Paramedic Emergency Health Science Program

Student Handbook
June 2019

Dear Student:

Welcome to the Union County College Emergency Health Science-Paramedic Program. This handbook has been prepared to help you become familiar with the Paramedic Program. It contains the policies and procedures that delineate the rights and responsibilities of Union County College Paramedic Students.

It is the responsibility of each student to review this handbook and refer to it as needed during his or her 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 paramedic training and certification 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. We would like to extend our wishes and support for your success in the Union County College Emergency Health Science-Paramedic Program.

Sincerely,

Dane M. Fishburn
Program Director

Dr. Raffee Matossian
Medical Director
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Requirements

Applicants to the Emergency Health Science-Paramedic 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 Training 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 EMT-Basic and CPR certifications. The student shall maintain EMT-Basic and CPR certifications throughout the duration of the EMT-Paramedic training program and until such time as he or she is either certified as an EMT-Paramedic or terminated from the EMT-Paramedic training program. The student’s EMT-Basic and CPR certification cards shall be made available to Department staff upon demand;
4. Physical capability to perform all required skills and tasks of an EMT-Paramedic student as cited in the clinical and didactic portions of the program curriculum; and
5. Application, for and receipt of, sponsorship from a mobile intensive care hospital for the clinical portion of an EMT-Paramedic training program.

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 sponsorship can be offered.
Philosophy

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 on the worst days of their lives. Although paramedicine is a specialized field with specific training requirements, the situations they encounter and are expected to lead their teams through are incredibly varied, from single patients with minor complaints, to hundreds of patients with major trauma, and everything in between, including trauma situations in the home, on the roadway, and in industrial situations, and medical situations such as allergic reactions, heart attacks, strokes, and childbirth.

It takes a unique and dedicated individual to embrace these challenges wholeheartedly. The program staff appreciate that students have unique learning styles and learn at their own pace. The instruction within the program uses varied techniques to capture those who learn kinesthetically, visually, and auditorily. Teamwork is paramount within the profession, and within the learning environment. Students are introduced to each skill by an instructor, and will be given the opportunity to attempt the skill with an instructor. Once they have established minimum proficiency, students are then expected to 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 each other and uphold the program standards equally among their peers.

Upon graduation, paramedic 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 duration of the program to address student questions and concerns. It is the student’s responsibility to make the program staff aware of these questions and concerns.

Students will be continuously challenged within the Paramedic Program, and should expect to graduate with entry-level proficiency as a Paramedic.
Program Learning Outcomes

Graduates of the Emergency Health Science – Paramedic Program will be able to:

- Perform competently in the roles and responsibilities outlined in the NJ state paramedic scope of practice.
- Manage pre-hospital patient care based on appropriate evidence-based emergency medicine and paramedic science
- Demonstrate critical thinking in decision-making processes to improve the health and welfare of pre-hospital patients, and
- Communicate effectively with patients and their family members/significant others, and professional colleagues.

Program Outcomes

The program has the following goals:

- To prepare competent entry-level Emergency Medical Technician-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 achieve a 70% positive job placement rate.
- Maintain approval from the New Jersey Department of Health Office of EMS
- Maintain accreditation from the Commission on Accreditation of Emergency Medical Services Programs.
Curriculum

Recommended Sequence:

Prior to enrollment in the Paramedic Program, students need to have completed all developmental course work in English and math, and received sponsorship from a clinical hospital site.

Students are encouraged to complete the general education requirements prior to enrollment, as the 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.

First Year

<table>
<thead>
<tr>
<th>Course #</th>
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<tr>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>ENG 101</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<tr>
<td>MAT 113</td>
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<td>BIO 105</td>
<td>Anatomy and Physiology I</td>
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<td>BIO 106</td>
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<td><strong>Summer I Semester</strong></td>
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<td>ENG 102</td>
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<td>PMD 113</td>
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<td><strong>Summer II Semester</strong></td>
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<tr>
<td>PMD 114</td>
<td>Paramedic Clinical II</td>
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<td><strong>Semester Total:</strong></td>
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Second Year

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<td><strong>Fall Semester</strong></td>
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<td>PMD 213</td>
<td>Paramedic II</td>
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<td>PMD 214</td>
<td>Paramedic Clinical III</td>
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<td><strong>Spring Semester</strong></td>
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<td>PMD 215</td>
<td>Paramedic Field Internship</td>
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<td><strong>Semester Total:</strong></td>
<td><strong>11</strong></td>
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Total Program Credits: 63
Courses

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. Techniques for assessment and clinical decision-making will be demonstrated and practiced. Students will demonstrate proficiency in the skills mandated by the US DOT. 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 90 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 certification 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-B, CPR, 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 certification examination will be included. Prerequisite: PMD 213, PMD 214. 1 theory credit hour. 450 clinical hours. 11 credit hours.
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 shift.

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: uccpm0d

Malpractice Insurance

Students are required to carry their own malpractice insurance at a value of $2,000,000.00 per claim and $4,000,000.00 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 shifts. This policy can be obtained at: http://hpso.com.

EMT-B/CPR/ACLS/PALS Certification

Students are required to maintain current EMT-B, CPR, 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 shifts until the updated documentation is provided to the Program Director.

Identification

Students are expected to have available and visible at all times while on clinical shifts both their Union County College Student ID, and the Student ID made available to them by their sponsorship site.
Policies

Academic Progress Policy

A student program plan is completed by each student with the Program Director at the time of admission to the program. Students are to meet with the Program Director regarding any individual needs. The course sequence must follow that which is stated in the College Catalog and on page 7 of this handbook.

