Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

STUDENT HANDBOOK



Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

Dear Student:

Welcome to the Robert and Freda Brown Paramedic Emergency Health Sciences Associate in Applied Science Degree Program at UCNJ Union College of Union County, NJ! This handbook has been prepared to help you become familiar with the Paramedic Emergency Health Science Program. It contains the policies and procedures that delineate the rights and responsibilities of UCNJ Paramedic Students.

It is the responsibility of each student to review this handbook and refer to it as needed during the course of their enrollment. This handbook also serves as a supplement to the College Catalog and the College Student Handbook. As with all policies and guidelines, a continuous process of evolution is ongoing.

New Jersey Mobile Intensive Care Paramedic education and licensure is governed by N.J.A.C.8:41A (http://www.nj.gov/health/ems/documents/reg-enforcement/njac841ar.pdf). Students are referred to the regulations for specific events governed by the administrative code, which may not be specifically addressed in this handbook.

The field of paramedicine continues to grow and evolve, with new opportunities becoming evident each year. The role of the paramedic continues to expand. All of this begins with the basics of being a competent, confident, and caring provider. This program is committed to helping you achieve that goal. Your instructor cadre and I would like to extend our wishes and support for your success in the Robert and Freda Brown Paramedic Emergency Health Sciences Associate in Applied Science Degree Program.

Sincerely,

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Disclaimer

The College reserves the right to change the contents and requirements of this Paramedic Program Student Handbook before the first day of classes each semester/term.

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LICENSURE REQUIREMENTS FOR ENROLLMENT

Applicants to the Paramedic Emergency Health Sciences Degree Program need to be aware of the New Jersey Administrative Code N.J.A.C. 8:41A, which lists the following requirements for enrollment in a Paramedic Education Program:

1. Attainment of the age of 18 by the first day of the program;
2. Possession of a high school diploma or its equivalent;
3. Possession of an Emergency Medical Technical license and BCLS for the Professional Rescuer certification. The student shall maintain Emergency Medical Technical license and BCLS for the Professional Rescuer certification throughout the duration of the Mobile Intensive Care Paramedic education program and until such time as he or she is either licensed as a Mobile Intensive Care Paramedic or terminated from the Mobile Intensive Care Paramedic education program. The student's Emergency Medical Technical license and BCLS for the Professional Rescuer certification shall be made available to Department staff upon demand;

3a. Students may be admitted to the Program with current NREMT licensure. However, students must be licensed as Emergency Medical Technicians by the State of New Jersey prior to the start of their Clinical Capstone Experience (PMD-215).

4. Physical capability to perform all required skills and tasks of a Mobile Intensive Care Paramedic
   student as cited in the clinical and didactic portions of the program curriculum

The program application contains the following questions:
Have you ever been charged, convicted, placed on probation, entered into a pre-trial intervention (PTI) program or entered into a plea bargain in connection with a violation of law under any state, the federal government, or any other jurisdiction, other than a minor traffic violation?
Have you ever been subjected to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrender a health care licensure in any state or to an agency authorizing the legal right to work?

If you answered "yes" to the above questions, you will need to provide official documentation that fully describes the offense, current status and disposition of the case before the student is eligible for licensure.

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PROGRAM ACCREDITATION

The UCNJ Emergency Health Science Paramedic Program (Program # 600722) is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee of Accreditation of EMS Professionals (CoAEMSP). The contact information for both bodies can be found below:

CAAHEP
Commission on Accreditation of Allied Health Education Programs
9355 113th Street N.
#7709
Seminole, FL 33775
(727) 210-2350
www.caahep.org

CoAEMSP
Committee of Accreditation of EMS Professionals
8301 Lakeview Parkway
Suite 111-312
Rowlett, Texas 75088
(214) 703-8992
www.coaemsp.org

PROGRAM INFORMATION

Paramedicine is a challenging profession in which professionals must be able to think critically, act quickly, understand and perform within their scope of practice and under medical direction, and earn the trust of patients and their families. Although paramedicine is a specialized field with specific training requirements, the situations encountered on a daily basis vary vastly from motor vehicle collisions to managing the care of cardiac arrest patients. Whatever the situation the paramedic is responsible for leading a team of pre-hospital providers, managing the care of the patient, and remaining calm and professional.

The program staff appreciate that students have unique learning styles and learn at their own pace. The instructors within the program use varied techniques that engage kinesthetic, visual, and auditory learners. Teamwork is paramount within the profession, and within the learning environment. Students are introduced to each skill and will be given the opportunity to practice the skill with an instructor. Once they have established minimum proficiency, students then evaluate one another to improve the skill, until a benchmark point when the skill is re-evaluated by an instructor. Students are expected to encourage and support one another while upholding progress standards.

Upon completion of the program, graduates will perform their job responsibilities independently and therefore are expected to assume responsibility for their own learning early in the program. Students are assigned independent work which is expected to be completed prior to each class session. Class sessions will then reinforce the concepts overviewed during the independent work, but students must complete the independent work in order to achieve success within the program. Program staff are available throughout the program to address student questions and concerns. It is the student's responsibility to make the program staff aware of questions and concerns. Students will graduate with entry-level proficiency as a Paramedic.

