



**NORTHEAST**  

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**COMMUNITY COLLEGE**

**Northeast Community College  
Paramedic Program**

**Paramedic Education Program  
Student Guidelines  
2024-2025**

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## DIRECTOR'S WELCOME

On behalf of the faculty and staff, I would like to take this opportunity to welcome you to the Paramedic program. Thank you for choosing Northeast Community College. We are looking forward to helping you develop the skills necessary to become a successful Paramedic.

This handbook is provided to clarify the expectations, guidelines, and procedures of the program. I encourage you to read it entirely to ensure that you are well prepared for the challenges and rewards of Paramedic program. Please let me know if you have any questions. We look forward to being part of your career journey.

Warm regards,

*Carol Rodenberg, RN, CFRN*  
Director of EMS/Paramedic Program

## NORTHEAST ADMINISTRATIVE & PARAMEDIC PROGRAM DIRECTORY

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Norfolk, NE 68702-0469  
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Toll Free: 1-800-348-9033

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## **PARAMEDIC STUDENT GUIDELINE DISCLAIMER**

The Northeast Community College (Northeast) Paramedic program reserves the right to make any revisions, deletions, or additions to the guidelines or procedures which, in the opinion of the faculty and/or Northeast, serve in the best interest of the program and its students. If changes from these policies and procedures are necessary, those changes will be noted in class syllabi which supersede this handbook or in notification by email or in writing. You should consult with the program staff if you have any questions. In no way do these "Student Guidelines" constitute a contractual agreement. Students in the paramedic program are bound to all Northeast student policies, procedures, and the Northeast Student Code of Conduct. The Student Code of Conduct is located on the [Student Handbook webpage](https://northeast.edu/student-handbook), <https://northeast.edu/student-handbook>, under Academic Resources. A full list of Northeast policies and procedures can be found at <https://northeast.edu/about-us/policies>.

## **PROGRAM MISSION**

To prepare competent entry-level Paramedics to serve the area of Northeast Nebraska served by the College. The program is dedicated to the student's success and to provide this region with high-quality, economically affordable and compassionate Advanced Life Support Providers. Through these efforts the Paramedic Program will increase the access rural northeast Nebraska has to Pre-Hospital Advanced Life Support. This program meets the standards set forth by the Nebraska Department of Health and Human Services, National Registry of Emergency Medical Technician, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

## **PROGRAM GOAL**

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

## **PROGRAM ACCREDITATION**

The Northeast Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education  
Programs 9355 - 113th St. N, #7709  
Seminole, FL 33775  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

8301 Lakeview Parkway,  
Suite 111-312  
Rowlett TX 75088  
(214) 703-8445  
FAX (214) 703-8992

## **COLLEGE MISSION**

Northeast Community College is dedicated to the success of students and the region it serves.

## **COLLEGE VISION**

Empower every person in our region to achieve their academic and workforce development goals.

## **ENTRANCE REQUIREMENTS**

The program requires reasonable expectations of the Paramedic student to ensure competency and safety in performing commonly used paramedic functions in all EMS settings. In order to complete the program, the student must be able to meet the minimal requirements recognized by the Commission on Accreditation of Allied Health Education Programs.

Northeast Community College complies with the requirements of the Americans with Disabilities Act (ADA) and will make reasonable accommodations for an applicant with a disability who is otherwise qualified. Applicants must be able to perform the essential functions, as noted on page 9-10 of this Handbook, in order to be successful in the Paramedic program.

To be eligible for program accommodation, students must self-identify to the Disability Services Office (DS), who will determine eligibility for services. Once eligibility for accommodations are determined by DS, it is the students' responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty RESERVES the right to withdraw the student from clinical courses.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities.

It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone (402) 844-7046; email: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu), or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

1. You must be 18 years of age and provide a copy of a Government Issue form of identity.
2. Copy of current of American Heart Association BLS for Healthcare Providers or approved equivalent which includes didactic and psychomotor training and testing.
3. Current EMT or higher National Registry certification or State Licensure

4. Background Check
5. Current personal health insurance is strongly encouraged.
6. Proof of health physical and required immunizations.

The above information is required to be submitted no later than 15-days after the first day of class. Students who have failed to do so will be addressed on a case-by-case basis.

## **PROGRAM DESCRIPTION**

The program will be organized to provide the student with knowledge of the acute, critical changes in physiology, psychological, and clinical symptoms as they pertain to the prehospital emergency care of the infant, child, adolescent, adult, and geriatric patient. Students shall have an opportunity to acquire clinical experience and practice skills related to the emergency medical care of these patients. In addition, students will understand the ethical and legal responsibilities that they assume as students and which they are being prepared to assume as graduates.

The educational program will be designed to provide the knowledge and skills that will result in the professional growth of the paramedic. Three (3) components of the paramedic education program will include: didactic instruction, clinical practicum, and supervised field internship in an advanced life support unit approved by the program. Each component is defined as follows:

- Didactic – lectures, discussions, demonstrations, and laboratory skills practice in the classroom presented by experienced and competent medical professionals.
- Clinical Practicum – learning experiences which provide an opportunity for inquiry, experimentation, and collaboration as well as practice of a variety of behaviors, skills, and extension of attitudes and feelings. Supervised clinicals may be performed in such areas as the Emergency Department, Critical Care Unit, Labor & Delivery, Surgery, and other settings as appropriate.
- Field Internship – a period of supervised experience on an emergency response unit that must be approved by the Northeast Community College Emergency Medical Services and Paramedic Program and be licensed/recognized to provide advanced life support by the appropriate jurisdictional authority. Students must be under the direct supervision of an approved paramedic preceptor at all times.

Course design is based on the National Highway Traffic Safety Administration, the National EMS Education Standards, and Paramedic Instructional Guidelines. This curriculum consists of instruction in the core content to include: Introduction to Advanced Prehospital Care; Patient Assessment; Trauma Emergencies; Medical Emergencies; and Special Considerations/Operations. Successful completion of this course meets eligibility requirements for testing and certification procedures as established by the Nebraska Department of Health and Human Services. Additionally, successful completion meets eligibility requirements for testing and registration procedures established by the National Registry of Emergency Medical Technicians (NREMT).

# PROGRAMS OF STUDY

## Required Program of Study for Associate of Applied Science (2 years)

### FRESHMAN YEAR

First Semester	
Course	Credits
EMTL 2641 Paramedic I.....	5
EMTL 2651 Paramedic Clinical Practicum I.....	1.5
EMTL 2661 Paramedic Field Practicum I.....	1
EMTL 2760 Paramedic Lab I.....	1
Mathematics*.....	3
HLTH 1060 Comprehensive Medical Terminology.....	3
	14.5

Second Semester	
Course	Credits
EMTL 2642 Paramedic II.....	5
EMTL 2652 Paramedic Clinical Practicum II.....	1.5
EMTL 2662 Paramedic Field Practicum II.....	1
EMTL 2761 Paramedic Lab II.....	1
BSAD 1000 Human Relations and Ethics.....	3
BSAD/ECON 1040 Personal Finance.....	3
	14.5

### SOPHOMORE YEAR

First Semester	
Course	Credits
EMTL 2643 Paramedic III.....	5
EMTL 2653 Paramedic Clinical Practicum III.....	2
EMTL 2663 Paramedic Field Practicum III.....	1
EMTL 2860 Paramedic Lab III.....	1
Communication*.....	3
	12

Second Semester	
Course	Credits
EMTL 2644 Paramedic IV.....	5
EMTL 2654 Paramedic Clinical Practicum IV.....	2
EMTL 2664 Paramedic Field Practicum IV.....	1
EMTL 2861 Paramedic Lab IV.....	1
Science or Technology*.....	6
	15

Summer Session I and II	
Course	Credits
EMTL 2852 Paramedic Field Internship.....	4.25
EMTL 1870 Prehospital Trauma Life Support.....	1
EMTL 1880 Advanced Medical Life Support.....	1
	6.25

**Total Credit Hours** 62.25

\*See general education requirements for associate of applied science degree.

