.

Electronic Communication

It is the policy of the Program to use the UCC e-mail addresses for distribution of course-related information. All students are expected to have their UCC accounts active for receipt of notices from the coordinator and/or faculty members. Course materials and evaluation surveys may also be sent via electronic communication.

FIELD EXPERIENCE REQUIREMENTS

Background Check

All students enrolled in the Emergency Medical Technician program are required to have a criminal background check completed in order to participate in field care experiences and remain in the program.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

All students must have the background check completed before they may start the clinical portion of the program. The information will be kept on file in the EMT office for verification by clinical sites. Clinical sites where students complete their clinical experiences require verification of prior history before students may be placed in their facility.

Please be aware that adverse history may prevent participation in clinical experiences at affiliating agencies and result in the dismissal of the student from the program. The Emergency Medical Technician program will attempt to work with students who have a criminal history, but clinical agencies have the right to establish individual policies and exclude students from client care areas. The specific procedure for appeals of background check findings will be provided to students as necessary.

Examples of adverse behavior (convictions, guilty pleas, or judicial findings of guilt) that may result in an inability to continue in the program include, but are not limited to: assault, battery, homicide, manslaughter, kidnapping, sexual assault, arson, domestic violence, theft, drug abuse and/or distribution, and fraud. Failure to disclose all previous convictions, other than minor traffic violations, will be considered falsification of records and will be grounds for dismissal from the program. The Coordinator of the Emergency Medical Studies program will receive and review the background checks. The existence of a criminal history does not automatically disqualify a student from enrollment in the program. The final determination for certification eligibility lies with the NJ State Department of Health OEMS. Students who believe that their prior history information provided by the Union College contracted agency is inaccurate, must contact the investigating agency directly.

Past adverse history may have an impact upon enrollment in the Emergency Medical Technician program and the ability to obtain licensure and employment as an EMT. It is the responsibility of the students to immediately report convictions of any crimes or offenses that occur subsequent to the completion of the criminal background check to the NJ Department of Health OEMS as well as the Program Coordinator. The final determination for certification eligibility lies with the NJ State Department of Health OEMS.

Student Health Requirements

Students enrolling in the EMT clinical course requirement are required to complete and satisfy health requirements through their personal health care provider. Following a major illness or injury, documentation of health clearance may be requested from the student's personal health care provider before students are able to return to the classroom or clinical experience. The health clearance needs to indicate that it is safe for students to participate in all course activities. The health clearance is submitted to the course faculty member(s) and the program coordinator. A copy will be placed in the student's file.

Students who become ill during a field experience rotation should report to their preceptor and notify Program Coordinator as soon as possible. If necessary, students may be seen in the

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

emergency department in the agency or referred to their personal health care provider. The Program follows the specific policies of the clinical affiliates regarding procedures and documentation. Students are responsible for all costs incurred for treatment, although there may be rare circumstances where the agency will assume these expenses. Where there is no on-site emergency department, emergency care will be provided, as appropriate, by the clinical instructor and, possibly, staff members. The community emergency ('911') system will be activated. The student will, again, be responsible for the cost of emergency and follow-up treatment.

Change in Health Status

Students who have a significant change in their health status during the semester due to injury, illness, pregnancy, childbirth, or other circumstance, are to submit the health clearance form that is completed and signed by their personal health care provider. The clearance form is submitted to the course faculty member(s) and the coordinator of the program prior to returning to the classroom or clinical area. Students who wish to share health considerations or who have any questions about their health status should arrange to speak confidentially with the Program Coordinator. Students are responsible for all health costs incurred while participating in the Emergency Medical Technician program.

Infection Control

While participating in clinical experiences, students need to be aware of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come in contact with a client's body fluids are considered contaminated and need to be handled accordingly. The following are some basic guidelines to follow:

1. Wash hands before and after client care.
2. Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
3. Dispose of equipment and other materials appropriately (such as in sharps containers or designated hampers).
4. Report the presence of open lesions or infections to the instructor.