MISSION STATEMENT

The UCNJ Emergency Health Science Paramedic Program is committed to preparing highly qualified entry level paramedics to serve the community in which they live. In addition to clinical knowledge, the program is focused on instilling professionalism, compassion, and a devotion of being a lifelong learner in every student.

PROGRAM GOALS

- Prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains.
- Graduate classes that achieve a 70% completion rate.
- Graduate classes that achieve a 70% first attempt pass rate for National Registry Examinations, both cognitive and psychomotor.
- Graduate classes that are eligible for licensure as Mobile Intensive Care Paramedics
- Graduate classes that achieve a 70% positive job placement rate.
- Maintain approval from the New Jersey Office of Emergency Medical Services.
- Maintain accreditation from the Commission on Accreditation of Emergency Medical Services Programs.

CODE OF ETHICS FOR MOBILE INTENSIVE CARE PARAMEDIC INTERNS

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

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of mobile healthcare.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass a mobile healthcare organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the mobile healthcare practice.
- To be aware of and participate in matters of legislation and regulation affecting mobile healthcare.
- To work cooperatively with associates and other healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013. Revised by Scot Phelps, August 18th, 2020.

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CURRICULUM

Prior to enrollment in the Robert and Freda Brown Emergency Health Science Paramedic Program, students must be a licensed New Jersey Emergency Medical Technician and have completed all developmental course work in English and Math. Students are encouraged to complete the general education requirements prior to enrollment, as The Robert and Freda Brown Emergency Health Science Paramedic Program is a rigorous and time-intensive curriculum. Anatomy and Physiology I, is a mandatory pre-requisite of Paramedic I. Anatomy and Physiology II is a mandatory co-requisite of Paramedic I.

Course Number	Course Name	Course Credits
First Year - Fall Semester		
ENG 101	English Composition I	3
PSY 101	General Psychology	3
MAT 113	Math Applications	3
BIO 105	Anatomy and Physiology I	4
Semester Total:		**13**
First Year - Spring Semester		
PMD 110	Paramedic I	11
BIO 106	Anatomy and Physiology II	4
Semester Total:		**15**
Summer I Semester		
PMD 113	Paramedic Clinical I	2
ENG 102	English Composition II	3
Semester Total:		**5**
Summer II Semester		
PMD 114	Paramedic Clinical II	3
Semester Total:		**3**
Second Year - Fall Semester		
PMD 213	Paramedic II	11
PMD 214	Paramedic Clinical III	5
Semester Total:		**16**
Second Year - Spring Semester		
PMD 215	Paramedic Field Internship	11
Semester Total:		**11**
Program Total:		**63**

COURSE DESCRIPTIONS

PMD 110 – Paramedic I
This course will focus on an introduction to NJ EMS operational model. Students will gain knowledge in the roles, responsibilities, and regulations which govern the profession. There will be a review of human structure and function that will relate to specific assessment skills and understanding of treatment modalities. Information will be presented on pharmacology, drug dosage calculation and administration, airway management and cardiology. The processes of assessment, diagnosis, formulation & implementation of treatment plans, and ongoing assessment of patients will be demonstrated and practiced. Students will demonstrate proficiency in the knowledge, skills, and abilities mandated by the National EMS Scope of Practice Model for conditions and components identified in the National EMS Core Content. Prerequisites: ENG 101, BIO 105, BIOL 105, MAT 113, and PSY 101. Co-requisite: BIO 106 and BIOL 106. 8 lecture and 9 laboratory hours per week. 11 credit hours.

PMD 113 – Paramedic Clinical I
This clinical course provides hands-on learning experiences for paramedic students in the hospital clinical setting. Specific clinical areas include interventions for advanced airway management, respiratory care, IV access, and cardiac care. Skills learned and demonstrated in the lab will be applied in the clinical area. Prerequisites: PMD 110, BIO 106, BIOL 106. Minimum 108 total clinical hours. 2 credit hours.

PMD 114 – Paramedic Clinical II
This course provides the educational clinical experience required to prepare the student to achieve licensure as a Paramedic. The clinical rotations are meant for application of learned theory and patient care skills, while under the direct observation and guidance of a preceptor. Clinical rotations will adhere to the N.J.A.C. 8:412A for required experiences. The majority of course hours will be completed at an acute care clinical site. Prerequisite: PMD 110, PMD 113. 135 clinical hours. 3 credit hours.

PMD 213 – Paramedic II
This course builds upon the information and clinical lab experiences of PMD 110. Further information is provided on assessments, interventions, and pharmaceutical agents that are used by paramedics for medical emergencies. Advanced EKG interpretation and age-specific content will be presented, along with trauma and disaster management. Lab experiences will reinforce classroom content and serve to demonstrate students' competency in specific assessment skills and management of emergency situations. Prerequisites: PMD 110, PMD 113, PMD 114. Co-requisite: PMD 214. 8 lecture and 9 laboratory hours per week. 11 credit hours.