## Required Program of Study for Diploma (1 year)

### FALL SEMESTER – FIRST 8 WEEKS

Course	Credits
EMTL 2641 Paramedic I.....	5.0
EMTL 2651 Paramedic Clinical Practicum I.....	1.5
EMTL 2661 Paramedic Field Practicum I.....	1.0
MATH* (16 weeks).....	3.0

### FALL SEMESTER – SECOND 8 WEEKS

Course	Credits
EMTL 2642 Paramedic II.....	5.0
EMTL 2652 Paramedic Clinical Practicum II.....	1.5
EMTL 2662 Paramedic Field Practicum II.....	1.0
	18.0

### SPRING SEMESTER – FIRST 8 WEEKS

Course	Credits
EMTL 2643 Paramedic III.....	5.0
EMTL 2653 Paramedic Clinical Practicum III.....	2.0
EMTL 2663 Paramedic Field Practicum III.....	1.0
COMMUNICATION* (16 weeks).....	3.0-6.0

### SPRING SEMESTER – SECOND 8 WEEKS

Course	Credits
EMTL 2644 Paramedic IV.....	5.0
EMTL 2654 Paramedic Clinical Practicum IV.....	2.0
EMTL 2664 Paramedic Field Practicum IV.....	1.0
	19.0

### SUMMER SESSION I AND II

Course	Credits
EMTL 2852 Paramedic Field Internship.....	4.25
EMTL 1870 Prehospital Trauma Life Support.....	1.0
EMTL 1880 Advanced Medical Life Support.....	1.0

**Total Credit Hours** 43.25 – 46.25



## COURSE DESCRIPTIONS

### **EMTL 2641 Paramedic I 5 credits**

Upon completion of this course the student will be able to integrate a comprehensive knowledge of the EMS System, safety/well-being of the paramedic, and medical/legal and ethical issues which are intended to improve the health of EMS personnel, patients and the community. The student will be able to integrate knowledge of human anatomy, physiology, pathophysiology and life span development in a variety of human systems. The student will learn to take a proper history, perform advanced physical assessments and communicate those findings. The student will then begin to formulate a field impression and begin to develop a treatment plan. The student will also begin to learn advanced airway management techniques while focusing on respiratory emergencies. Student must have current national registry EMT certification or EMT state license and admission into the paramedic program. Corequisite: EMTL2651 AND EMTL2661 (45/60/0/0)

### **EMTL 2642 Paramedic II 5 credits**

Upon completion of this course the paramedic student will be able to identify cardiac rhythms and arrhythmias, obtain and interpret 12-lead EKGs. The student will integrate comprehensive knowledge of causes and pathophysiology into the management of adult and pediatric cardiac arrest and pre-arrest states. PALS and ACLS certification are a part of this course. The student will also formulate a field impression and implement treatment for both obstetric and neonatal patients including neonatal resuscitation. Prerequisite: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisite: EMTL2652 AND EMTL2662 (45/60/0/0)

### **EMTL 2643 Paramedic III 5 credits**

Upon completion of this course the paramedic student will be able to formulate a field impression and implement a treatment plan including pharmacology interventions, EKG interpretation and airway interventions as appropriate for medical diseases involving neurology, cardiac, respiratory, endocrine, abdominal, gynecology, immunology, hematology, behavioral, toxicology, renal and infectious organisms. This course also will begin to discuss the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. This course will also discuss traumatic injuries related to soft tissue, burns and injuries of the face, neck, head and spine. Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. Prerequisite: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisite: EMTL2653 AND EMTL2663 (45/60/0/0)

### **EMTL 2644 Paramedic IV 5 credits**

Upon completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the patient with traumatic or environmental injuries. Principles in ambulance operations, extrication, hazardous material management, crime scene, terrorism and mass casualty response will also be discussed. The student will also understand how to adjust their assessment and care for special needs patients with medical or traumatic emergencies. The student will utilize critical thinking skills and their knowledge of pathophysiology to assess, formulate an impression, prioritize and implement treatment plans for patients with multiple problems. Students rotate through a variety of increasingly complicated patient scenarios designed to help them better prepare for the patient at the paramedic skill level. Prerequisite: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisite: EMTL2654 AND EMTL2664 (45/60/0/0)

### **EMTL 2651 Paramedic Clinical Practicum I 1.5 credits**

This course supports the didactic components of Paramedic I. Students rotate through a variety of clinical settings including but not limited to emergency departments, operating rooms, respiratory therapy and critical care units. There is an emphasis on gaining an understanding of the hospital and how paramedics from pre-hospital services or transfer services interact with this environment. There is also an emphasis on developing skills including patient assessment, advanced airway management, intravenous cannulation and medication administration via multiple routes and more. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Corequisite: EMTL2641 AND EMTL2661 (0/0/67.5/0)

### **EMTL 2652 Paramedic Clinical Practicum II 1.5 credits**

Rotations through clinical settings continues with exposure to more advanced care situations assisting the student with broad exposure to understanding of the total operation of the clinical setting and their assistive role as an emergency provider. An emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, and intravenous cannulation is practiced at a level of advanced competence above the initial Clinical Practicum I experience. The student may also begin to utilize cardiac monitoring, 12 lead acquisition, ACLS, PALS skills. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisite: EMTL2642 AND EMTL2662 (0/0/67.5/0)

### **EMTL 2653 Paramedic Clinical Practicum III 2 credits**

Rotations through clinical settings continues with exposure to advanced care situations assisting the student with broad exposure to understanding of the total operation of the clinical setting and their role as an emergency provider. An emphasis on skills including patient assessment, airway management, endotracheal intubation, medication administration, intravenous cannulation, cardiac monitoring, 12 lead acquisition, ACLS, PALS is practiced at a level of advanced competence above the initial Clinical Practicum I and II experience. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisite: EMTL2643 AND EMTL2663 (0/0/90/0)

### **EMTL 2654 Paramedic Clinical Practicum IV 2 credits**

Students rotate through a variety of clinical settings including, emergency departments, Rotations through clinical settings continues with exposure to more advanced care situations assisting the student with complete understanding of the total operation of the clinical setting and their assistive role as an emergency provider. An advanced skill level emphasis on demonstration of skills including patient assessment, airway management, endotracheal intubation, medication administration, and intravenous cannulation is practiced at a level of advanced competence above the initial Clinical Practicum III experience. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisite: EMTL2644 AND EMTL2664 (0/0/90/0)



**EMTL 2661 Paramedic Field Practicum I 1 credit**

This practicum is the first in a series of five progressive practicum experiences. Each practicum session builds on the knowledge gained in previous classroom and lab sessions. Field practicum experiences will consist of ride a long for medical assistance with an ambulance service, as an observer. As the student progresses through the semester the student will start to move from observer to paramedic trainee role. During classroom and lab sessions the student will be introduced to various Advanced Life Support (ALS) skills. As the student shows satisfactory understanding of an ALS skill they will be allowed to start to perform the skill in the field. The student will be expected to build and develop knowledge of people/patient care skills such as interacting with patients and family members, working as a team member on an ambulance, and working with other various medical personnel in the treatment of patients. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Corequisite: EMTL2641 AND EMTL2651 (0/0/45/0)

**EMTL 2662 Paramedic Field Practicum II 1 credit**

This practicum is the second in a series of five progressive practicum experiences. Each practicum session builds on the knowledge gained in previous classroom sessions. The 8 weeks of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point. The student will be able to complete the skills performed initially in Practicum I and the student will move from observer to trainee level for all Practicum I skills. The student should be able to perform these skills with very little prompting by preceptors. During classroom sessions the student will be introduced to additional Advanced Life Support (ALS) skills including Cardiac Monitoring, ACLS, PALS and 12-Lead EKG Interpretation. As the student shows satisfactory understanding of an ALS skill they will be allowed to start to perform these skills in the field. The student will be expected continue to build and develop knowledge of people/patient care skills such as interacting with patients and family members, working as a team member on an ambulance, and working with other various medical personnel in the treatment of patients. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2641 AND EMTL 2651 AND EMTL 2661 Corequisite: EMTL2642 AND EMTL2652 (0/0/45/0)