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. Any student who has not completed within this time frame and wishes to pursue paramedic certification must repeat the program in its entirety.
2. The 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 paramedic program.
3. Students who fail a program course are dismissed 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. A grade of C+ or higher must be earned in all paramedic courses in order to pass the course. Paramedic course work includes classroom experiences, laboratory experiences, clinical shifts, and field rotations.
7. Students who are out for one term or more must validate clinical skills as prescribed by the faculty before readmission.
8. Students must complete all standardized examinations administered during the program.
9. Students must adhere to the Fitness for Duty policy. Failure to adhere to this policy or violation of the policy can result in the student receiving a grade of “F” and being dismissed from the program.
10. Students must adhere to the Health Policy. Failure to meet the parameters of this policy can result in the student being assigned a grade of “F” and being dismissed from the program.
11. Students are responsible for all written/verbal information that is shared in scheduled classes.
12. Students must adhere to testing schedules. Should a student not be able to comply with this requirement, the student must contact the classroom instructor to request a postponement and establish a new deadline. It is faculty discretion to grant an extension on a test. If a student does not contact the instructor to reschedule a test, or if a student does not comply with a new deadline, the instructor will assign a grade of “0”.
13. 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 classroom or clinical instructor should be kept informed.
14. Student who have disability alert forms should see their instructor about accommodations. These students must take their exams on the same day as the exam is scheduled in the class.
15. Students may not be on clinical units outside of scheduled clinical hours.
16. All changes to clinical schedules must be approved by the student’s clinical educator prior to the start of the scheduled clinical shift.

17. Students will conduct themselves in a professional manner at all times at the clinical site. The use of the clinical site is a privilege.

18. Every student is expected to exhibit professional conduct with all instructors, administrators, and staff in all classes and in the office and with all hospital personnel in all sites. Students who display unprofessional conduct will be dismissed from the program. The definition of professional conduct is at the discretion of the Dean with faculty consultation.

Course Participation

1. The entire 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.

2. It is expected that each student attend all classes and complete all assignments/activities, and report for class on time.

3. All students must attend the program orientation session prior to the program start.

Grades

1. The grading system for the paramedic courses is structured as follows:

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<tr>
<th>Numeric Grade</th>
<th>Letter Grade Equivalent</th>
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<tbody>
<tr>
<td>93 - 100</td>
<td>A</td>
</tr>
<tr>
<td>87 - 92</td>
<td>B’</td>
</tr>
<tr>
<td>80-87</td>
<td>B</td>
</tr>
<tr>
<td>75 - 79</td>
<td>C’</td>
</tr>
<tr>
<td>&lt;75</td>
<td>F</td>
</tr>
</tbody>
</table>

2. 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.

3. Students must achieve a minimum of 75% average in the course, as well as on their final written and skills exams each semester in order to continue in the program.

4. Please refer to the syllabus for each course for the specific grading procedures related to that course.

5. Remediation opportunities will be offered only at the discretion of the instructor and Program Director.

6. Students whose course grade or final exam performance does not reflect 75% (C’) fail the course and will be dismissed from the program.

7. Medical issues should be discussed with the Program Director.
Advanced Placement

1. There is an Advanced Placement option for those individuals who currently hold New Jersey Paramedic certification, who wish to pursue completion of the AAS degree.
2. Those individuals may be awarded up to 38 credits for prior paramedic course work with current CPR, ACLS, PALS, and PHTLS certifications.
3. Students will take a minimum of one clinical course.
4. Students must complete general education course work as listed.

Test Review Policy

1. The UCC Paramedic Program utilizes EMS Testing software for written examinations.
2. If a student has a concern regarding a particular test item, the software provides a feature in which a student may make the instructor aware of the concern during the exam. This will allow the instructor to follow-up with the student at a later time regarding that exam item.
3. This software also provides the student with a breakdown of his/her performance based on reading level, difficulty level, quality of distractors provided, and topic, thereby allowing the student to utilize the current performance to detect strengths and weaknesses and highlight areas of further study needed.
4. Students are permitted to review all questions on quizzes which are taken prior to the exams. They can utilize this information to assist in preparing for the exam before it occurs. These quizzes are intended to be utilized as learning tools.
5. Exams are utilized for assessment to identify areas of strength and weakness, not as a learning tool, and therefore question-by-question reviews are not provided.

Rules for Examination

1. No communication between students during the examination is permitted.
2. If there are questions or if there is a need for any additional material, the instructor must be asked.
3. If there is any need for calculations or notes, they may be written on scrap paper.
4. Students may not share information about an examination with other students.
5. Honesty is the responsibility of each student at all times.
6. 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.
7. Cell phones are not allowed during examinations.

Clinical Documentation

1. Clinical documentation is used to track achievement of program skills and assessment requirements.
2. All clinical documentation must be completed and signed by your preceptor prior to the completion of each clinical shift.
3. All clinical documentation is to be entered into Platinum Planner, with original, signed copies of each form uploaded to each shift. This documentation is to be completed within 48 hours of completion of your shift.
4. For hospital shifts, clinical educators should review your progress on a weekly basis.
5. For field shifts, preceptors should review your progress during each shift.
6. Affective Behavior Evaluations must also be completed once per semester during clinical semesters, and once per month during Field Internship. Clinical educators are to complete these forms and discuss with each student ways to improve performance.
7. Professional Behavior Evaluations address the same behaviors as Affective Evaluations, in a more simplified format. Students are encouraged to ask each preceptor to complete this form as often as possible to obtain as much feedback as possible.

**Voluntary Withdrawal**

1. Students may withdraw by procedure according to College policy.
2. Students who for personal reasons need to voluntarily withdraw from the program must notify the Program Director.
3. Students who voluntarily withdraw after the College withdrawal date will be assigned a grade of “F” and will fail the course.

**Appeal Process**

1. Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process as described below.
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. The Grade Appeal Form is provided in Appendix A on pages 15 – 16.

**Referrals**

1. Faculty are authorized to refer a student to their advisor as soon as a problem develops and for any violation of a policy, so that students can receive timely intervention.

**Readmission for Dismissed or Voluntarily Withdrawn Students**

Students who have been dismissed from the program due to classroom failure or voluntary withdrawal may re-apply to the program. Students must repeat any failed course work from the beginning. Students may have to repeat all course work in the program based on their timeline in accordance with N.J.A.C. 8:41A.
Fitness for Duty Policy

It is expected that students will come to class, laboratory, clinical, and field rotations 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 the impaired student and ensure safe, competent patient care.

Faculty and preceptors 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:

• Have their work performance and behavior witnessed and documented;
• Be questioned in private as to the nature of their problem;
• 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;
• Meet with the Program Director;
• Be assigned a grade of “F” and be dismissed from the program;
• Be ineligible for readmission.