PMD 214 – Paramedic Clinical III
This clinical course provides the educational clinical experience required to prepare the student to achieve National Registry certification and state licensure as a paramedic. Clinical rotations are meant for application of learned theory and patient care skills, while under the direct observation and guidance of a preceptor. Specific clinical areas are outlined by N.J.A.C. 8:41A Category II. Skills learned and demonstrated in the lab will be applied in the clinical area. Prerequisites: PMD 114, EMT licensure, BCLS, ACLS, and PALS certification must remain current while enrolled. 1 theory credit; minimum 180 total clinical hours. 5 credit hours.

PMD 215 – Paramedic Field Internship
This course provides the educational field internship experience required to prepare the student to achieve licensure as a paramedic. The field internship allows the paramedic student to apply learned theory and clinical skills while under the direct observation and guidance of a preceptor. The majority of the course hours will be completed at a New Jersey state licensed paramedic unit. Objectives of this course will adhere to N.J.A.C. 8:41A Category III/Field Experience. At the conclusion of this course, students will have a terminal competency assessment conducted by the Program Director and Medical Director. Information on pre-hospital life support for the paramedic, and review for the National Registry certification examination will be included. Prerequisite: PMD 213, PMD 214, 1 theory credit hour; 450 clinical hours; 11 credit hours.

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 held 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) Students who experience an injury, illness, or exposure during a clinical or field shift must be evaluated in the Emergency Department (ED) or other designated healthcare facility to ensure their safety and determine appropriate follow-up care. If the clinical agency or program faculty member requires or requests that the student undergo a drug or alcohol screening as part of the post-incident evaluation, the student must comply with the screening and authorize the release of the results to the Paramedic Program. Failure to comply with the required medical evaluation, drug screening, or release of results may result in disciplinary action up to and including dismissal from the Program.

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.

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.
   c) If deemed to be impaired the student will:
      - ✓ meet with the Dean of Allied Sciences;
      - ✓ be referred for appropriate resources;
      - ✓ **be assigned a grade of F;**
      - ✓ **be dismissed from the program**;
      - ✓ be ineligible for readmission.

DISABILITY SUPPORT SERVICES

UCNJ Union College of Union County, NJ 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 UCNJ 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

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PROGRAM REQUIREMENTS

1. Students must complete the entire paramedic training program within 36 months of beginning the program as per N.J.A.C. 8:41A.
2. The Robert and Freda Brown Emergency Health Science Paramedic Program consists of a prescribed set of Paramedic and general education courses. The paramedic courses are sequential and may be taken only by those students who have been accepted into the program.
3. Students must achieve a grade of 75 (C+) or better in Paramedic courses to continue in the program. Failure to maintain the minimum grade will result in dismissal from the program.
4. Students who have been dismissed from the program due to clinical failure are not eligible for readmission.
5. Students who are dismissed from the program will be considered for readmission under the current curriculum.
6. Students who have not enrolled in the program for one term or more must validate clinical skills as prescribed by the faculty before readmission.
7. Students must complete all required examinations administered during the program.
8. Students must adhere to the Fitness for Duty policy. Failure to adhere to this policy may result in the student receiving a grade of "F" and dismissal from the program.
9. Students must adhere to the Health Policy. Failure to meet the parameters of this policy may result in the student receiving a grade of "F" and dismissal from the program.
10. Students are responsible for all written and verbal information that are shared in scheduled classes.
11. Students must sit for tests on the scheduled dates. If a student misses a scheduled test for a valid reason, the student must provide supporting documentation and contact the course instructor to request a make-up. A date for the make up will be scheduled at the discretion of the instructor. A grade of "0" will be assigned if a student does not contact the instructor to reschedule a test or does not comply with the make-up date
12. Students are encouraged to seek assistance promptly from the instructor when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the instructor should be kept informed.
13. Students who have disability alert forms should see their instructor about accommodations and must take their exams on the same day as the exam is scheduled.
14. Students may not be on clinical units outside of scheduled clinical hours.
15. All changes to clinical schedules must be approved by the student's Clinical Educator/prior to the start of the scheduled clinical shift.
16. Students must comply with all College policies and Program policies at all times in all classes, laboratory sessions, and clinical sites.

ORIENTATION FOR NEW STUDENTS

Orientation is mandatory for students admitted to the Paramedic Program. New students must attend all mandatory orientations. Students must submit the following items prior to or during the orientation:

- Completed Physical Evaluation Form
- Proof of Vaccination Titer and PPD – obtained by a physician or employer
    - Titer showing immunity or vaccination for Rubeola, Rubella, and Varicella, Hepatitis B Immunity vaccination or wavier form
    - Proof of PPD status – A negative two-step PPD skin test or Gold Blood Test for TB (if positive, a negative chest X-ray or pulmonary clearance within the past year; yearly requirement while enrolled)
    - Documentation of a single dose of the combined Tetanus, Diphtheria, and Pertussis vaccine
    - Documentation of a flu vaccination (yearly requirement)
    - OSHA Respirator Medical Evaluation Questionnaire reviewed by physician
- Proof of 5-Panel Drug Test – Obtained by physician or employer
    - Cocaine, Marijuana, Opiates, Methamphetamines, Benzodiazepines
- Proof of current Driver's Abstract
- A note outlining any missing information and providing an expected date of compliance

Note: Additional information may be required by hospital sponsors.