**EMTL 2663 Paramedic Field Practicum III 1 credit**

Practicum III builds on the knowledge and experience that the student gained in Field Practicum II. This 8-week session of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point. The student will be able to complete the skills performed initially in Practicum I at the team member level. The student will be able to perform these skills with very little to no prompting by preceptors. Skills the student initially performed in Practicum II have moved the student completely out of the observer role and into the trainee role. In the trainee role the student will be completing ALS skills and continue to receive advice and direction on a regular basis from a preceptor. During this cumulative practicum the student refines developed patient and people skills to demonstrate professionalism as a paramedic. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2642 AND EMTL 2652 AND EMTL 2662 Corequisite: EMTL2643 AND EMTL2653 (0/0/45/0)

**EMTL 2664 Paramedic Field Practicum IV 1 credit**

Practicum IV builds on the knowledge and experience that the student gained in Field Practicum III. This final semester of instruction in the classroom will tie all previous teaching of skills together for advanced knowledge and mastery of the information learned to this point in the field. The student will be able to complete the skills performed initially in Practicum I at the team member level. The student will be able to perform these skills with very little to no prompting by preceptors. Skills the student initially performed in Practicum II & III have moved the student completely out of the observer role and into the trainee role. At the conclusion of this practicum the student should be able to perform all skills at a team member role. During this cumulative practicum the student refines developed patient and people skills to demonstrate professionalism as a paramedic. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2643 AND EMTL 2653 AND EMTL 2663 Corequisite: EMTL2644 AND EMTL2654 (0/0/45/0)

**EMTL 2760 Paramedic Lab I 1 credit**

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition at a beginning knowledge level. Corequisite: EMTL2641 AND EMTL2651 AND EMTL2661 (0/30/0/0)

**EMTL 2761 Paramedic Lab II 1 credit**

Students rotate through a variety of scenarios designed to help them better prepare for care of the patient at the paramedic skill level. Stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients demonstrating competence of lab I knowledge level. Prerequisite: EMTL 2760 Corequisite: EMTL2642 AND EMTL2652 AND EMTL2662 (0/30/0/0)

**EMTL 2860 Paramedic Lab III 1 credit**

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition demonstrating competence of lab II knowledge level mastery. Prerequisite: EMTL 2761 Corequisite: EMTL2643 AND EMTL2653 AND EMTL2663 (0/30/0/0)

**EMTL 2861 Paramedic Lab IV 1 credit**

Students rotate through a variety of scenarios designed to help them better prepare for the patient at the paramedic skill level. The stations will include, but not be limited to, advanced airway, controlling bleeding wounds and shock, IV cannulation, securing patients to a long board, splinting, and cardiac rhythm recognition demonstrating competence of lab III knowledge level mastery. Prerequisite: EMTL 2860 Corequisite: EMTL2644 AND EMTL2654 AND EMTL2664 (0/30/0/0)

**EMTL 2852 Paramedic Field Internship 4.25 credits**  
The capstone field internship is designed to give the paramedic student an opportunity to apply the skills and knowledge from previous didactic and classroom trainings in the field. Student mastery and competency will be demonstrated and evaluated through a series of thorough patient assessments, formulation of proper treatment plans for each situation encountered, and administration of patient care under the preceptor's guidance at the Advanced Life Support skill level. The student must have a current American Heart Association Basic Life Support CPR card or equivalent. Prerequisite: EMTL 2644 AND EMTL 2654 AND EMTL 2664 (0/0/192/0)

**EMTL 1870 Pre-hospital Trauma Life Support 1 credit**  
This course includes certification in Pre-hospital Trauma Life Support and covers techniques of rapid patient assessment, airway management, shock recognition and management, spinal immobilization, stabilization of fractures, kinematics, rapid extrication, geriatric trauma, pediatric trauma, thoracic and abdominal trauma, soft tissue trauma, trauma with pregnancy patients, burns, crime scenes and air medical transport. PHTLS is a continuing education course that is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). A NAEMT certification card is provided upon successful completion. Prerequisite: License or certification in one of the following fields: EMT, paramedic, nurse, physician assistant, nurse practitioner or physician. (15/0/0/0)

**EMTL 1880 Advanced Medical Life Support 1 credit**  
Advanced Medical Life Support (AMLS) is the gold standard of education for emergency medical assessment and treatment. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. The course offers an initial assessment-based approach that progresses to a diagnostic-based approach to quickly develop the best treatment plan. Students learn to recognize and manage common medical crises through realistic case-based scenarios that challenge students to apply their knowledge to highly critical patients. The course emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies, and physical examination to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. AMLS is a continuing education course that is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). A NAEMT certification card is provided upon successful completion. Prerequisite: License or certification in one of the following fields: EMT, paramedic, nurse, physician assistant, nurse practitioner or physician. (15/0/0/0)

## CHANGE OF PERSONAL INFORMATION

Northeast must maintain current personal information on all students to effectively communicate and coordinate the day-to-day aspects of the course. In addition to updating your profile on the college website in My Northeast, the paramedic program office must receive written notification within five (5) days of any change in the following information:

- Name
- Address
- Telephone number
- EMT certification/licensure/registration status\*
- CPR for Healthcare Providers Status\*
- E-mail address

\* NOTE: Students must maintain current EMT license/certification and BLS for Healthcare Providers Certification or approved equivalent throughout the entire paramedic education program. It is the student's responsibility to ensure this is done. Failure to maintain current status of your EMT and/or CPR will result in immediate removal from all clinical and field sites until such time documentation of currency is provided to the program. Failure to maintain EMT or CPR certification may also lead to removal of the student from the program.

## DESCRIPTION OF THE PARAMEDIC PROFESSION

The following is the Description of the Profession for the Paramedic. This description of the profession provides the philosophy and rationale behind the education program that you are about to begin.

- Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing



medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

- Paramedics possess the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.
- Paramedics strive to maintain high-quality, reasonable-cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider.
- Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

## **FUNCTIONAL JOB ANALYSIS – PHYSICAL DEMANDS**

Aptitudes for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because of uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

The Paramedic's job involves very heavy lifting (50 pounds frequently, no maximum) and involves climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, and seeing on a frequent basis.

The inability to meet the physical rigors as described above, as well as other job-related functions, may affect your ability to meet employer required job descriptions.

If you would like a complete copy of the "Paramedic: Functional Job Analysis", contained in the United States Department of Transportation, National Highway Traffic Safety Administration web site, please go to the following web address:

[http://www.nhtsa.gov/people/injury/ems/EMT-P/disk\\_1%5B1%5D/Intro-C.pdf](http://www.nhtsa.gov/people/injury/ems/EMT-P/disk_1%5B1%5D/Intro-C.pdf)

## **OCCUPATIONAL RICKS**

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following:

1. Violence/assaults
2. Verbal threats/aggression

3. Motor vehicle crashes
4. Infectious disease
5. Lifting injuries
6. Sprains and strains
7. Psychological trauma
8. Hazardous chemical exposure
9. Hyper/hypothermia

## NORTHEAST PARAMEDIC PROGRAM PHYSICAL DEMANDS

ACTIVITY		KEY		Weight/Force	N	O	F	A
<b>Position:</b> (percentage of time)		<b>N</b>	Never	Lifting				X
Standing	60%	<b>O</b>	Occasionally	Transporting				X
Walking	20%	<b>F</b>	Frequently	Pushing				X
Sitting	20%	<b>A</b>	Always	Pulling				X
<b>Strength Level:</b> (in pounds)	50 lbs							
<b>Controls:</b> (type of use)								
Hand-arm								
Foot-leg								

	N	O	F	A
Climbing			X	
Balancing			X	
Stooping			X	
Kneeling			X	
Crouching			X	
Reaching			X	
Handling			X	
Fingering			X	
Feeling			X	
Talking			X	
Hearing			X	
Tasting/Smelling			X	
Near Acuity			X	
Far Acuity			X	
Depth Perception			X	
Accommodation			X	
Field of Vision			X	

Environmental Conditions	N	O	F	A
Exposure to weather			X	
Extreme cold			X	
Extreme heat			X	
Wet and/or humidity			X	
Noise intensity level			X	
Vibration			X	
Atmospheric conditions			X	
Moving mechanical parts			X	
Electrical shock			X	
High, exposed places			X	
Radiation			X	
Explosives			X	
Toxic/caustic chemicals			X	
Other environmental concerns:				

Other requirements:	Protective clothing or personal devices:
BLS CPR Card	Stethoscope
Criminal Background Check	Paramedic shirt
Require Immunizations	Navy Paramedic pants
	Black boots