On occasion, during skill practice, students are found to have areas of concern, such as elevated blood pressures. These students will be referred to their personal health care providers for follow-up.

If a student becomes ill during the course of an exam, the illness should be reported to the faculty member as soon as possible. Students should inform the faculty member prior to an exam if they believe they will not be able to sit for the entire exam period.

Confidentiality

All patient information that is obtained during the course as well as during clinical experiences is to be treated as confidential consistent with HIPAA regulations. Important information regarding

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

patients may be shared with agency staff members, instructors, and peers in an appropriate manner and setting. Students are not to disclose information to other individuals who are not directly involved in the client's care. Tape recording of conversations or photographing clients is prohibited. Students are not to photocopy or remove any client records.

When completing written assignments following clinical experiences, **DO NOT** use the client's name on any documentation. Only the client's initials or room number may be used. Every effort should be made to maintain the client's confidentiality. Students demonstrate respect for clients by protecting their identity.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

STUDENT ETHICAL PRACTICE AGREEMENT

The Emergency Medical Technician Program at Union College of Union County is committed to educating competent and responsible healthcare practitioners. To reach this end, students are required to take part in didactic and practical learning experiences at the College and in facilities in the community, to provide services to clients in all stages of health and illness, and to interact with other professionals, students, and the general public. In furthering this commitment, the Emergency Medical Technician Program has established this student ethical practice agreement as a guide to appropriate conduct.

I agree to:

1. Observe all health and safety procedures when working with other students or patients/clients, and equipment whether in class, clinic, hospitals, or schools. I shall not endanger the safety, general health, and welfare of the patients/clients, other students, faculty, or staff.
2. Observe all policies and procedures established by the College, the EMT program, and the facilities to which I am assigned.
3. Respect the patients'/clients' rights and the confidentiality of patient information regardless of the source. I shall not repeat information outside of the classroom clinic, hospital or facility. I shall make written reports only for class and for assigned facility's purpose, and in such reports only the patient's or staff member's initials shall be used.
4. Work in cooperation and respect other team members. I shall not interfere with or obstruct the rendering of services provided by others.
5. Protect the property and property rights of patients/clients, the College and the clinical site.
6. Represent my competence accurately and function within its parameters. I shall not attempt procedures in which I have not demonstrated competence under supervision.
7. Treat the patient/client, other students, faculty and staff with consideration and respect.
8. Respect the values and cultural differences of patients/clients and exhibit no discrimination of race, religion, sex or age.
9. Never make use of my relationship with patients/clients for personal gain or accept gifts of substantial value.
10. Make appropriate use of supervision by modifying my behavior in response to feedback.
11. Handle my personal and/or professional problems so they do not interfere with the performance of my duties.
12. Never attend a class or clinical assignment under the influence of any substance, legal or illegal, which impairs my ability to function and exhibit good judgment.
13. Present myself through my words, actions, and dress in a professional manner.

Ethical.agm. 1/99, 11/99

Updated: December 2022

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

A discussion of how to protect medical privacy has been underway since the passage by Congress in 1996 of the Health Insurance Portability and Accountability Act (HIPAA). This act requires the adoption by medical facilities of security and privacy standards to protect personal health information. The rule limits the use and release of individually identifiable health information; gives patients the right to access their medical records; restricts most disclosures of health information to the minimum needed for the intended purpose; and establishes safeguards regarding disclosure of records for certain public responsibilities, such as public health and law enforcement.

When you begin working at a facility, as part of your orientation, you will be advised of the clinic's specific privacy practices and how you are expected to follow them. It is your responsibility to make sure you understand what you need to do to be in compliance with this important law.

Students at Union College will be expected to follow these guidelines with respect to information gained during examination and intervention of fellow classmates and/or instructors or guests, in the laboratory setting.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

ACADEMIC PROGRESS

Unless otherwise specified, academic policies and student regulations will follow those outlined in the current Union College of Handbook.