CLINICAL REQUIREMENTS

Physical Examination

Each student admitted to the program is required to complete a physical examination. The physical examination requirement will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. A Mantoux test must be done annually. The physical exam will remain valid for one year following the date it was conducted. A valid physical exam must be submitted prior to attendance at any clinical site.

Criminal History Background Check

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an external vendor, and these reports are sent to the college. If a student does not meet the established criteria for successful completion of the criminal history background check, that student will be dropped from the program. Criminal history background check reports can be purchased at: www.adamsafeguardstudents.com Code: uccpmd

Malpractice Insurance
Students are required to carry their own malpractice insurance at a value of $1,000,000.00 per claim and $3,000,000.00 annual aggregate. To be admitted to clinical practice, proof of insurance coverage must be submitted to the Program Director prior to the start of any clinical sites. This policy can be obtained at: http://hpso.com.

NJ EMT Licensure & BCLS/ACLS/PALS Certification
Students are required to maintain current EMT license, BCLS, ACLS, (once obtained during the program) and PALS (once obtained during the program) certification throughout the duration of the program. These certifications are required to be kept on the student's person during all clinical shifts. Current copies must be submitted to the Program Director. Any student with expired cards will not be permitted to attend any clinical sites until the updated documentation is provided to the Program Director.

Identification
Students are expected to always have their UCNJ Student ID available and visible while on clinical sites. Students are also required to always have a government-issued photo identification on their person.

Change of Name, Address, and Telephone Number
The student is responsible for notifying the Program Director in writing of any changes in name, address or telephone number.

Required Documentation

1. A copy of current NJ EMT license, BCLS credential and driver's license (front and back)
2. Completed Physical Evaluation Form
    a. Proof of Vaccination Titers and PPD - obtained by a physician or employer
    b. Titers showing immunity or vaccination for Rubeola, Rubella and Varicella, Hepatitis B immunity, vaccination or waiver form.
    c. Proof of PPD status - a negative two-step PPD skin test, or Gold blood test for TB (if positive, a negative chest x-ray or pulmonary clearance within the past year; yearly requirement while enrolled)
    d. Documentation of a single dose of the combined Tetanus, Diphtheria and Pertussis vaccine
    e. Documentation of flu vaccination (yearly requirement while enrolled)
    f. OSHA Respirator Medical Evaluation Questionnaire reviewed by physician
3. Proof of 5 panel drug test - obtained by a physician or employer
    a. Cocaine, Marijuana, Opiates, Methamphetamines, Benzodiazepines
4. Proof of criminal background check
5. Proof of current driver's license
6. A note outlining any missing information and providing an expected date of compliance

Laboratory Requirements

Laboratory time is incorporated into the didactic courses of the Paramedic Program. Any additional laboratory time needed beyond what is incorporated into the class schedule must be scheduled with an instructor prior to the date that the student is requesting to use the laboratory. Subject to availability of faculty and staff of the program, open lab sessions that may be used to acquire minimum skills competencies will be offered.

Laboratory time is utilized for the practice and testing of individual skills, as well as scenario-based education. All policies and rules in this section apply to both skills and scenarios. Conduct in the laboratory will be held to the same standard as conduct at the clinical site. Failure to comply with laboratory or clinical site policies for inappropriate conduct may result in removal from the laboratory.

Laboratory Rules

1. Students are expected to come to lab sessions prepared to perform the lab activities assigned for that day.
2. Students may not use the Paramedic laboratory or equipment without permission of an instructor.
3. Due to the necessity for scheduling adequate laboratory and class experiences, classes may be scheduled on evenings and/or Saturdays.
4. Students are required to sign a Laboratory Practical Participation Consent at the start of the program which will remain in effect for the duration of the program.
5. All accidents in the laboratory MUST be reported to the instructor.
6. If a student is injured during a laboratory session, the incident is immediately reported to the Program Director and the student must complete a College Incident Report.
7. Information on Standard Precautions is provided in the paramedic curriculum. All staff and students are required to follow Standard Precautions at all times and students will demonstrate understanding of this information in didactic courses and practical examinations. Gloves and masks are available in the lab for individual use and safety.
8. Material Safety Policy and Material Safety Data Sheets are maintained in the program office and the Paramedic laboratory cabinet for accessibility.
9. Uniforms must be worn at all times when in the laboratory and at the clinical sites.
10. Each student is expected to clean the work area after completing an assessment or practice session.
11. Students are responsible for maintaining and restocking scenario bags at the end of every scenario and at the conclusion of the lab session.

Practice of skills in the laboratory will include the use of mannequins and other simulators, along with instructional supplies appropriate to the skills.