## PARAMEDIC STUDENT SUCCESS PLAN

**Goal:** Successfully meet course requirements to attain your goal as a licensed paramedic.

### Success Plan Components:

1. Carefully review all written and electronic material pertaining to your role as a student in the Northeast Paramedic program, including the Northeast Community College Catalog and student handbooks, which contain important information regarding fees and deadlines. Clarify dates, policies, or other content you do not understand with your advisor or your faculty member.
2. Maintain personal file copies of all forms submitted to the school and/or the College related to application, health, BLS certification, change of status, employment opportunities, and filing for National Registry Exam.
3. Arrange your out of class schedule to allow for 3 hours of study for every credit taken, each week (ex: if you are taking 15 credits, you will need to plan 45 hours of study time each week).
4. Have a designated study area, free of distractions.
5. Complete required reading before class and write down questions that arise as you read; bring the questions to class for discussion/clarification.
6. Studying before each class, making reading notes, taking lecture notes, and supplementing those notes after class are key strategies in helping you succeed.
7. Relax and get a good night's rest before any examination.
8. Actively participate in class activities.
9. Start or join a study group; the more diverse your group is the better. Keep the group on track – avoid too much social chit-chat.
10. Utilize your resources! Limmer - Paramedic Review, electronic resources with your textbooks.
11. Take seriously the opportunities provided by your faculty for review and discussion, as well as standardized test taking. All scores from your module and final exams are provided from standardized tests and provide data about your performance against a national peer group. They also give you an indication of areas to review and of your potential for success on the licensure examination.
12. Take care of yourself, including learning to say no to non-essential events which can drain your inner resources.
13. Limit work hours to weekends or school breaks.
14. Keep your goal in mind and perhaps written on your mirror at home, in the car, or somewhere else handy. Keep in mind why you chose paramedicine. Remember your efforts will be worth it if you keep the reason you chose this profession in mind!
15. At any point within the course, a student is experiencing academic difficulty, make an appointment with the faculty member to discuss study habits, learning style, and other suggestions to prepare for the remainder of the semester. Faculty members at Northeast wish you to succeed and will make worthwhile recommendations.

16. If a personal or family crisis occurs during the term, recognize that it may affect you for the remainder of the term. Consider various options after discussing the issue with your faculty member or academic advisor. (You do not have to share specifics if they are of a private nature).
17. Be aware that courses in the paramedic curriculum as well as other academic subjects require study before class. Highlighting only identifies important subject matter. Learning occurs when you think about the content, put it in your own words and relate the new knowledge to previous knowledge.
18. Store copies of electronic files in various locations, such as one on your computer and a backup on your flash drive, in case one fails.
19. Put your name in all books, notebooks, binders, media storage devices, etc. so they can be returned to you if you misplace them.

## **STUDENT CODE OF CONDUCT**

Northeast Community College Paramedic Program students are subject to all sections of the Northeast Student Code of Conduct and the Paramedic Program Handbook. The Student Code of Conduct is located on the [Student Handbook webpage](https://northeast.edu/student-handbook), <https://northeast.edu/student-handbook>, under Academic Resources.

## **CONDUCT**

Northeast Paramedic Program expects its students to conduct themselves in a professional manner at all times. This implies thoughtful consideration of college clinical site, and field site property; as well as all staff, other emergency personnel, bystanders, and patients. Patient confidentiality must be respected at all times. Nothing seen or heard in any patient care area is to be discussed in any context other than an educational manner with other health care professionals directly involved with the patient, or in the classroom with program staff present. ANY BREACH of patient confidentiality is grounds for immediate dismissal from the program.

The following are some examples of conduct that are prohibited and may be subject to disciplinary action up to and including review for immediate dismissal from the program:

1. Academic dishonesty.
2. Any suspicion of alcohol intoxication or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs on college or clinical/field site property.
3. The use of profanity or abusive language, including inappropriate radio communication.
4. The possession of firearms on college or clinical/field site property.
5. Fighting or assault of a fellow student, employee, patient, or customer of the College or any of its affiliates.
6. Theft, destruction, defacement, or misuse of college or clinical/field site property or any employee's property.

7. Failure to wear assigned safety equipment (i.e., PPE, gloves, goggles) or failure to abide by safety rules.
8. Engaging in any form of harassment.
9. Any other behavior that interferes with the operation of the program.
10. **Smoking/Tobacco Use** – As of August 1, 2014 the use of tobacco and/or tobacco substitutes is not permitted on any college-owned property, in buildings, vehicles, during classes, athletic events, or at any college-sponsored activities. This includes, but is not limited to, cigarettes, cigars, smokeless tobacco, and electronic smoking devices.
  - a. Tobacco products including but not limited to, will be cigarettes, cigars, smokeless tobacco, and electronic smoking devices carried in a visible manner during field/clinical hours.
  - b. A student's body, breath or clothing must not smell of tobacco products while in the clinical/field area.
11. Children are not allowed in classrooms, laboratories or clinical/field settings.

## ATTENDANCE

Success in the paramedic education program will, in large part, be based on your commitment to attend all didactic, clinical/field sessions. Attendance throughout all phases of the program is considered **mandatory** and is the responsibility of the student to ensure they are present. Punctuality is also important to the entire educational process. Classes and other sessions will begin promptly at the specified time. Tardiness is a disruption to the others involved in the planned activity and is inconsiderate to the instructor, preceptor, and your fellow students. Course syllabi will outline specific attendance policies.

### Excused tardy

1. Students must call or text their instructor if they know they are going to be late for class. However, this should not become a habit. Therefore, no more than three excused tardies will be allowed per semester.
2. The first excused tardy will result in a conversation between the student and course instructor.
3. A second excused tardy will result in an advising session between the student and the class instructor. They will review the situation and a "Contract for Academic/Behavioral Success" form (Appendix B) will be completed in an attempt to avoid a third excused tardy.
4. If a third excused tardy occurs, the student will be placed on behavioral probation.
5. If a student has more than three excused tardies, it will result in the student meeting with the Re-entry Committee to determine if they are allowed to progress in the program.

### Unexcused tardy (move below Excused Tardy)

If a student is less than 15 minutes late for class, and does not contact the instructor, this will result in an unexcused tardy. If a quiz or exam is given during the unexcused tardy, the student will receive a "0" grade and not have the opportunity to make it up.

1. One unexcused tardy will result in an advising session between the student and the class instructor. They will review the situation and a "Contract for Academic/Behavioral



Success” form (Appendix B) will be completed in an attempt to avoid a second unexcused tardy.

2. A second unexcused tardy will result in the student being placed on behavioral probation.
3. If the student acquires a third unexcused tardy, they must meet with the Re-entry Committee to determine if they are allowed to progress in the program.

### **Unexcused absence**

The Paramedic program is preparing students to enter a professional career. Therefore, unexcused absences will not be tolerated. If a quiz or exam is given during the unexcused absence, the student will receive a “0” grade and not have the opportunity to make it up.

### **An unexcused absence may include:**

- Being tardy by 15 minutes or more.
  - Not notifying the appropriate instructor prior to the beginning of class.
1. One unexcused absence will result in an advising session between the student and the class instructor. They will review the situation and a “Contract for Academic/Behavioral Success” form (Appendix B) will be completed in an attempt to avoid a second unexcused absence.
  2. A second unexcused absence will result in the student being placed on behavioral probation.
  3. If the student acquires a third unexcused absence, they must meet with the Re-entry Committee to determine if they are allowed to progress in the program.

### **Return to program after injury or extended illness**

- During the clinical affiliations, the student is required to share all health/illness information with the clinical instructor and the program director that may influence the student’s ability and/or patient safety.
- If a student is absent for three or more consecutive days due to illness, they must provide a written statement from a physician that they are capable of returning to the classroom/clinic.
- If a student sustains an injury that may affect their performance in the classroom/clinic, they must provide a written statement from a physician that they are capable of participating in the classroom/clinic.