Attendance

A. Timeliness

1. All classes must be attended as scheduled.
2. Students must sign the daily attendance sheet. If a student does not sign the sheet, they will be considered absent.
3. Students must sign in as a makeup students at any and all makeup sessions.
4. If the makeup session is a non- Union College course, students must print out the makeup form provided in Canvas and ensure the makeup class instructor signs it and then return it to their course faculty member.
5. Students must be dressed in the designated uniform in order to attend class sessions. Those who are not dressed appropriately will be asked to leave and come back as soon as possible in the assigned uniform. Students must make up any missed class time.

B. Lateness

1. If a student is going to be late for class, it is his/her responsibility to inform the faculty member.
2. Lateness is considered unprofessional conduct. Repeated lateness may jeopardize the successful completion of the class.
3. In accordance with the NJ Department of Health-OEMS regulations, if a student is more than 15 minutes late students must make up the missed time and lessons..

C. Absences

The student is expected to assume responsibility for obtaining course material and assignments.

1. Absences are to be reported via email to the faculty member.
2. Attendance for all course sessions is mandatory. Students may attend another course section to make up missed material, or may attend another EMT course site to make up the missed session.
3. Missed sessions should be completed within 1 week of class.
4. The Department of Health – OEMS mandates all absences and makeup sessions are documented.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Academic Integrity

In addition to the Union College policy on academic integrity, the program recognizes the following activities as violations of ethical conduct on graded activities and will result in automatic dismissal. These activities include but are not limited to:

1. Sharing information after a practical exam with students not yet tested. Students must leave the premises after a practical exam.
2. Plagiarism in any form is not acceptable. Students will be required to produce sources cited on all papers.
3. Students will make every effort to protect the privacy of papers while taking written exams. This includes maximum spacing between test takers and covering papers.

Grading

- A. Final grades will be assigned as follows and then are recorded in accordance to Union College's grading policy found in the College's Handbook online at www.ucc.edu.
- B. To be able to sit for the New Jersey State exam, a student must pass each exam with a minimum of 70 percent. Though a student may have an *average* over 70 and satisfy College requirements, state law prohibits such students to take certification exams.

Incomplete Grades

An "Incomplete" grade may be issued by the instructor if it is warranted by the circumstances, such as an illness. Students must request the "incomplete" from the course instructor, in writing, and then make arrangements for completion of the course requirements. Incomplete grades that are not removed within the first six weeks of the next regular semester will convert to "F" grades.

Final Grades

Final course grades will be posted by the faculty in accordance to the college's guidelines and available to students via their student electronic account. Students are not eligible to access semester grades if there is outstanding Student Account or Library obligations.

Withdrawals

Students need to be aware of the specific withdrawal dates of Union College. Students who withdraw from the EMT courses may return to repeat the course at a later date when the course is offered again, and if there is sufficient space for enrollment in the class.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Tests and Skills Practical

In order to pass this course, the student must obtain a 70% or higher on all section tests.

1. Students must be present for the exams on the day they are being administered excepting the very limited list of reasons delineated in the *College Handbook*. In these cases, the students must schedule the make-up exam with the course coordinator.
2. If a student does not pass on the first test attempt, they will be given an opportunity to remediate during the next available remediation session. The student understands that this session will not be during regularly scheduled class hours. The student must either remediate or waive the right to remediate in order to sit for a second attempt. This second attempt will also not be scheduled during normal class hours.
3. A student must pass **all** practical evaluations. Failure to demonstrate competency will result in failure of the course regardless of the written evaluation grades.
4. A student must obtain a 70% on **all** written examinations to successfully pass the course.