Procedure

When an impairment is observed, 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.

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 may ask the student to undergo emergency room evaluation.
When a student is in possession of or using alcoholic beverages or illegal or un-prescribed controlled chemicals on College or Clinical Site premises, the student will be assigned a grade of “F” and dismissed from the program.

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 come in contact with 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.

Chaperoning Policy

When students are performing procedures that are patient sensitive, the student should talk with the preceptor to receive guidance and to determine if the presence of another individual is advisable. The preceptor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

Laboratory Policy

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. 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.

Professional conduct in the laboratory will be held to the same standard as conduct at the clinical site. Any student who exhibits unprofessional conduct will be asked to leave the laboratory immediately.
Laboratory Rules

The following rules govern use of the college laboratory. Failure to follow these rules will result in immediate loss of laboratory privileges. Subsequent use of the laboratory will be determined on a case-by-case basis by the instructor and Program Director.

- Only authorized persons will be allowed in the laboratory.
- Students will be permitted to work in the laboratory only when an instructor is present.
- All accidents, no matter how minor, MUST be reported to the instructor.
- Eating, drinking, and smoking are not permitted in the laboratory.
- The Centers for Disease Control guidelines MUST be followed at all times.
- Students who do not dispose of needles in SHARPS CONTAINERS (according to CDC guidelines) will be failed for that skill.
- Uniforms must be worn in the class, the laboratory, and at the clinical site.
- Each student is expected to put equipment away and straighten up the work area after completion of an assessment or practice session.

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

Uniform

Students are expected to arrive for class, laboratory, and clinical site rotations* (*unless otherwise directed by your clinical educator) in the Union County College approved uniform, including polo shirt with UCC logo, navy blue uniform pants, black boots with socks, a black belt, and UCC Student ID (clinical site ID is required at these locations as well).

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.
Miscellaneous

Time Commitment

The program requires a time commitment of assigned scheduled class meetings plus a minimum of 15 hours of studying per week, and travel time. Attendance at class and studying outside of class are imperative for successful completion of this program. Studying time may vary between students and material being taught. During the clinical and field internships, the program requires a minimum of 20 hours per week in the clinical/field site, plus study and travel time. This course requires an independent student who has effective time management skills and maintains motivation for the next 24 months.

Application Process

Interested Applicants must apply to UCC, submit a program application to the Program Director, and participate in an Assessment Day, and Orientation Day prior to the start of the Paramedic coursework.

Assessment Day

Students will participate in an assessment of their written and practical skills at the EMT-Basic level. The results will not be utilized to determine program eligibility, but a summary of these results will be sent to those organizations with whom the applicant has indicated affiliating with for sponsorship.

Orientation

Orientation is mandatory for all accepted students who have obtained sponsorship.

Students are responsible to submit the following items prior to or during Orientation:

- A copy of current NJ EMT, CPR card and driver’s license (front and back)
- A copy of hospital sponsorship acceptance letter
- Completed Physical Evaluation Form
  - Proof of Vaccination Titers and PPD - obtained by a physician or employer
  - Titers showing immunity or vaccination for Rubella, Varicella, Hepatitis B immunity, vaccination or waiver 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, Diptheria and Pertussis vaccine
  - Documentation of flu vaccination (yearly requirement while enrolled)
  - OSHA Respirator Medical Evaluation Questionnaire reviewed by physician
- Proof of 5 panel drug test - obtained by a physician or employer
  - Cocaine, Marijuana, Opiates, Methamphetamines, Benzodiazepines
- Proof of criminal background check
- Proof of current driver’s abstract
- A note outlining any missing information and providing an expected date of compliance

Note: Additional documentation may be required by hospital sponsors
NJ DOH OEMS Certification System

Upon acceptance to the program, all students must apply for “Initial Paramedic Certification” on the New Jersey Office of Emergency Medical Services Certification System website: https://njems.rutgers.edu/cdr/jsp/index.jsp. Students must have obtained sponsorship prior to applying.

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 a student does not fulfill the requirements for course completion, the student must undergo a remediation process. 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 Program.

Graduation

It is the responsibility of the student to meet with an advisor to make sure they have taken all courses required, and that they have sufficient credits each semester 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 in regards to program specific questions.

All degree recipients are eligible to participate in commencement exercises for the academic year. There are two commencement ceremonies: one in January and one in May. Students should refer to the current catalogue for further information.

It is important to note that successful completion of the paramedic training program and obtaining a NRP paramedic certification does not qualify students to graduate from Union County College with their degree. Students must complete all of the required curriculum coursework to be eligible for graduation.

It is imperative students complete the AAS degree requirements and apply for graduation, as this is a direct measurement of program success.
Clinical and Field Rotations

Students are expected to follow the sponsoring institution’s policies and procedures. Students are expected to assist their preceptor in inspecting and re-stocking equipment, as needed. Students are expected to adhere to the Internship Manual in accordance with the Policy and Procedures Manual and Union County College’s Student Handbook.

Skill Performance and Medication Administration:

- Student skill performance and medication administration for live patients are only permitted during the clinical and field internships:
  - For clinical rotations: After successfully completing the corresponding didactic and skill practicum training / testing
  - For field rotations: After successfully completing the corresponding didactic and skill practicum training / testing, and successfully completing the clinical internship
  - Under direct supervision of a preceptor

- Students will only administer medications included in the New Jersey MICU medication formulary.
- Students will only perform skills permitted by N.J.A.C.8:41A.
- Students will only perform Rapid Sequence Intubation (RSI) in the second half of the field internship.
  - New Jersey RSI Policy: “Student paramedics who have received RSI education from the project can assess the patient, manage the airway but not participate in the RSI or the intubation during the first half of their field internship. Students that are in their second half of field internship may participate in the RSI and intubation provided that they have demonstrated competencies in RSI and have been verified by the EMS Educator and the Medical Director”.

At no time will a student be functioning as both an employee and a student. Refer to remediation policy as necessary.