## **CLASS CANCELLATION/ADVERSE WEATHER**

When weather or other conditions necessitate the cancellation or postponement of daytime classes and services provided by Northeast Community College, a decision will be made before 6:00 a.m. If evening classes must be canceled, a decision will be made and announced by 3:00 p.m. For cancellation or postponement announcements, students may call (402) 371-2020 or (800) 348-9033, visit northeast.edu, KHWK cable TV, or listen to the following radio and television stations: **AINSWORTH KBRB, 92.7 FM KBRB, 1400 AM COLUMBUS KKOT, 93.5 FM KZ100, 100.3 FM NORFOLK KEXL, 106.7 FM KNEB, 94.7 FM KUSO, 92.7 FM WJAG, 780 AM O’NEILL KBRX, 102.9 FM KBRX, 1350 AM KPNO, 90.9 FM ORD KNLV, 103.9 FM KNLV 1060 AM TELEVISION STATIONS KTIV, Channel 4 KCAU, Channel 9 KMEG, Channel 7 KPTH, Fox 44 KHWK, Cable ONE Channel 15.** If Northeast classes are held at an area high school and the school closes due to bad weather, Northeast classes held at that site are also

anceled. The College Center and Northeast Extended Campuses will close or cancel classes based on weather conditions at their locations.

Students are also highly encouraged to sign up for the Northeast Campus Alert system. Directions on how to sign up for the system may be found at: <http://www.northeast.edu/campus-alert/>.

Should the Program Director or instructor find it necessary to cancel class as scheduled for other unforeseen situations, you will be contacted by the EMS Program Office at the phone number on record that you provide to us. Multiple numbers and pagers will not be allowed.

Even though the college may physically close due to weather your instructor will determine if class may meet via Zoom as an alternative.

## COMMUNICATION

Students are invited to communicate openly with the faculty and administration of the Paramedic program.

### Professional Communication and Behavior

- Professional communication and behavior are expected for all interactions while a student is enrolled in the paramedic program. This courtesy is to be extended to peers, instructors, and other members of our college community.
- In the event you have a disagreement or grievance with anyone in the program or college community, it is expected you begin communicating with the person themselves, conducting the interaction (verbal, nonverbal, or via technology) in a professional manner.

### Email

- Faculty and the program director utilize email to relay important information. Please check your email daily. When emailing a peer or instructor please be professional, courteous, and use proper grammar.

### Faculty Contact

- Each faculty member will inform students of his/her preferred method of contact. See course syllabus for contact (phone and email) information.



## CLASSROOM/FACILITY GUIDELINES

**Food/Beverages:** Drinking (non-alcoholic beverages) in the classroom is allowed when doing so does not interfere with a classroom environment conducive to learning. Food is not allowed in the classroom except during breaks. Food and beverages are not allowed in computer labs or Simulation Labs at any time or the Immersion Simulation Room. Students are responsible for maintaining the classroom environment by cleaning up after themselves. During practical sessions, food and/or drink are not appropriate. In the event the classroom is not being kept clean relating to food/drink, program faculty/staff reserve the right to prohibit such at any time and without prior notice.

**Dress Code:** Students in the program will be required to dress in the Northeast Paramedic polo shirt, blue or black uniform pants, black socks, black shoes and black belt.

## Technology

**Cell Phones:** No cell phone calls, or text messages are allowed during lecture or laboratory, clinical or field time. If the student anticipates cell phone usage during lecture or lab, it must be approved by the instructor prior to the beginning of class. If this policy is not followed the instructor may remove cell phones and electronic devices for the duration of a class period and this will affect the student's grade. Cell phones and other electronic devices including Apple Watches must be off and in the possession of the instructor during any written or skill exam and other times at the discretion of the instructor in an effort to prevent disruptions during class.

**Telephone:** Office telephones are intended for faculty and staff use.

**Social media:** The use of social networking websites such as Facebook, Twitter, Instagram, etc., are not to be used in a way that may be disruptive, offensive to others, harmful to morale, or potentially damaging to the college or the Paramedic program. The intentional use of the internet and the reference of social networking sites are not to be used to access, transmit, post, or process obscene or offensive material, inappropriate text, or files dangerous to the integrity of the college/program. When in doubt, please contact the Paramedic program faculty. Asking questions and using common sense will help minimize potential problems associated with this technology. We are all responsible for representing the college and Paramedic program in the best light. Faculty may require students of the program to grant access to view and follow social network profiles if deemed necessary.

**Audio/video recording:** Prior to audio/video recording of an instructor the student must obtain verbal permission. It is the expectation of the program that no video be uploaded to social media. Audio/video tools are to be utilized for educational purposes only.

**Equipment Policy:** Students will be required, at the end of each lab day, to clean and dress the manikins, restock med boxes, replace and restock airway and trauma bags and reorganize the lab rooms. All broken equipment and restock orders are to be reported to the instructor. This will be checked by the instructor and/or Program Director and will directly influence your grade.

## UNSATISFACTORY CLINICAL/FIELD & CLASSROOM BEHAVIOR PROCEDURE

All students enrolled in the paramedic program must consistently demonstrate professionalism and safe practice throughout the program. Civility and respect for the opinions of others is very important in an academic environment. At times you may not agree with everything which is said or discussed. Courteous professional behavior, responses, and language (no profanity or slang) are expected at all times in the educational environment.

1. Any behavior inconsistent with this expectation will be documented and remain a part of the student's clinical/classroom performance record throughout the paramedic program.
2. Unacceptable behaviors may be classified as unsatisfactory or critically unsatisfactory and will have a point value attached to them. Points are not limited to one course but are considered cumulative in evaluating the student's overall performance for the academic year. All unsatisfactory behaviors will be recorded, kept confidential and be part of the student's paramedic program record.

**Should a student accumulate 3 points, a notification letter will be mailed to the student.**

**An accumulation of 4 points will result in a full review of the student's clinical and classroom performance record by the Paramedic review panel.**

3. Faculty will complete the UNSATISFACTORY CLINICAL & CLASSROOM BEHAVIOR DOCUMENT (UCCBD). The faculty will notify and/or meet with the student regarding point accumulation.
4. The faculty will notify the Program Director of point accumulation on the day of the behavior. The student has the option of submitting a written account of the incident to the Program Director within 3 business days.
  - As a result of the behavior, a Performance Improvement Conference may be initiated. The faculty will determine if an appropriate learning assignment or skills lab referral related to the unsatisfactory behavior needs to be completed by the student. The student may document "no comment" on the form or contract if the occurrence is not contested. This form will be attached to the UCCBD.
5. If initiated, the Review Panel will meet within 5 college days. The Panel consists of a minimum of three individuals including the Paramedic Program Director, one other course faculty designated by the Paramedic Program Director, and a program director within the Health & Wellness Division. If a conflict of interest occurs, the Paramedic Program Director will assign an alternative panel representative. The student may not be able to participate in further clinical/field activities until the Panel has made a recommendation and the Paramedic Program Director has made a final decision. The panel will make one of the following recommendations:
  - a. Remediation-initiation of a performance contract.
  - b. Course failure.
  - c. Dismissal from the paramedic program
- Students have the right to appeal the decision. A dismissal from the program may be appealed within three (3) working days of the decision. Appeals will be heard by the Vice President of Educational Services, 402-844-7114. The decision of the Vice President of Educational Services shall be considered final.
- 6.
7. Any unsatisfactory behavior or critically unsatisfactory behavior at a clinical site will result in student being asked to leave clinical site, and student will not receive credit for time/patient contacts during entire shift, regardless of when the unsatisfactory behavior occurred during shift. If a student should be dismissed from a clinical site three times for unsatisfactory participation, the student will not be allowed to schedule clinical shifts at that site and will be required to use alternate site.

The following behaviors/practices are considered **unsatisfactory**. Each will be assigned one point. Course expectations and student level in the paramedic program are factors in determining unsatisfactory/unsafe behaviors.

Unsatisfactory: Each incident will be assigned 1 point							
Date and Points	Paperwork	Date and Points	Absence and Tardy	Date and Points	Patient Care	Date and Points	Unprofessional Behavior
_____	Failure to complete clinical/classroom assignments, as determined per course instructor and/or syllabus.	_____	Failure to call faculty and/or field/clinical site prior to assigned time of arrival for illness or failing to submit documentation for absence per Attendance Procedure	_____	Inadequate knowledge of treatments, medications, or plan of care.	_____	Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.
_____	Failure to complete &/or submit clinical/field paperwork on time as designated by faculty.	_____	Tardiness: class/exam or clinical/field	_____	Medication error.	_____	Inappropriate use of social media
_____		_____	Unexcused absence (leaving assigned area without proper communication with instructor/staff, class/exam or clinical/field)	_____	Treatment error.	_____	Inappropriate attire.
_____		_____		_____	Error occurring as result of lack of consultation by faculty/staff.	_____	Any behavior deemed unsatisfactory by the clinical/field faculty or course faculty.