Students must satisfy the following requirements in order to participate or continue in any clinical affiliation/experience:

- 1 **A 70% or higher must be maintained in the course and is mandatory for each written evaluation**
 - 2 **All lab work is successfully completed according to the class schedule in the course.** This includes skills to be checked off on the competency checklist for that course.
- A. All EMT students must maintain a 70% grade point average to stay in the program. Students who have a grade point average below 70%; have passed all practical exams; and have demonstrated good effort in class participation may be placed on a remediation schedule at the discretion of the faculty.
- B. In order to pass competency testing, the student must pass with an average of 70% for written examinations, 70% average for quizzes, and all skills practical with a 70% or higher. If the student fails the final competency exam twice, he/she must repeat the entire program.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Assignments

- A. All clinical and classroom assignments must be handed in on time.
- B. All written assignments, unless otherwise specified, are to be typed, double spaced, and presented in a neat and organized manner on the date specified by the course faculty. Students are referred to APA guidelines for style. It is expected that students seek out and use appropriate resources for the completion of assignments.
- C. Papers that consistently have poor grammar and spelling will have its grade lowered. If a student consistently hands in assignments with extremely poor grammar and/or spelling and is told to go to the Learning Center for remedial help but refuses, a grade of 0 will be given to those assignments. Since students will be writing in patient care reports, it is important that proper grammar and sentence structure be utilized. The best time to put proper English language usage into practice is in homework and papers handed in the course.

Examination Policy

- 1. Written requirements must be completed and submitted in order to take the final exam in the course.
- 2. Students are expected to take exams on the dates that are scheduled in the course. A student who arrives late may be given the exam with no additional time. Students are to notify the course faculty members of late arrival to an exam.
- 3. When taking an exam, students will:
 - a. Place all backpacks, books or papers either under the chair or to the front or side of the room.
 - b. Refrain from talking to other students and keep their eyes focused on their exam paper.
 - c. Leave a desk empty near the door for students entering late.
 - e. Leave space between each desk and other students, whenever possible.
 - f. Turn off all cell phones.
 - g. Record answers only on the Scantron form or fill-in answer sheets provided
- 4. If a student is behaving in a manner that is consistent with cheating*, the following actions will result:
 - a. A faculty member will identify the observations with the student.
 - b. A grade of zero (0) will be recorded immediately for the exam or quiz.
 - c. The coordinator of the program will be informed of and will review the incident. Students may be dismissed from the program for this behavior.

* Behaviors indicative of cheating may include, but are not limited to: looking at another student's exam; carrying information into the test area (writing on papers, cards, or body parts, etc.); accessing electronic resources (cell phones, smart watches etc.); sharing verbal or written information with classmates; and/or changing or copying exam answers during a review.

Updated: December 2022

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

Exam Review

Exam reviews will be given outside of class time. Students are not to write on their exam answer sheets or copy down any of the test questions. Tape recording or taking notes during an exam review are not permitted. All personal belongings are to be left either under the chair or in front of the room, as per the direction of the instructor.

Final exams are not reviewed in the class. Students may, in consultation with the instructor, schedule an individual review of the final exam within one (1) week of that examination date. Sharing of information from exams with other students is prohibited and may lead to disciplinary action. Course faculty members may hold reviews of course content prior to exams. Dates and times will be determined with the class.

Grade Change

Students requesting a change in a course grade must present their initial appeal to the course instructor who awarded the grade. It is the instructor's decision to follow through with a grade change. If a change is to be made, the instructor completes the necessary form and forwards it to the appropriate office for official action.

State-Approved Certification Exam

Students will receive information on the application for state certification. Students will need to follow the directions for certification exams from the NJ Department of OEMS website: <https://njems.us>

Warnings/Failures

Warnings/failures for unsatisfactory performance or behavior may be issued at any time within a semester. Warnings are given to alert the student of unsatisfactory progress within a semester. Students who receive a warning must follow the recommendations outlined in the warning. Such recommendations may include attending the Skills Laboratory to improve clinical techniques.