Academic Progress

Student will follow the program as outlined in the course catalog of their incoming year. A student program plan is completed by each student with the Program Director at the time of admission to the program. Students must meet with the Program Director regarding any individual needs.

According to N.J.A.C. 8:41 A, the period of the student training experience may not exceed 36 months from the start of their didactic portion to the completion of Field Internship and clinical education should not exceed 18 months from the end of the completion of the didactic portion of training.

Course Participation

The Paramedic program faculty view attending class and completing online course activities as an integral part of the program and a critical step toward successful completion of each course.

1. It is expected that each student attends all classes and complete all assignments/activities, and report for class on time.
2. All students must attend the program orientation session prior to the start. of the program

Attendance

The Robert and Freda Brown Emergency Health Science Paramedic Program is a fast-paced and rigorous academic undertaking and missing one scheduled class could result in poor academic outcomes. This program is designed to meet state and national credit hour requirement and attendance at all classes, laboratories, and clinical opportunities is expected. Three or more unexcused absences may result in dismissal from the program.

Absence from Class or Clinical Opportunities

A student who is unable to attend a scheduled class or clinical opportunity must contact either the Program Director or the Clinical Educator before the start of class or clinical to report the absence. An **EXCUSED** absence may be granted for any of the following extenuating reasons: death in the family, illness, military duty, court appearance, or declared disasters. Following an absence, a student must provide a valid documentation that supports the emergency. It is the responsibility of the student to arrange a make-up with the instructor for an excused absence.

Tardiness

Classes will start on time as scheduled. Students who arrive late to class or clinical opportunity are considered tardy. Students are responsible for the material and course work that is covered in their absence. Students will have one (1) week from the time they return to make up any course work that was missed in their absence.

Academic Integrity
All reported or suspected incidences of academic dishonesty or plagiarism will be investigated by the Program Director based on College policy.

Violation of academic integrity include, but are not limited to, cheating on an exam, giving or receiving information related to examination questions, presenting written assignments or online discussion posting from someone else's work and presenting them as their own, allowing another person to present one's work as their own, and plagiarism.

Grading

1. **A grade of C+ (75%) or higher is required in order to pass all paramedic program courses.** Students who do not earn a grade of C+ may not progress to the next paramedic course.
2. Students must obtain a C+ (75%) or better on **all course cognitive and psychomotor finals.**
3. Please refer to the syllabus for each course for the specific grading procedures related to that course.
4. Remediation opportunities will be offered only at the discretion of the instructor and Program Director.
5. Students whose course grade or final exam performance does not reflect C+ (75%) fail the course and will be dismissed from the program.

Numeric Grade	Letter Grade Equivalent
90 - 100	A
85 – 89	B+
80 – 84	B
75 – 79	C+
70 - 74	C
60-69	D
59 and below	F

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Advanced Placement

1. There is an Advanced Placement option for those individuals who currently hold New Jersey Paramedic licensure, who wish to pursue completion of the AAS degree. This functions a bridge for individuals who have a paramedic license to complete course work to obtain a Associates of Applied Science in Paramedicine.
2. Those individuals may be awarded up to 38 credits for prior paramedic course work with current BCLS, ACLS, PALS, and PHTLS certifications.
3. Students are required to take one (1) additional course within the paramedic department.
4. Students must complete general education course work as listed in course catalog under which they enrolled.

Post Examination/Quiz Reviews

Faculty believe that exam and quiz reviews are learning opportunities for every student. Students are encouraged to participate in these reviews. This will allow for students to identify their individual strengths and weaknesses. Exam/quiz reviews will be conducted in a mutually respectful atmosphere for learning and will be confined to review of exam/quiz questions only.

Rules for Examinations

1. All exams are to be individual and closed book.
2. No communication between students during the examination is permitted.
3. Inform the instructor if there are questions or if additional information is needed.
4. The instructor will answer only technical question about exam and will not answer questions related to exam content itself.
5. One piece of blank paper is permitted for calculation or notes. The piece of scrap paper must be returned to the instructor at the end of the exam.
6. Students will be required to sit at least one desk away from another student.
7. Students may not share information about an examination with other students.
8. Honesty is always the responsibility of each student.
9. If the student is late for an examination, no additional time will be given for the examination. If there is an emergency, please contact the instructor immediately. Provision will be made for students with disabilities according to College policy.
10. Cell phones are not allowed during examinations and should not be on their person. If a student is found using a cell phone during the exam, it will be assumed that the student is cheating and in violation of Academic Integrity Policy.
11. All suspicious activity will be investigated.
12. A student who is found cheating will be dismissed without any opportunity for readmission to the program.