Clinical & Field Internships:

Locations utilized for the clinical and field internships will be assigned by the EMS Educator from the MICU/hospital providing the student with program sponsorship. Many sponsors have multiple clinical facilities and/or field locations. Clinical rotations may be assigned at any of the sponsor’s facilities. If a specialized clinical area is not available within the sponsor’s institution, the program will provide the student with an alternate clinical site at another institution.

Certain internship courses have a theory component requiring additional classroom time. The classroom time will be held at a Union County College campus and/or web based via CANVAS. Attendance is mandatory.
Attendance

Didactic & Skill Practicum Courses:
Didactic courses meet on the days published in the course schedule.

The skill practicum of PMD 110 and 213 is held every Saturday from 8am-5pm.
PMD 113 and PMD 114 will meet on Monday evenings and require clinical scheduling with the clinical educator.

Clinical & Field Internships:
Scheduling of clinical and field internship hours will be done through the Clinical Educator at your sponsorship site. While enrolled in the clinical and field internship courses, students are expected to complete a minimum of 24 hours of clinical or field time per week. There is a maximum of 40 clinical hours per week. Availability should be submitted for full shifts, but is at the discretion of the Clinical Educator. Vacation time must be pre-approved by the Clinical Educator. If approved, it is the responsibility of the student to inform the Union County College Program Director. It is the expectation that the student will arrive 10-15 minutes prior to the start of each clinical shift, in uniform, and ready to begin the shift.

The clinical internship, field internship, and terminal competency assessment must be completed within 18 months from completion of the didactic coursework. In rare instances, an extension can be applied for from the New Jersey Department of Health and Senior Services, Office of Emergency Medical Services for up to an additional 6 months in accordance with N.J.A.C.8:41A.

Absences:
Didactic Courses: If you are unable to attend class, you must email dane.fishburn@ucc.edu before the start of class to communicate that you will be absent.

Clinical and Field Internship: If you are unable to attend a clinical or field shift, you must make verbal notification, at least 8 hours prior to the start of the shift, to the EMS Educator. Early notification is critical to maintain positive relationships between the sponsor and the clinical/field sites. Absence from a scheduled shift is only acceptable in cases of documented illness or family emergency. Note: Multiple clinical shift absences may result in termination of sponsorship. Please consult the Clinical Educator at the sponsoring agency for specific policies.

You are allowed ONE EXCUSED absence throughout the semester. Individual emergency circumstances may be considered, but the course hours are in accordance with N.J.A.C.8:41A and they must be completed. Excessive absences may result in termination from the program.

The following reasons will be excused:

- Death in the family
- Illness, verified by a signed licensed physician note, stating that the student was physically unable to attend class.
- Military duty, verified by a note signed by the CO on official stationary.
- Court order appearance, verified by subpoena, notice of jury duty, or other verifiable notice of the court (exception, appearance required by the court due to your criminal
The student who misses class for any above reasons, and provides the appropriate documentation, will not lose percentages points off their grade, nor have late work penalized. The student will have two weeks, from the time returned to class to make up all missed work. If the student fails to make up the work, or performs poorly in class, the student will be dealt with as stated in the Manual, up to and including dismissal from the program.

Attendance policy also applies to clinical and field internship: The Paramedic Emergency Health Science Program has a NO TOLERANCE policy for students who “no call/no show” during clinicals or field internship. This means a student faces immediate dismissal from the program if they fail to notify both, the Clinical Educator and Program Director, or fail to show for a scheduled clinical or internship shift. Also, repeated absences (2 or more) will result in an “F” for the respective clinical block and subsequent program dismissal.

Any student withdrawing from the program after registration must follow Union County College policy.

**Tardiness:**
Class will start on time. Attendance will be taken at each session. In accordance with OEMS and National Curriculum standards, any student missing more than 15 minutes of class time will be considered absent; this can be at the beginning or end of the class meeting. The Program Director should be notified via email of any impending lateness.

Obvious incidences, such as weather delays, will be handled reasonably. Any material, missed due to tardiness or absence, is the sole responsibility of the student to obtain.

**Course Modification**

The program director has the right to modify the course schedule to meet the national curriculum standards. Schedule changes will be provided in advance to all staff members and students.

**Unusual Events**

Any unusual problems will be fairly handled individually between the student, Paramedic Program Director, and the clinical sponsor’s Clinical Educator.

**School Closures**

The Program strictly enforces the Union County College snow closing policy, which is dictated by weather patterns in Union County, not your home county.

Anyone wishing to opt-in to the Union County College Emergency Notification System to receive alert messages must sign up at the following hyperlink: [https://ucc.regroup.com/signup](https://ucc.regroup.com/signup). Once completed, the new member must confirm their Regroup account via the confirmation email sent to the email address entered during the sign up process.
Cancels or delays in operations due to weather or other emergencies will be reported on the following networks: Union County College website, radio 1010 WINS AM (www.1010wins.com), Radio WCBS 880AM, TV channel 2 WCBS, Union Count College phone 908-709-7000.

Because make-up days due to school closings are typically scheduled on other weekdays, make-up classes may be held on scheduled days off found on the Academic Calendar to keep in accordance with the Monday / Wednesday class schedule. Since weather and other emergencies are unpredictable, it is highly recommended students do not schedule vacations, etc. on scheduled days off. The Paramedic Emergency Health Science Program is required to make-up all missed sessions.

Parking

The Union County College – Plainfield campus has designated parking lots (refer to the parking lot diagram). There is a parking decal fee. This decal does not guarantee you a spot closest to the building. Security escorts are provided to your car if requested. Public Safety routinely issues parking tickets to students who park in designated faculty spots. These tickets must be paid to obtain your final grades and participate in graduation.

Parking at clinical and field internship sites is in accordance with the policy of your sponsor hospital. Failure to adhere to the policy may result in removal from the clinical or field site and/or disciplinary action.

Personal Belongings

It is suggested that students do not bring personal belongings, other than those needed for class, into the classroom. These items should be secured in your vehicle or left at home. The College and the program are not responsible for personal belongings left unattended while on campus.

Food or drink is not permitted in classrooms or laboratories.

Student Records

All current student records are securely stored in the Program Director’s office, and are retained for a minimum of five years after a student’s exit from the program. Clinical Educators and instructors will have limited access to your student records as described in this policy manual.