## CRITICALLY UNSATISFACTORY BEHAVIORS

The following behaviors are considered critically unsatisfactory and potentially place the client, self or others in immediate danger. An incident involving any of these behaviors will result in consequences from the specific Procedure violated or result in immediate full review from the review panel and MAY result in dismissal from the paramedic program.

**Paramedic CRITICALLY UNSATISFACTORY Behaviors (Place date next to all that apply). This will result in immediate review of the incident. \*Contact Clinical/Field Coordinator and Paramedic Program Director ASAP.**

**Clinical Coordinator – CJ Prewitt via GroupMe app**

**Field Coordinator – Chris Lyon via GroupMe app**

**Program Director – Carol Rodenborg (402) 844-7720 or carolr@northeast.edu**

1. Any potential or actual life-threatening or disabling error or action by the student to client, staff, faculty, or others.
2. Implementing any action that is in direct violation of the course, school, or Agency HIPAA Confidentiality Procedure.
3. Violation of the Personal Conduct Policies: College Code of Conduct and Alcohol and Drug policies.
4. No call, no show (clinical/field)

## PARAMEDIC REVIEW PANEL

If initiated, the Paramedic Review Panel will meet within 5 business days. The Panel consists of a minimum of three individuals including the Paramedic Program Director, one other course faculty designated by the Paramedic Program Director, and a program director within the Health & Wellness Division. If a conflict of interest occurs, the Paramedic Program Director will assign an alternative panel representative. The student may not be able to participate in further clinical/field activities until the Panel has made a

recommendation and the Paramedic Program Director has made a final decision.

The panel will make one of the following recommendations:

1. Remediation-initiation of a performance contract.
2. Course failure.
3. Dismissal from the paramedic program

Students have the right to appeal the decision. A dismissal from the program may be appealed within three (3) working days of the decision. Appeals will be heard by the Vice President of Educational Services, 402-844-7114. The decision of the Vice President of Educational Services shall be considered final.

## **STUDENT COMPLAINTS & GRIEVANCES**

Students are encouraged to address concerns with those directly involved in the issue.

The chain of command within the HIMS Program is as follows:

- 1) Faculty or staff with whom the concern involves.
- 2) Carol Rodenborg, Director of EMS/Paramedic Programs, 402-844-7720 or [carolr@northeast.edu](mailto:carolr@northeast.edu)
- 3) Dr. Jeff Hoffman, Dean of Health and Public Services, 402-844-7748 or [jhoffma3@northeast.edu](mailto:jhoffma3@northeast.edu)

If however, the problem still exists, there is a formal complaint process at Northeast that students may initiate by completing the [online Student Complaint form](#).

If a student feels the administrative response to a formal complaint is not satisfactory, the Student Grievance Process may be initiated. The process is outlined in the Student Code of Conduct, located on the [Student Handbook webpage](#) under Academic Resources.

## **COMPLAINT OF STUDENT MISCONDUCT**

1. Reporting of misconduct
  - a. All allegations of student misconduct should be made in writing to the Paramedic Program Director within two business days after the incident.
  - b. The Paramedic Program Director will investigate the allegations following the Northeast Student Conduct Code Procedures.

## **STUDENT RIGHTS AND FREEDOM**

The paramedic program will follow Student Rights and Freedom as found in the Student Code of Conduct, located on the [Student Handbook webpage](#), <https://northeast.edu/student-handbook>, under Academic Resources.

## **STUDENT HEALTH RECORD PROCEDURE**

The paramedic program adheres to the recommended guidelines set forth by the Centers for Disease Control and Prevention (CDC) for health care workers. Confidential student health

records will be mandated for all students admitted into the paramedic program. Students are responsible for maintaining personal health and wellbeing.

1. All mandatory medical records (health documents, related immunization or referral follow-ups) are to be submitted to the paramedic program via CastleBranch before clinical/field practicums can be scheduled. The information should be submitted in any case within 15 days of the start of classes.
2. A current physical examination is required with program admission. The paramedic program physical form should be filled out by the person's healthcare provider and a copy submitted to the paramedic program via CastleBranch.
3. Students who do not have all health records submitted by the designated date will not be allowed to continue in the paramedic program.
4. In accordance with national recommendations, students are required to provide evidence of vaccination against, or immunity to, the following: rubeola (measles), rubella, mumps, diphtheria/tetanus/pertussis, polio (if traveled outside of the Western Hemisphere in the last 5 years), varicella (chickenpox), tuberculosis (required annually), hepatitis B, and influenza (annually). Titers showing immunity is required for hepatitis B and varicella. If a student is unable to receive an immunization due to health reasons, a note from a health care provider is required. These immunizations must be completed prior to the start of school and remain current for the entire academic year.
5. All students will obtain a *yearly* PPD (Mantoux) test for tuberculosis. The test must be current for the entire academic year.
6. Since Northeast does not provide health or accident coverage, any expenses incurred as a result of illness or injury while attending Northeast Community College will be the responsibility of the student.
7. Students should not consult a doctor about personal illness concerns while in clinical/field time.
8. Injuries suffered while in an acute care clinical/field setting should be managed by the local hospital emergency room and reported immediately to the clinical/field coordinator. Any cost incurred is the responsibility of the student.
9. Incidents where injury or potential injuries are suffered while attending any clinical/field assignment require the completion of a Northeast Community College Occurrence Report and contracting agency occurrence report.
10. In the event of serious injury or illness during clinical/field or while engaged in a paramedic class, the student may be transported to the local emergency room by local emergency medical personnel. The Northeast Community College Occurrence Report may be found at: <https://neccwebstorage.blob.core.windows.net/documents/about-us/risk-safety/Occurrence-Report.pdf>
11. In the event of illness, injury and/or pregnancy, the student must present a statement from his/her health care provider regarding any limitations the student might have for completing classroom or clinical/field/field course requirements and if he/she is allowed to continue with class and/or clinical/field/field time.
12. Pregnant students or students that have suffered a serious illness or injury must meet with the Paramedic Program Director to plan for completing paramedic course work during the time that they have limitations set out by a doctor. Students are then responsible to contact course instructors to make arrangements accordingly. Pregnant students or students that have suffered a serious illness or injury should also keep clinical/field/field staff (e.g. off-site clinical/field experiences) informed of their medical limitations for safety reasons.
13. Exposure to body fluids will be handled as an occurrence (see above) and any cost for

laboratory testing will be at the student's expense.

## EXAMINATION POLICY

Quizzes and tests will be given routinely throughout the semester. Pop quizzes may be imposed at the discretion of the instructor. Quizzes and tests may cover didactic and/or practical material. Regularly scheduled quizzes or tests that are missed must be made up prior to the next class day. **It is the responsibility of the student** to make the necessary arrangements with the instructor to take the missed exam. If the student does not take the exam prior to the next scheduled class day, the exam grade will be an automatic zero. Within the semester, penalties for missed quizzes and tests will be as follows: First missed quiz or test, no penalty if made up prior to next class day. Second missed quiz and subsequent missed quizzes, student may receive a maximum score of 80% if made up prior to next class day.

### Note:

The student must be present in the classroom at the time the quiz or exam is distributed or when the class reports to the computer lab to take an online exam. Late arrivals will not be allowed to take the quiz at that time. The quiz will be taken later and counted as a make-up. If a quiz or exam is given during the unexcused absence, the student will receive a "0" grade and not have the opportunity to make it up.

### Mid-term and Final Comprehensive Exam:

Mid-term and final exams must be taken at the scheduled time and location. Once the student completes the exam, they must leave the room until all students complete the exam. Students must attain a 76% on the mid-term, final exams and/or the comprehensive final exam. If a student does not achieve a 76% on the mid-term/final and/or comprehensive final exam they will have one opportunity to retake it. They must score 76% or greater on the retake in order to continue in the program. The retake will be a combination of written/computer exam and skills testing. The maximum score on a retest will be 76%.