High Stakes Exam Review Policy
The definition of a high stakes exam for the purpose of this policy includes any exam that could result in dismissal from the program. After all exams have been taken, item analysis will be performed using CANVAS or FISDAP test analytical software.
All the questions that meet the following criteria will be reviewed:

- P-Value of < 0.5
- Discrimination of < 0
- Point Biserial Score of < 0.2

After reviewing the item one of the following actions should take place:

- Confirmed for accuracy and relevance to current and local practice – classroom review is undertaken
- Discarded for inaccuracy or lack of relevance to current and local practice – question is replaced
- Edited for improvements in language or changes in distractors if administered in Canvas

Following the item analysis by the Robert and Freda Brown Emergency Health Science Paramedic Program Director or Lead Instructor, the item analysis should be reviewed with any faculty that participated in the educational material that was to be covered by that exam and the program's Medical Director. The goal of this review is
to ensure that all faculty agree with the item analysis and to identify areas of weakness where the program can improve the educational experience of the students.

Clinical Documentation
Students are responsible for maintaining a clinical binder and maintain all documentation on ***FISDAP,*** the online skill tracking service. Students will be responsible for ensuring all clinical documents and forms are filled out in their entirety and organized neatly in binder.

1. All clinical documentation must be completed and signed by the clinical instructor at the completion of each clinical shifts.
2. All clinical documentation must be uploaded in FISDAP within 48 hours of the completion of the clinical shift.

For more specific information related to clinical documentation, please refer Clinical Internship Manual.

Voluntary Withdrawal from Program

A student who wishes to withdraw from the program may do so according to the policy set forth by UCNJ. Students should consult with the Program Director before withdrawing. If a student withdraws after the withdrawal date of the college for a particular semester, a grade of "F" or "UF" will be awarded for all courses in which the student was enrolled during that semester.

Appeals Process

1. Students who wish to appeal issues that have not been resolved to their satisfaction may initiate the appeal process.
2. A student who is dismissed from the paramedic program because of unsafe clinical performance or failure to achieve clinical learning outcomes may appeal the decision if he or she believes that the faculty member has inconsistently applied department policy or the faculty member has rendered a decision without considering all of the pertinent facts. The evaluation of the merit of these facts is solely within the clinical judgement of the faculty member. Only the lack of consideration of facts is a reason for appeal.
3. The burden of proof is on the student, who must be prepared to substantiate his or her argument with information.
4. Students only have until the end of the next semester to appeal a grade/decision.

Readmission

Students who have been dismissed from the program due to classroom failure or voluntary withdrawal may re-apply to the program. Students must repeat all course work in the program based on their timeline in accordance with N.J.A.C. 8:41A:
http://www.nj.gov/health/ems/documents/reg-enforcement/njac841ar.pdf

Health Policy

A student who is injured in laboratory or at a clinical site must immediately report the incident to the instructor, who will complete a laboratory/clinical site incident report. If the injury occurs in a hospital, the student will be seen in the hospital emergency room at no expense to the hospital. The decision to send the student to the emergency room will be made by the instructor. Refusal by the student to go to the emergency room may result in the student being assigned a grade of "F" and being dismissed from the program.

College incident reports and records related to clinical incidents will be released to the hospital, if requested, for use by the hospital in any legal or regulatory proceeding which may involve the college, the student, or the clinical site. If a student is injured in the college laboratory, an incident report must be submitted to the Dean of Allied Sciences.

The paramedic program will include clinical work performed in hospitals and field units and will include direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that

they may or will be exposed to disease-carrying bacteria and microorganisms and encounter patient situations that could be hazardous to individuals who are pregnant.

Students who have a latex allergy must inform their instructor at the beginning of each semester and are responsible for providing appropriate gloves if necessary. Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the Program Director.

Uniform

Students are expected to arrive for class, laboratory, and clinical site rotations* (*unless otherwise directed by your clinical educator or program director) in the UCNJ approved uniform, including required uniform shirt, navy blue uniform pants, black safety shoes/boots with socks, a black belt, and UCNJ Student ID.

Long hair must be pulled back so as not to interfere with patient care or create a contamination risk.

Fingernails must be trimmed to an appropriate length and conservative color polish (if any) must be worn. Artificial nails are not permitted under any circumstances per CDC recommendations regarding infections associated with this cosmetic product.

Equipment to be brought to each class, lab, and clinical site rotation includes:

- Watch with second hand
- Pen
- Stethoscope
- Trauma shears
- Pen light
- Pocket guides
- Notepads

Students shall present a clean and neat appearance to both patients and colleagues. Your appearance reflects you, the college, and the clinical site. Students whose appearance does not meet the above parameters will be excluded from participation in class, laboratory, and clinical site rotation, and must make up the missed time.

Students shall present a clean and neat appearance to both patients and colleagues. Your appearance reflects you, the college, and the clinical site. Students whose appearance does not meet the above parameters will be excluded from participation in class, laboratory, and clinical site rotation, and must make up the missed time.

Chaperoning Policy
When students are performing procedures that are patient sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction. No procedures may be performed without the express consent of the patient or without direct clinical supervision.

Non-Discrimination Policy
The Robert and Freda Brown Emergency Health Science Paramedic Program strictly prohibits misconduct including harassment, sexual harassment, sexual violence and any other form of discrimination or misconduct.