The procedure for warnings and failures is as follows:

- a. A copy of the warning or failure is provided at the time when the student is informed of the specific problem or deficiency. The student and faculty member will sign the form, indicating that it has been reviewed. A witness may be obtained by the faculty member if the student refuses to sign the form.
- b. Faculty members have three (3) working days to complete and provide any additional documentation related to the warning or failure. The student will be provided with the additional material for his/her review. The student shall be asked to sign a form evidencing the student's receipt of the additional information.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

- c. The student shall have five (5) working days from the date of the student's receipt of notice by which to request a review by the program coordinator. Students may respond to the warnings at this point and address their position
- d. A warning failure may be given to the student at any time during the course if he/she is demonstrating unsafe or inappropriate behavior.
- e. The student is responsible for reviewing the information contained in the warning notice and for taking action to improve his/her clinical performance in order to meet the objectives of the course.

STUDENT SUPPORT RESOURCES

Academic Advising

Academic advising is available on all of the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. A Health Careers Counselor is available on the Plainfield Campus. Faculty in the EMT Program are also available to assist students in academic decision-making or referral for personal counseling.

Academic Learning Centers

The Academic Learning Centers (ALC) are located on all three campuses of the College and are available to provide assistance to students in a variety of subjects, including but not limited to English, math, and sciences. Students are encouraged to use this free and valuable resource to assist them to succeed in the program. Hours are posted in each location and on the website at <http://www.ucc.edu/academiclearning>. There are online resources available for students to use, including practice for math of pharmacology. Please refer to the Union College Student Handbook for further information about the ALC.

Bookstore

Emergency Medical Technician textbooks, as well as other academic supplies, are available for purchase in the Bookstore on the Plainfield Campus.

Computer Resources

As this is a web-enhanced program, students must have reliable access to the internet to complete mandatory assignments. Union College uses Canvas to coordinate lectures, assessments (including exams), and other student resources. Students should expect to spend 4-6 hours a week taking advantage of online resources as well as designated assignments. Students are expected to maintain an online presence just as you would your physical presence in the classroom.

Updated: December 2022

DIVISION OF ALLIED SCIENCES

EMERGENCY MEDICAL STUDIES

STUDENT HANDBOOK

Students have access to the internet, Microsoft Office application products, and printers in the computer labs, libraries, and Academic Learning Centers on the Plainfield, Cranford, and Elizabeth campuses of the College. In addition, specific software is available for students to use to reinforce classroom and clinical information. It is the responsibility of each student to be familiar with the rules and regulations for use of computers and software throughout the College.

Students need to activate their UCC network e-mail account for electronic communication. It is also required to obtain and use a CWID number throughout the nursing program. E-mail and CWID numbers can be obtained at: www.ucc.edu.

Student Rights

STUDENT RIGHTS

Students have the right to express their concerns regarding academic and non-academic issues. These issues may include, but are not limited to course activities, discrimination, disruptive classroom behavior, harassment, or intimidation.

1. Students are to convey their expressed concerns directly to the assigned faculty member.
2. If students do not perceive resolution of the issue, then they should contact the Coordinator.
3. Students are to submit a signed written statement addressed to the Coordinator outlining the concern(s).
4. The Coordinator will respond in writing within 10 working days to the student/class.
5. There is no further appeal process within the Program. Students should review the College Grievance procedure for further information (refer to the Student Handbook).
6. In the event that concerns are not perceived to have been resolved through this process, then students may address complaints about the Program to the Dean of Allied Sciences.

Note: Student concerns are not related to individual course grades.

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

INFORMED CONSENT

I understand that the Emergency Medical Studies Program will include academic, laboratory, field internship which will include direct contact with peers and patients with a variety of illnesses and diseases. I therefore understand that I may be exposed to these illnesses and diseases.

Additionally, laboratory courses will require considerable physical exertion, as when transferring student partner or in exercise training. Certain examination and treatment procedures can cause mild irritation and/or injury of known or unknown neuro-musculoskeletal conditions of the student examiner or model.

I fully recognize the dangers and hazards inherent in the healthcare field which may be present during my participation in the Program. I hereby agree to assume all the risks and responsibilities associated with my participation.