Students are also required to work through all of the Limmer Paramedic Pass Modules and score at least an 80% on each module. Retakes are allowed as long as there is at least 24 hours between each attempt on the same exam. Students must achieve at least an 80% on the 100-question simulated National Registry Exam and submit those results to their instructor before a student will be released to take the cognitive portion of the National Registry Paramedic Exam.

## GRADE REPORTING

Each semester the student will be expected to satisfactorily complete all quizzes, homework, a final comprehensive exam and the practical skill exam. The final grade of the semester will be comprised of points earned in all aspects of the class.

The following criteria will be used to arrive at a semester percentage grade:

- Quizzes/Homework                      10%
- Chapter Tests                              20%
- Final Practical Exam                      30%



- Attendance/Professional 20%
- Mid-term/Final Exams 20%

The following serves as the criteria used by the Northeast Community College Paramedic Program for assigning letter grades.

A +	= 100-95%	C	= 75-70%
A	= 95-90%	D+	= 70-65%
B+	= 90-85%	D	= 65-60%
B	= 85-80%	F	= 60% to 0%
C+	= 80-75%		

## **GRADE APPEAL AND GRIEVANCE PROCESS**

The paramedic program will follow the grade appeal and course grievance process as is outlined in the Northeast Student Handbook. The grade appeal and grievance process may be located in the Northeast Community College Student Handbook which is available on the Northeast Community College Website: <https://northeast.edu/student-handbook>.

## **STUDENT SUPPORT SERVICES**

### **RESOURCES PROVIDED BY THE PARAMEDIC PROGRAM**

#### **Open Door Policy**

The program encourages an open-door policy in which all students are welcome to discuss professional questions and other concerns which affect academics. If the Paramedic faculty member is unavailable, the student is encouraged to schedule an appointment at a more convenient time.

#### **Faculty Office Hours**

The Paramedic program faculty maintain office hours during each semester for students to utilize. Students are encouraged to take advantage of this time to meet with their instructor if they need information or skills explained in more detail. The office hours may differ each semester due to faculty teaching loads changing each semester.

#### **Faculty Contact**

The Paramedic program faculty communicate through CANVAS or Group Me. Faculty may share their cell phone number, but this is not required by the college. Students should respect the personal time of the faculty. Phone calls should not be made prior to 7:00 a.m. or after 7:00 p.m.

#### **Paramedic Laboratory**

The Paramedic program has a designated lab space for all Paramedic students. The students have access to these labs, as long as there is some sort of EMS program staff in the building. All lab spaces contain equipment that is essential for student learning in a hands-on and group environment. Students should keep these areas clean and safe.

#### **Refrigerator and Microwave**

The Paramedic program offers a microwave and refrigerator, so students do not have to leave campus during the day. They are available for student use during class time, provided it does

not interrupt class. The students are responsible for cleaning the refrigerator and microwave after each use.

## RESOURCES PROVIDED BY NORTHEAST COMMUNITY COLLEGE

Many resources are provided to Northeast students at no extra charge. Services, resources, and assistance can be found at this link: <https://northeast.edu/students> and in the Student Support Services module in Canvas.

Additional resources include:

**Academic Support:** Academic Support is available for all students at every Northeast Campus (Norfolk, South Sioux City, West Point, O'Neill). A variety of services are available to assist students in reaching their goals for academic success. Academic Support, located in Union 73, provides tutoring, writing support and Supplemental Instruction at no cost to students. Academic Support offers a variety of services, such as study space, a computer lab, the Writing Center, drop-in tutoring, and the supplemental instruction classroom. At this time, tutoring, Writing Center services, and Supplemental Instruction will be available via Zoom. To inquire about or access Academic Support Services, please call (402) 844-7125 or <https://northeast.edu/Support-Services/Academic-Support>.

1. **Advising:** Advisors are provided to help with educational planning, transfer processes, career exploration and development, changes of major, schedule building and adjustments, academic recovery, and other issues impacting your academic success.

All students are required to meet with their First Year Advisor prior to course registration until they have earned 28 credit hours and are academically in Good Standing. First Year/Retention Advisors are located in the College Welcome Center.

Contact person: Kendall Wallick  
Phone: (402) 844-7270  
Location: College Welcome Center 1205  
Email: [kwallick@northeast.edu](mailto:kwallick@northeast.edu) or [advising@northeast.edu](mailto:advising@northeast.edu)

2. **Counseling:** All Northeast students who are enrolled in a minimum of six credits are eligible to receive free counseling services.

Contact person: Gina Krysl, PLMHP, PLADC  
Phone number: (402) 844-7277  
Location: Union 73, Student Health and Counseling, Office 215  
Email: [counseling@northeast.edu](mailto:counseling@northeast.edu)

3. **Disability Services:** The College provides aids, services, and other accommodations, to qualified students with disabilities who need an accommodation to participate in college.

Phone: (402) 844-7343 Toll Free: (800) 348-9033, Ext. 7343  
Fax: (402) 844-7412  
Email: [disability@northeast.edu](mailto:disability@northeast.edu)  
Office: College Welcome Center (CWC) room 1263

4. **Math Success Center**: Students enrolled in any math course at Northeast can seek help regarding math concepts as they complete their math assignments. The center is designed to provide open assistance to students on an as-needed basis. Northeast faculty and staff are committed to student success and invite students to drop in for assistance. All math courses at Northeast may receive support from the Math Success Center.

Phone: (402) 844-7378 or (402) 844-7125  
Office: Science building room 106

5. **Tutoring**: Trained tutors work with both individuals and groups free of charge. Tutors help students understand course content, review for tests and improve his/her skills in note taking and study strategies. Drop-in tutoring is available.

Contact Person: Matt Hampl  
Phone: (402) 844-7125  
Email: [matthewch@northeast.edu](mailto:matthewch@northeast.edu)  
Location: Union 73 room 270

6. **Writer's Clinic**: The Writer's Clinic is a free service designed to help students with written assignments.

Contact Person: Matt Hampl  
Phone: (402) 844-7125  
Email: [matthewch@northeast.edu](mailto:matthewch@northeast.edu)  
Location: Union 73 room 270

7. **Bookstore**

Contact: (402) 844-7140 or (402) 844-7143  
Location: Union 73

8. **Campus Advocate**

The Campus Advocate is here to support victims of crime (domestic violence, dating violence, sexual assault or rape) by advocating on their behalf, offering assistance in navigating the criminal justice system, providing emotional support, safety planning, or simply sharing crime victim rights and reporting options. The Campus Advocate offers these confidential services free of cost to all Northeast students, staff, and faculty.

The Campus Advocate is a confidential person on campus to whom you can talk and ask questions. "Confidential" means that you are able to speak openly about your experiences. Crimes disclosed to the Advocate will not be reported to law enforcement. The Advocate is a non-mandatory reporter of Title IX and will only disclose information you provide with your permission. There are certain limitations to this confidentiality, however. They include; if you suggest you intend to harm yourself or others; and suspected abuse and/or neglect of children and elderly. In addition, if the Advocate suspects a safety risk to the campus community, she is required to report it to campus authorities.

Phone: (402) 992-3828  
Email: [campusadvocate@northeast.edu](mailto:campusadvocate@northeast.edu)  
Location: Union 73, Room 224

9. **Career Closet**

The Career Closet is located in the College's Union 73 to offer both business and business casual attire at no cost to students.

10. **Career Services**

The Career Services Office offers a variety of services and programs to assist with the career development, job search, and employment needs of Northeast students and alumni. Students who need assistance with resumes, cover letters, and applications, or need information, please visit our office in the College Welcome Center or contact:

Terri Heggemeyer, Director

Phone: (402) 844-7263

Email: [terrih@northeast.edu](mailto:terrih@northeast.edu)

Location: College Welcome Center

11. **General Computer Access**

Computer labs are located throughout campus for general computer and printing use.