Confidentiality Policy
During the clinical and field internship, the student is required to maintain confidentiality of all patient information, as specified in the Student-Hospital contact and as outlined in the Patient Privacy/HIPAA policies and procedures. Students are held to the same standards as other healthcare worker when in their clinicals and field internship experiences. Students are to protect protected health information (HPI), which includes but not limited to, name, date of birth, social security number, ethnicity, identifying features, identifying medical history, etc. Students are held to the standards set by the State of New Jersey and Health Insurance Portability and Accountability Act (HIPAA) of 1996. Breaches of confidentiality will result in disciplinary actions, which can include dismissal from the Paramedic Program without opportunity for readmission.

Students are not permitted to record lecture or laboratory material without expressed written consent form the instructors.

Recording and Sharing Policy
While participating in the skill practicum courses, students may be videotaped for education purposes. If a copy of the video is provided to the students for review, the video is prohibited from being shown to people outside of class.
Students are prohibited from sharing the videos or posting them to any public forum.

Students are not permitted to record information from classes or clinical experiences in any format without the permission of the Instructors and Program Director. Written consents are required to take photos and video of fellow students, faculty members and patients. This policy is extended to the use of cell phones and all other electronics equipment's that is capable of recording audio and visual information.

Violation of this policy will be considered a breach of confidentiality and students will be held to those disciplinary actions.

Social Networking Policy

Students may not share images of fellow students, instructors, administrators, or academic or clinical documentation on any Facebook, Twitter, YouTube, email, or other electronic format. Students who violate this policy will be subject to dismissal from the Paramedic Program

The program recognizes that students may engage in "social networking" while enrolled in courses. "Social networking," for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook©, MySpace©, or LinkedIn©); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as X©; and the posting of video on YouTube© and similar media. Social networking also includes permitting or not removing postings by others where a student can control the content of postings, such as on a personal profile or blog. This policy applies to social networking while participating as a student in the Paramedic Emergency Health Science Program at UCNJ Union College of Union County, NJ.

Students who engage in social networking should be mindful that their postings, even if done off premises, could have an adverse effect on the program's community of interest, students, and/or clinical sites. For example, the information posted could be confidential student or patient information. In addition, some readers may view students as a de facto spokesperson for the College and/or Program.

To reduce the likelihood that personal social networking will have any adverse effects so far as the College or program is concerned, students are expected to observe the following guidelines when social networking:

- Do not engage in social networking using any of the College's electronic resources during class, clinical, or internship experience. Social Networking by Paramedic students is subject to all of the policies listed in the UCNJ College Student Handbook and in the Paramedic Emergency Health Science Paramedic Program Student Handbook.

- Instructors/ Preceptors should not send "friend" requests to students, and students should refrain from sending "friend" requests to instructors/preceptors. Any student may reject a friend request from any other instructor/preceptor without repercussion.
- If a student's social networking includes any information related to UCNJ and/or Program, the student must:

- Make it clear to the reader that the views expressed are the student's alone an do not reflect the views of the College and/or Program, by using a disclaimer such as: "The views expressed in this post are my own. They have not been reviewed or approved by UCNJ and/or the Paramedic Emergency Health Science Program."
- Avoid defaming or otherwise discrediting UCNJ and/or the Paramedic Emergency Health Science Program, its instructors, staff, faculty, or services.
- Avoid using the College and/or the Paramedic Emergency Health Science Program logo, or photographs of the College's premises or products.
- Avoid disclosing personal or contact information, or post photographs, of other students, instructors, or faculty without their prior permission.

Students who violate this policy will be referred to the Student Code of Conduct Officer.

Electronic Device Policy
Cell phones, smart watches, and other personal electronic devices must be turned off during classroom hours and meeting time. They must be kept on silence mode at all times during didactic and clinical experiences. If student is found to be using an electronic device during class, the student will be asked to leave and will not receive credit for that class period.

If student is expecting an emergency phone call, the student must inform the instructor of their circumstances. Phones must be kept on silent mode during class. The student will be responsible for leaving the classroom or laboratory prior to answering any phone calls.

Text messaging, answering phone calls, or listening to voicemails are not permitted during class, lab, or clinical experience. Students may check electronic devices during breaks.

Student Conduct
Students are held to all policies and procedures listed in the UCNJ Student Handbook.

MISCELLANEOUS

NJ DOH Licensure System
Upon acceptance to the program, all students must apply for "Initial Paramedic Licensure" on the New Jersey Office of Emergency Medical Services Licensure System website: http://njems.rutgers.edu/cdr/jsp/index.jsp. .

Certification Courses
During the year, certification classes will be offered as part of this program. This cost is the responsibility of each student. College tuition does not cover the cost of these specific course completion cards. All students must attend and successfully complete the courses provided by the program, regardless of their status. In the event of student does not fulfill the requirements for course completion, the student must remediate. This process may require the student to attend an off-site course on his/her own time and expense.

American Heart Association Open Resource Testing Policy does not apply to students enrolled in the Paramedic Emergency Health Science Paramedic Program.