I agree to hold harmless, indemnify, release and discharge Union College and all of its officers, agents, and employees from and against all claims, demands, and actions on account of damage to personal property, personal injury, disease, or death which may result to me from my participation in this program.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

RELEASE FORM

The Union College Emergency Medical Studies Program consists of two components, didactic (classroom learning) and clinical/lab/simulation experiences. Upon completion of this program, a national examination is required for licensure.

In order to begin clinical experiences, it may be necessary for the student to have results submitted to a facility with regards to drug screening, HIV testing, criminal background, psychiatric illness and/or substance abuse, or academic concerns. Many of the affiliation sites require a copy of current information (no more than one year old). Students may be required to have two physical examinations completed by their own personal physician during the course of the program. Some facilities may require additional screening such as a more in-depth drug screening and/or a two or three step Mantoux test for tuberculosis.

Students are required to make copies of these physical examination forms and submit them to clinical sites upon request. A copy of the documents is kept in a file at Union College and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

I have reviewed and understood the information above and give the Union College administrators permission to release this information to the potential clinical affiliates.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

FITNESS FOR DUTY CONTRACT

The Union College Emergency Medical Studies Program has a Fitness for Duty Policy (see page 16 of this handbook). This policy is concerned with performance problems related to impairment and documentation of the same. Students are required to adhere to this Policy; noncompliance with the Policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and may result in dismissal from the program.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

PRIVACY AND CONFIDENTIALITY AGREEMENT

The Health Insurance Portability and Accountability Act (HIPAA) is a set of federal rules that defines what information is protected, sets limits on how that information may be used or shared, and provides patients with certain rights regarding their information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibility as a student.

These rules protect information that is collected or maintained, (verbally, in paper, or electronic format) that can be linked back to an individual patient and is related to his or her health, the provision of health care services, or the payment for health care services. This includes, but is not limited to, clinical information, billing and financial information, and demographic/scheduling information. Any use or disclosure of protected information requires written authorization from the patient.

Any patient information you see or hear, directly or indirectly, must be kept confidential when attending your clinical education rotations to include but not limited to: charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information.

I understand and agree to the following:

I will access, use, and disclose such information as described within my scope of practice as an EMT Student.

I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions will result in the termination of my privilege to observe and participate in the clinical field internship rotations and I may be subject to legal liability as well.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM

Periodically, the Emergency Medical Studies Program at Union College will utilize photography or videotaping of students, faculty, and staff involved in classroom demonstrations. Students may also be videotaped during practical examinations if there is a question regarding student performance on a practical examination. It will be used for student feedback and/or student assessment review by other professionals. Students enrolled in the Emergency Medical Studies Program consent to being filmed and understand that the film and images remain the property of the College. In the case of a student being filmed during examinations, the images will be kept confidential.

Name of Student (please print)

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

EXAMINATION CONFIDENTIALITY AGREEMENT

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examination nor will I receive any information related to examinations from any individual. Any violation of the examination confidentiality may result in dismissal from the Emergency Medical Studies Program.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

STUDENT REQUEST FOR TEST QUESTION REVIEW

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

STUDENT NAME _____

COURSE _____

TEST _____

Test Question# _____

Rationale from textbook:

STUDENT SIGNATURE

DATE

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

STATEMENT OF UNDERSTANDING

I am in receipt of the Emergency Medical Studies Student Handbook. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed.

I understand that clinical affiliates require current First Aid/CPR certification for the Healthcare Provider, complete up-to-date health records, criminal background check and drug testing in order to participate in the clinical practice experience.

Please Print

Student Signature

Date

DIVISION OF ALLIED SCIENCES
EMERGENCY MEDICAL STUDIES
STUDENT HANDBOOK

EMERGENCY MEDICAL STUDIES STUDENT HANDBOOK WAIVER

I hereby certify that I have read and understood the contents of each page of Emergency Medical Studies Student Handbook; that I am familiar with the contents of this document; and that I fully understand and agree to its terms and provisions. Any questions that I have about the Emergency Medical Studies Program and the contents of the Emergency Medical Studies Student Handbook have been fully explained to my satisfaction.

Please Print

Student Signature

Date