The permanent academic records (i.e. transcripts) of students are kept in the office under the jurisdiction of the Director of Admissions/Records/Registration, apart from any disciplinary records, which are retained in the office of the Vice President of Student Services. Transcripts of academic records contain only information about academic status.

The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 sets forth requirements designed to protect the privacy of Students. The act speaks directly to statutes governing (1) access to Student records and (2) the release of such records. Union County College has drafted policies and procedures
which comply with the intent of this legislation. Students are therefore assured of access to those educational records described under the law and their individual rights of privacy are equally protected by limitation of transferability of such records without their consent. Information on this policy is posted on each campus.

Confidentiality

During the clinical and field internships, the student is required to maintain confidentiality of all patient information, as specified in the Student-Hospital contract and as outlined in the HIPAA policies and procedures of the student’s sponsoring institution. Students are required to sign the confidentiality agreement found in their Internship Manual.

During the didactic portions of the program, instructors, peers, or guest lecturers may share case studies, personal experiences, and other real-life examples for the purpose of learning. Information and examples shared in the classroom setting must be kept confidential. This also applies to informal teaching sessions with instructor or preceptors.

While in the classroom, hospital, field, or community, students shall not disclose any information that could possibly identify a patient, agency or providers. Be aware of your audience, as the public may misinterpret your comments.

Under no circumstances should a lecture be recorded in any manner, including photographic.

Breaches of confidentiality will result in disciplinary action, which will include removal from the Program.

Internet

PLEASE NOTE, this course relies heavily on internet access on the part of the student. The CANVAS program is utilized for all assignments, quizzes, and exams, as well as, communications between the instructor and students. It is the responsibility of each student to ensure they have proper functioning internet access for this entire course! There are computers available throughout the UCC campus for students use as well.

It is expected each student will become familiar with and adhere to the standards of student behavior as defined in the UCC Student Handbook and the Paramedic Emergency Health Science Program Policy and Procedures Manual. Special attention should be noted to the following:

- Upon entering a classroom, cell phones and pagers will be turned off. Unless you have prior approval from the instructor, due to special needs, such as sick children, family members, etc., all messages will wait until a break or after class. Failure to do so will result in appropriate disciplinary action.

- Laptops are permissible, but need to be on the material being covered. Surfing of any non-allowed sites will result in appropriate disciplinary action.
• It is expected that students come prepared for class discussion, and therefore, students are expected to be reviewing the discussion/subject matter at hand, and not playing catch-up from another class. Doing so will result in appropriate disciplinary action.

• Do not get up and leave the class, unless for purposes of visiting the restroom; this is both unprofessional and disrespectful. Doing so will result in appropriate disciplinary action. Do feel free, however, to stand up and move around as needed in order to maintain attentiveness and consciousness.

Canvas

**Every student is required to have access to the internet.** CANVAS is the college’s platform of choice used to administer chapter quizzes, exams, discussions and evaluations. CANVAS is also the main software program used to communicate and remain in regular contact with students. CANVAS allows each student to be tracked for performance, log-ins, grades and test scores, while at the same time, keeping the student informed and up-to-date with the class. **There will be deadlines to meet and you will be required to log-in to CANVAS on a regular basis.** It is the student’s responsibility to make sure he/she can log in, and that his/her computer has all green checks according to the system check on the CANVAS login page (https://unioncc.instructure.com/).

Program communications with students will occur via the Owl’s Nest and/or Canvas e-mail. Personal e-mail addresses will not be used for College-related correspondence. Course materials, notices, and evaluation surveys may be distributed. Union County College e-mail addresses are provided to current students.

Recording and Sharing

While participating in the skill practicum courses, students may be videotaped for educational purposes. If a copy of the video is provided to the student 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.

In addition, students are not permitted to record information (i.e., PowerPoints & DVD programs) from classes or clinical experiences in any format (i.e., video, picture, audio) without the permission of the instructor and/or Program Director. Written consents are required to take photos and videos of fellow students, faculty members, and patients. This policy is extended to the use of cell phones and all other electronic equipment that is capable of recording audio and visual information.

Violation of this policy will be considered a breach of confidentiality.

Social Networking

In regards to social networking, the Program Director and instructors of the Paramedic Program believe that professional conscience, rather than social interest, is critical. Students are not to share images of patients, families, fellow students, instructors, administrators, or academic or clinical
documentation on any Facebook, Twitter, YouTube, e-mail, or other electronic or print format without the express written consent of the individual, patient, clinical agency, and/or Union County College. Personal privacy, dignity, and respect are the key factors for this policy, which has come into existence in response to poor or uninformed judgment on the part of others. Students who have been found to 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 Twitter©; 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 Union County College.

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 or when you are supposed to be working in a didactic, clinical, or internship setting.
- Your social networking is subject to all of the policies listed in the Union County College Student Handbook and Paramedic Emergency Health Science Program Policy & Procedures Manual.
- 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 your social networking includes any information related to UCC and/or Program, please do the following:
  - Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the College and/or program, by stating, for example, “The views expressed in this post are my own. They have not been reviewed or approved by UCC and/or the Paramedic Emergency Health Science Program.”
  - Do not defame or otherwise discredit UCC and/or the Paramedic Emergency Health Science Program, its instructors or staff/faculty, or services.
  - Do not use the College and/or the Paramedic Emergency Health Science Program logo, or photographs of the College’s premises or products.
  - Do not disclose personal or contact information, or post photographs, of other students, instructors, or faculty without their prior permission.
  - If someone from the media or press contacts you about your social networking activities that relate to UCC and/or the Paramedic Emergency Health Science Program, speak to your instructor or Program Director before responding.
You also should consider the following if your social networking includes any information related to the College and/or the program:

- UCC and/or the Paramedic Emergency Health Science Program have spent substantial time and resources building its reputation and good will. These are valuable and important institutional assets. Before you engage in any social networking that identifies yourself as a student of UCC, or that identifies the College itself, please consider whether you are damaging the College’s and/or Paramedic Emergency Health Science Program’s reputation. If you are uncertain, you should refrain from posting anything.