Internet
The Robert and Freda Brown Emergency Health Science Paramedic Program requires that students have internet access. This program utilizes three different online resources including CANVAS (UCNJ Learning Management System), FISDAP (Online Skill Tracking Software), and JB Learning's Navigate (Online Textbook Supplement). It is the responsibility of each student to ensure they have internet access for the duration of the program. Computer and internet access is available at all UCNJ campuses for student use. Lack of internet access will not be considered an excuse for the inability to turn in an assignment late.

Terminal Competency Examination
Students are required to complete a terminal competency examination prior to challenging any National Registry Paramedic Exam. This is a summative program evaluation that is based on all material covered in the program. At a minimum, the examination will include a cognitive assessment and Out-of-hospital integrated psychomotor scenario.

In order to be eligible for Terminal Competency, the student must have:

- Satisfied all minimum clinical hour requirements
- Satisfied all minimum skill requirements.
- Completed all general education courses
- Received a C+ or better in all didactic courses

The student must demonstrate entry-level paramedic competency in order to pass the evaluation. If the student does not exhibit entry-level competency, remediation will be required. Please refer to the Robert and Freda Brown Emergency Health Science Paramedic Program Remediation Policy for more information.

Office Hours
The Robert and Freda Brown Emergency Paramedic Program Director has set office hours that will be posted. If students cannot meet during these times, the student may make an appointment that will be convenient for both parties.

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

Academic Advising
Due to the unique nature of the program, the Paramedic Program Director is the primary point of contact for academic advisement. Academic Advisors are available at each of the UCNJ campuses for assistance with general education planning and questions. Students who have program specific questions or concerns should meet with the Program Director during office hours or make an appointment.

Tutoring
UCNJ has an Academic Learning Center (ALC) on each campus to provide students with tutoring and other academic services. The ALC for the Plainfield Campus is located in the Library in the annex building. If student is having difficulty in paramedic specific courses. They should notify the Program Director or Instructor to set up sessions for tutoring services.

Graduation
UCNJ Emergency Health Science Paramedic Program is an Associate of Applied Science degree program. Students must complete all program requirements to be eligible for graduation. It is the responsibility of the student to meet with an advisor to make sure that all required courses have been completed and have earned the sufficient credits to meet the requirements for graduation. Students are strongly encouraged to meet with an advisor to review their program application prior to completing a graduation application. Students should meet with the Program Director for program specific questions.

Student Assistance
Students encountering academic difficulties should speak to the Program Director for assistance. Students who are experiencing personal problems may consult with the College's Student Services Specialist and Social Worker who is available to meet with the student and make referrals to community resources based on the needs of the student.

Library
Students have access, and are strongly encouraged, to utilize the services provided by and/or through the Plainfield Library. Additional information is available at www.ucc.edu/library.

Financial Aid
Students applying for financial aid must complete FAFSA online at: www.fafsa.ed.gov. For more information, please contact the Financial Aid Office and visit: www.ucc.edu/financialinformation/financialaid/.

Scholarships
A list of scholarships offered through UCNJ Union College of Union County, NJ is available at www.uccfoundation.org/scholdonors.htm.

Parking
The UCNJ – Plainfield campus has designated student and faculty/staff parking spots. Students are to only park in spots designated for students. A parking decal can be purchased at any UCNJ One-Stop Student Services Center for a small fee.
If students park in a faculty/staff spot or without a parking decal, the car will be ticketed by Public Safety. Parking at clinical and field internship sites is in accordance with the policy of the sponsoring agency. Failure to comply with the policy may result in removal form the clinical or field internship sit and/or disciplinary action.

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Paramedic Emergency Health Science

INFORMED CONSENT

I understand that the Paramedic Program will include academic, laboratory, and clinical practice 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 health care 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 UCNJ 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 results to me from my participation in this program.

Please Print

Student Signature Date

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

RELEASE FORM

The UCNJ Paramedic 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 UCNJ 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 UCNJ administrators permission to release this information to the potential clinical affiliates.

Please Print

Student Signature Date

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

FITNESS FOR DUTY CONTRACT

The UCNJ Paramedic Program has a Fitness for Duty Policy (see pages 12 and 13 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 Paramedic Program without consideration for readmission.

Please Print

Student Signature Date

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

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 a Paramedic 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 Paramedic Program's clinical education 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

Robert and Freda Brown
Paramedic Emergency Health Science

PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM

Periodically, the Paramedic Program at UCNJ 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 a 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 Paramedic Program consent to being filmed and understand that the film and images remain the property of the Paramedic Program. In the case of a student being filmed during examinations, the images will be kept confidential.

Please Print

Student Signature Date

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

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 Paramedic Program.

Please Print

Student Signature Date

Division of Allied Sciences

Robert and Freda Brown
Paramedic Emergency Health Science

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

Robert and Freda Brown
Paramedic Emergency Health Science

PARAMEDIC STUDENT HANDBOOK RECEIPT & ACKNOWLEDGEMENT

I am in receipt of the Paramedic Program 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.

I hereby certify that I have read and understood the contents of each page of Paramedic Program 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 Paramedic Program and the contents of the Paramedic Program Student Handbook have been fully explained to my satisfaction.

Please Print

Student Signature Date