- You are more likely to resolve complaints about school by speaking directly with your instructor, Coordinator, or Director than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to UCC and/or the Paramedic Emergency Health Science Program, or any of the instructors, staff/faculty or be prepared to face possible consequences.

The Paramedic Emergency Health Science Program will, in its discretion, review your social networking activities. Please note that this policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that, in appropriate circumstances, the program will take steps to determine your identity.

- The program may request, in its sole and absolute discretion, that you confine your social networking to matters unrelated to the College and/or program, if it is determined necessary or advisable to ensure compliance with securities regulations or other laws.

- If you need clarification of any aspect of this policy, contact the Program Director

- Failure to comply with this policy may lead to discipline up to and including dismissal from the program and if appropriate, all available legal remedies will be pursued. The program also may report suspected unlawful conduct to appropriate law enforcement authorities.

Deviation from this policy will be cause for program dismissal.

Personal Digital Communication Devices

It is Union County College policy that all pagers, cell phones, smart watches, and other personal electronic devices must be turned off during class meeting times and are prohibited from being carried on your belt, pocket, or person during classroom hours.

In the event of a true emergency, you can be contacted via Union County College Public Safety, Plainfield Campus at 908-791-3595. This number should only be used in dire situations.

Text messaging, answering cell phones, or listening to voicemail are not allowed during class lecture or skill practicum. You may check your messages during assigned breaks. Deviation from this policy will be grounds for removal from the program.

If a phone activates during class, the instructor/director has the right to request that the phone be turned in and held until the end of class time. Deviation from this policy will be reflected as an
unexcused absence.

Cell phones are not permitted to be visible during class or clinicals. They must be kept on silent mode at all times during didactic and clinicals, and absolutely no texting, emailing or surfing is allowed as this is considered very disrespectful and disruptive to instructors and fellow students. If for some reason the student must monitor their phone for an expected emergency call, the student must get permission from the instructor to do so. It is understood that internet access may be necessary and/or cell phone use may be necessary during the clinical/field internship. Access for educational and/or instructional purposes are permitted.

If a student is caught in possession of any digital communication device, inclusive of smart watches, during an exam it is considered cheating and academic dishonesty. Appropriate disciplinary actions will be taken, and program dismissal may occur.

Conduct

Students who are disruptive in class in any way will be counseled. Repeat or serious offenses will be grounds for removal from the program.

Students are expected to demonstrate professional behavior during all classroom and clinical experiences. Students in the Paramedic Program are reminded that they are also subject to disciplinary action for the type of conduct outlined in the Union County College Student Handbook. Students demonstrating behavior that is inappropriate, unethical, unprofessional, and/or unsafe will be required to leave the classroom or clinical area, and they may be subject to disciplinary action. Conduct that is subject to disciplinary action and/or law enforcement response includes, but is not limited to:

- Lack of academic integrity: Academic honesty and integrity is expected at all times. Evidence of cheating, plagiarism, or falsification of documentation is cause for loss of grades and/or dismissal.
- The possession, use, and distribution of alcohol or drugs of abuse are prohibited
- Breach of confidentiality
- The possession, use, or threat to use weapons or items that could be considered as weapons
- Sexual abuse, harassment, or misconduct
- Verbal or physical abuse or threats
- Inappropriate use of language
- Vandalism or theft of College, agency, or the property of others
- Demonstration of other communication or behavior that is inconsistent with safe, professional practice

Students are referred to the Union County College Student Handbook for additional types of conduct that may result in disciplinary action - http://www.ucc.edu/admissions/download.aspx.

Issues related to student behavior in the classroom, on campus, or at a clinical site will be reported to
the program director who will review the situation and determine a follow-up action. Students, instructors, and College staff members may be requested to present information relevant to the behavior in question.

Forms of disciplinary action that may be taken through the Paramedic Program may include any or all of the following:

1. Dismissal from the program based on recommendation by the instructor(s) or through direct observation by the Director or other College administrator.
2. Prevention of registration for a subsequent paramedic course without evidence of personal counseling and/or re-evaluation.
3. Referral for personal counseling, with evidence of compliance provided in accordance with the recommendation.

In addition to the above, the College or public authority may take appropriate disciplinary action against the student, which could supersede a decision by the Paramedic Program.

Concerns

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 appropriate faculty member.
2. If students do not perceive resolution of the issue, then they should contact the director.
3. Students are to submit a signed written statement addressed to the director outlining the concern(s).
4. The director 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 Union County College Student Handbook).

Student concerns are not related to individual course grades. Students seeking follow-up on course grades or clinical failures are to follow the Appeals Process noted in this Manual.

Tobacco Use

The College maintains a smoke-free environment on all campuses. Designated smoking areas are identified. No tobacco use of any kind, including but not limited to, e-cigarettes and chewing tobacco, are permitted in the classroom or clinical setting. Time utilized to rotate through skills stations during laboratory sessions are not to be utilized for smoking breaks. Students who arrive late to rotations due to this will be subject to disciplinary action and will be considered absent from that rotation. The student is responsible for any missed work and/or time. Students who choose to utilize scheduled classroom breaks as smoking breaks are expected to return at the designated time.

Additionally, students are subject to the Uniform Policy: Personal Hygiene listed in this manual.

Tobacco use of any kind is not permitted at any of the clinical sites.
Skills Competency Portfolio

Students are responsible for recording and maintaining their records on skills competency. If the student fails to record his/her progress in skills, he/she will re-complete all skills to the satisfaction of the program.

Skills will be recorded using Platinum Planner.

Platinum Planner is the program’s online scheduling and skills tracking system. All lab, clinical, and field data/skills will be entered on Platinum Planner. This data includes all classroom, clinical, and field experiences and patients contacts. Students must complete this entry within 24 hours of the completion of each clinical and field experience. In-classroom/lab skills are to be recorded and completed the same day for instructor evaluation.

Over each semester, you will put together evidence of your competency as a paramedic student. This evidence will be placed in Platinum Planner. Platinum Planner tracks all of your assessments and skills assembled over each semester with purposeful order. Portfolios require metacognitive work. In other words, you must think about your assessments as evidence of your competency as a paramedic intern. At the end of the program, you will have a years’ worth of work which can be utilized as part of a portfolio, that you could essentially take to a job interview, as proof of your competency as a professional. Additionally, the Competency Portfolio is a mandatory requirement for NREMT Paramedic Exam and Psychomotor Exam eligibility.  

https://platinumplanner.com/

Terminal Competency Examination

(Adapted from CoAEMSP: Terminal Competency)

Students are required to complete Terminal Competency Examination prior to challenging any NRP Exam. This is a summative program evaluation and is a program exit exam. At a minimum, the examination will include cognitive assessment and evaluation of skill or scenario based psychomotor and critical thinking performance. Comprehensive, of course, infers a sampling of all course content and not just the most recent semester.

As a terminal evaluation event:

- All components of the summative evaluation are administered following delivery of all didactic course content, all laboratory and simulation events, and the clinical and field rotations.

- All of the above must be successfully completed prior to exit testing/evaluation.

Occasionally a student may still have a limited number of clinical or field rotations to complete due to scheduling issues or availability. However, the number of shifts/hours should be limited. Eligibility will be handled on a case-by-case basis.

- The option to allow retests and/or remediation is a program decision and will be determined in concert with the program director, medical director, and clinical educator. Remediation will
be handled by both the program and clinical sponsorship site.

- The final evaluations are high-stakes exams and the student must achieve a ‘passing’ score in each exam (i.e., cognitive and psychomotor) to successfully exit the program and be eligible to sit for the National Registry certification examination. The passing or cut score is a 75%.

- The traditional exit psychomotor examination has consisted of a series of skill stations, and perhaps one or two static scenarios. However, programs may instead choose to use well-constructed scenario or simulation events to determine competency. The number of skills, stations, or scenarios is determined by the program and should be designed to determine competency at the entry Paramedic level.

Student success is crucial and the goal of evaluation is to measure competency: not just to ‘pass the credentialing test!’ The student must demonstrate entry-level paramedic competency in order to pass the evaluation.

Program Requirements for NRP Psychomotor Testing

Effective August 1, 2016, anyone seeking to obtain National Registry Paramedic (NRP) certification must complete a portfolio before they qualify to take the examination. The portfolio, which provides a mass of evidence documenting a candidate’s developing psychomotor competencies throughout their education, is a prerequisite to seeking NRP certification. The program tracks each student’s portfolio throughout the formative and summative phases of education in the laboratory, clinical and field internship settings.

No student is permitted to challenge the NRP Psychomotor Examination prior to successful completion of Terminal Competency Examination. Students are permitted to challenge the NRP Psychomotor Examination in any state offering the exam.

No student is permitted to challenge the written NRP Examination prior to successful completion of the NRP Psychomotor Examination.

Effective January 1, 2017, the NREMT will begin Phase 1 of its transition to an NRP scenario-based psychomotor examination. Those completing the NRP psychomotor examination will be tested on an Integrated Out-of-hospital Scenario skill. Additionally, the examination will test five legacy skills (Patient Assessment – Trauma, Dynamic Cardiology, Static Cardiology, Oral Case A, and Oral Case B) that currently exist among the 12 skills on the NRP psychomotor exam.

Program Requirements for NRP Written Testing

After successful completion of all didactic, laboratory, and clinical requirements and successful completion of the terminal competency exam, students are required to meet with the program director and/or assigned instructor for exam preparation and review prior to scheduling an examination date.
Failure:
Students who are unsuccessful on an exam attempt are required to meet with the program director, assigned instructor, and/or clinical educator for remediation prior to scheduling a subsequent examination date.

New Jersey Requirements for NRP Exam Admittance: N.J.A.C:841A-3.3

Requirements for admission to the NREMT-Paramedic Certification Examination shall be as follows:
1. Not more than 12 months have elapsed since the examinee successfully completed the EMT- Paramedic training program;
2. Any out-of-state EMT-Basic or EMT-Paramedic certification(s) is/are not currently suspended or revoked;
3. Presentation of a photo identification card; and
4. Presentation of CPR and ACLS certification cards.

Criminal Background History Change: Policy Statement on Charges for Misdemeanors or Felonies

While enrolled in the program, students are required to report any charges of misdemeanors or felonies to the program director. All clinical or field assignments will be withheld until the situation is reviewed to determine if the student is competent to deliver safe patient care and is not engaging in conduct that endangers the public health. Continued enrollment in the program will be determined in consultation with appropriate parties who may include sponsoring agencies, College representatives, NJ DOH OEMS.

N.J.A.C 8:41A-3.2: Eligibility to Sit for NREMT Paramedic Examination

All students who enroll in an EMT-Paramedic training program shall complete and submit a written application form to the Office of Emergency Medical Services. Those students who answer affirmatively to the criminal background screening question shall be given a “Request for Criminal History Record Information for a Noncriminal Justice Purpose” (SBI 212B Form) at the first class session. The SBI 212B Form shall be completed and signed by the student and delivered to OEMS at least 60 calendar days prior to the NREMT-Paramedic Certification Examination. The SBI 212B Form shall be accompanied by payment in the form and amount specified at N.J.A.C. 13:59, Criminal History Record Background Checks, as amended and supplemented.

1. Upon delivery to OEMS, the SBI 212B form shall be submitted by OEMS to the New Jersey State Police, State Bureau of Identification for processing.
2. Any student found to have been convicted of any crime or offense listed in (c)1 through 3 below, shall be ineligible to sit for the NREMT-Paramedic Certification Examination, and shall be so notified. A student that has been deemed ineligible to sit for the examination may apply to OEMS for a waiver. All waiver requests must be made in accordance with the standards set forth at N.J.A.C. 8:40A-1.4, and shall be considered in compliance with the Rehabilitated Convicted Offenders Act, N.J.S.A. 2A:168A-1 et seq.
3. A student who fails to deliver the completed SBI 212B form to OEMS at least 60 calendar days prior to the NREMT-Paramedic Certification Examination shall be ineligible to sit for that examination.
Absent the granting of a waiver, as provided for in 2 above, no person shall be allowed to sit for the NREMT-Paramedic Certification Examination if he or she has been:

1. Convicted of any crime;
2. Convicted of any disorderly persons offense;
3. Convicted of a petty disorderly persons offense involving the possession, utilization, sale and/or distribution of any controlled dangerous substance; representing a risk of harm to the health, safety or welfare of patients; and/or involving patient abuse or patient neglect, or
4. Accepted into a pretrial intervention program, granted a conditional discharge or accepted into a similar diversionary program in this or any other state.

Office Hours

The program director has set office hours that will be posted. If a student cannot meet during these times, the student will attempt to make an appointment that will be convenient for both parties.

Academic Advising

Due to the unique nature of the program, the Paramedic Program Director is the primary point of contact for academic advising. Academic Advisors are available at each of the Union County College campuses for assistance with general education planning and questions. Students in need of Academic Advising related to the paramedic program are asked to make an appointment during office hours.

Tutoring

Union County College has an Academic Learning Center (ALC) on each campus to provide students with tutoring and other academic services. The ALC for the Elizabeth Campus is located on the 3rd floor of the Lessner Building. For more information, visit: [http://www.ucc.edu/StudentServices/ALC](http://www.ucc.edu/StudentServices/ALC)

The paramedic program is unique, and most of the course material is outside of the scope of the tutoring service. As a result, additional assistance is available within the program. The director and/or team instructor should be contacted if assistance is needed.

Student Assistance

Students encountering academic difficulties should speak to the director for assistance. Students who are experiencing personal problems may call 908-709-7075 for referral to the Student Assistance Counselor.
Library Resources

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

If you are planning on using financial aid of any kind, please ensure that your payments will be available to you by the time of registration. Do not delay in applying for financial aid. You can complete your FAFSA online at: www.fafsa.ed.gov. For more information, please contact the Financial Aid Office and visit: http://www.ucc.edu/FinancialInformation/FinancialAid/

Scholarships

There are many scholarships available for the program. Students accepting a scholarship agree to attend the annual Union County College scholarship award ceremony. A list of scholarships offered through Union County College is available at: https://www.uccfoundation.org/scholdonors.htm

Additional scholarships are available through affiliated agencies. These institutions should be contacted for further information and requirements.

Westfield First Aid Squad   Mountainside First Aid Squad
APPENDIX A
STUDENT GRADE APPEAL FORM

STUDENT ___________________________  STUDENT ID __________  TERM/YEAR __________

COURSE CODE ________  SECTION ________  COURSE INSTRUCTOR __________________________

The appeal process is designed to ensure that College policy and procedures have been followed and all facts have been considered.

Please Note: Only a final grade can be appealed and the first step of the appeal process must begin within the first three weeks of the next 15 week semester. Please describe the specific circumstances of your appeal and attach supporting documents if needed.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student signature: ___________________________  Date: __________

There are four steps to the appeal process. All steps must be followed in order. The student is responsible for initiating each step of the appeal process. The instructor will pass this original form to the next instructor, coordinator* or division dean. Copy to be given to student.

Step 1: Meet with course instructor.  Date of meeting: ________________
Decision and rationale: ____________________________________________
________________________________________________________________________

Instructor signature: ________________________________________________

Step 2: If the issue is not resolved at Step 1, within two weeks after completion of Step 1, the student should proceed to Step 2.
Meet with the Coordinator.*  Date of meeting: ________________
Decision and rationale: ____________________________________________
________________________________________________________________________

Coordinator signature: ______________________________________________

STEP 3: If the issue is not resolved at Step 2, within two weeks after completion of Step 2, the student should proceed to Step 3.
Meet with the Division Dean*.  Date of meeting: ________________
Decision and rationale: ____________________________________________
________________________________________________________________________

Last Updated: June 2019
* Certain college programs have coordinators (e.g. in Health Science programs). If the instructor is also the Coordinator move to the next step. If the program has no coordinator, move to the next step.

**STEP 4:** If the issue is not resolved at Step 3, within two weeks after completion of Step 3, then the student should proceed to Step 4.

Meet with the Dean of Elizabeth Campus. The recommendation of the Dean of Elizabeth is final.

Send a copy of this form along with copies of all supporting documentation to the Office of the Dean of Elizabeth Campus.

Recommendation of the Dean of Elizabeth

___________________________________________________________________________________
___________________________________________________________________________________

The Dean of Elizabeth sends this document to the Vice President of Academic Affairs for final signature. The document is then returned to the Dean of Elizabeth for a letter to be sent to the student confirming the result of the appeal.

___________________________________________________     _______________________
Dean of Elizabeth Campus         Date

___________________________________________________     _______________________
Vice President Academic Affairs       Date

Letter of notification to student:   _______________________
Date

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

Revised 10.3.17
Appendix B
Code of Ethics for EMS Practitioners
http://www.naemt.org/about-ems/emt-oath

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, 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 emergency medical care.
• 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 well being.
• 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 an EMS 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 practice of EMS.
• To be aware of and participate in matters of legislation and regulation affecting EMS.
• To work cooperatively with EMS associates and other allied 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.

STUDENT HANDBOOK WAIVER

Emergency Health Science-Paramedic Program

I hereby certify that I have read and understood the contents of each page of the *Emergency Health Science – Paramedic Program 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 Health Science – Paramedic Program and the contents of the *Emergency Health Science – Paramedic Program Handbook* have been fully explained to my satisfaction.

NAME_________________________________________________________________________________

Last    First    M.I.

SIGNATURE____________________________________________________________________________

DATE________________________________________________________________________________
Division of Allied Sciences

Fitness for Duty Contract

Emergency Health Science-Paramedic Program

The Union County College Emergency Health Science – Paramedic Program has a Fitness for Duty Policy. 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 Emergency Health Science – Paramedic Program.

NAME________________________________________________________________________________

Last    First    M.I.

SIGNATURE____________________________________________________________________________

DATE________________________________________________________________________________
Division of Allied Sciences

Examination Confidentiality

Emergency Health Science-Paramedic Program

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

NAME_________________________________________________________________________________

SIGNATURE____________________________________________________________________________

DATE________________________________________________________________________________