12. **Financial Aid**

Our Financial Aid staff works with students, parents, and counselors to help meet the cost of a college education. At Northeast, we believe that obtaining a college education is one of the most rewarding investments you will ever make. While the responsibility for financing your education, investment rests first with you, your parents, or spouse, many students would find college inaccessible without financial assistance. The aid offered at Northeast is intended to supplement rather than replace the family's contribution. Financial assistance can be in the form of scholarships or need-based aid, and each has a separate application process.

Communication about your financial aid will be sent to you through your email account and you will be directed to view your financial aid information on My Northeast. The official method of all financial aid communication is through your My Northeast account. Requests for additional information, your financial aid award, and any other communication in regard to your financial aid is accessed through your My Northeast account. It is your responsibility as a student to check your email and review your account periodically. If, after using the website, you have questions that have not been answered, please contact the Financial Aid Office at (402) 844-7285.

If you are struggling financially, even if you didn't receive financial aid, contact the Financial Aid office. There may be emergency loans or grants available to assist you.

13. **Food Pantry**

The food pantry is available to all currently enrolled students at Northeast Community College and students attending the UNMC Norfolk campus. Users must fill out an [Intake Form](#). Students can email to the address below to set up a time to get food/supplies.

Contact information:

Location: Union 73 in the Student Health and Counseling Lobby

Email: [foodpantry@northeast.edu](mailto:foodpantry@northeast.edu)

14. **Library Learning Commons**

EBSCO database allows access to numerous medical and nursing journals. Students are encouraged to seek assistance from library staff for orientation in database usage. The library is located in Union 73.

Director of Library Services: Jennifer Ippensen  
Phone: (402) 844-7130  
Fax: (402) 844-7392  
Email: [librarian@northeast.edu](mailto:librarian@northeast.edu)

The Northeast Library has links to online databases and the library's online catalog at <http://www.northeast.edu/Library-Resources/>.

Services & Resources: research assistance, interlibrary loan, book and periodical collections, educational videos & DVDs, self-service photocopier, computers & printers, private study carrel, and small group meeting areas.

#### 15. **Medical Care**

Northeast Community College does not provide coverage for illness or injury; the college encourages students to carry some form of health insurance.

#### 16. **Student Health**

Part-time health services for students are offered in Union 73 by our campus nurse. Students can be served on a walk-in basis or via appointment. No cost services offered in the Student Center include: OTC medicine, COVID testing, Strep Throat, Mono, and Influenza testing, Urinalysis for Urinary Tract Infections, STD education and testing, HIV testing, pregnancy testing, blood pressure checks, blood glucose monitoring, crutches (lend only), ice packs, wraps, non-prescription birth control options, and community resource information.

Phone number: (402) 844-7176  
Location: Union 73, Nurse, Office 219  
Email: [studenthealthnurse@northeast.edu](mailto:studenthealthnurse@northeast.edu)

#### 17. **Professional Resources**

NREMT: [www https://www.nremt.org/](http://www.nremt.org/)  
CoAEMSP: <https://coaemsp.org/coaemsp-contact-staff-members>



#### 18. **Campus Security**

The College provides general campus security. Security officers work closely with local law enforcement agencies in coordinating campus security.

Phone: (402) 841-5163 or 7777 from any Norfolk campus phone

#### 19. **Technical assistance**

Contact Service Center at [help@northeast.edu](mailto:help@northeast.edu) or (402) 844-4357. The Service Center is in Union 73. Students may obtain assistance with technical questions or computer-related problems through the Northeast Service Center.

Email: [help@northeast.edu](mailto:help@northeast.edu)  
Phone: (402) 844-HELP (4357).

Questions regarding course content need to be directed to the instructor via the inbox tool within Canvas.

Office 365: Student have free Office 365 (O365) account through My App. Microsoft O365 is a cloud-based subscription service that provides apps like Microsoft Word, Excel, PowerPoint and OneDrive. Directions for installing Office can be found in each Canvas course shell under module and Important Student Information.

## 20. **Testing Center:**

Email: [testingcenter@northeast.edu](mailto:testingcenter@northeast.edu)  
Phone: (402) 844-7281 or (402) 844-7708  
Located: College Welcome Center room 1252 or 1256

For students at extended campuses:  
South Sioux City email: [testing\\_SCC@northeast.edu](mailto:testing_SCC@northeast.edu)  
O'Neill Extended Campus (402) 336-3590  
West Point Extended Campus (402) 372-2269

## 21. **TRIO**

The TRIO Student Support Services Program at Northeast is an academic assistance program funded through TRIO Grants by the U.S. Department of Education. The program is designed for low-income, first-generation college students, or students with a disability. Learn more about additional support provided to TRIO students, eligibility, services, and individual, personal, and academic support offerings.  
TRIO Student Support Services

Contact person: Josh Becker  
Phone: (402) 844-7736  
Email: [jbecke22@northeast.edu](mailto:jbecke22@northeast.edu) or [TRIO@northeast.edu](mailto:TRIO@northeast.edu)  
Location: College Welcome Center 1284

## 22. **Veterans Services**

Northeast proudly provides service to our veterans through the Registrar's Office in the College Welcome Center. One full-time staff member and one part-time staff member are available to offer assistance to veteran students enrolled in or wishing to enroll in courses on our campus, online, or at our Extended Campuses. Both staff members are employed by Northeast, not the Department of Veterans' Affairs (VA) and are centered on certifying your coursework with the VA.

Northeast is steadfastly committed to educating our great nation's military veterans and their dependents. A dedicated Veteran Lounge provides a comfortable spot for studying or socializing. The Student Veteran Organization (SVO) helps to ease the transition into college-life, as well as provide support opportunities with the community. Northeast also offers college credit for qualifying military experience, based on American Council on Education, (ACE) guidelines.

If you are serving/have served in the United States military or plan to use any military

educational benefit. Please contact the Registrar's office – Veteran Services at (402) 844-7730 or (402) 844-7265.

## **CRIMINAL BACKGROUND CHECK REQUIREMENTS**

By contract many of the program's field/clinical/field sites require Criminal Back Checks and/or abuse registry checks be performed on students. The student must submit to periodic Criminal Background Checks (CBC) and/or State of Nebraska abuse registry checks prior to practice in clinical/field agencies.

1. The Paramedic program requires all students complete a criminal background check after they have been preliminarily admitted but before field or clinical practicum time may be started. While negative information on a criminal background check may not in itself prohibit a student from being fully admitted to the College, the Paramedic Program may not be able to place a student with such results at a clinical/field site for a clinical/field experience. A clinical/field agency will, in its sole discretion, make the ultimate decision regarding a student's placement. The Paramedic Program makes no final decisions regarding student acceptability for a clinical/field placement based on CBC results. If a student is unable to participate in a clinical/field experience for whatever reason, he or she will not be able to progress through the program.
2. Students are required to submit to a criminal background check and abuse registry check at student expense, prior to engaging in clinical/field experience.
3. Fees for the criminal background and abuse registry checks are included in course fees for clinical/field courses.
4. The checks are conducted annually (at a minimum) and/or as needed based on facility request or at the college's discretion.
5. The results of the checks become the property of Northeast Community College.
6. Acceptance to and continuation in the program is not contingent upon the results of the checks. The student must realize though that field/clinical sites may refuse to allow a student to participate in field/clinical experiences based on the offenses listed. If a suitable field/clinical site cannot be located based on the student's background check the student will be dropped from the program.
7. If a student currently enrolled in the paramedic program has a violation of any act that may impact licensure, it is the student's responsibility to inform the program director within 24 hours (or the next business day, whichever comes first) of the incident.
8. Failure to report the incident within 24 hours (or the next business day, whichever comes first) may result in dismissal of the program.
9. The student must also report the violation to the certification or licensing body that his/her EMT certification or license is through as required by regulation. Northeast staff may also fall under the State of Nebraska regulation of mandatory reporting and may also report incidents as required by regulation.

*Note: Acceptance into the paramedic program does not guarantee licensure eligibility upon graduation.*

## **SUBSTANCE ABUSE**

Substance abuse is defined as any chemical agent, which can impair the student's mental status and reasoning ability without regard to whether the substance is legal, illegal, or a prescribed medication.

- It is unlawful to possess, use and distribute illicit drugs on Northeast property, hospital/clinic property, or at any college sponsored event whether or not the event occurs on campus.
- Northeast is a tobacco free campus, which means no tobacco products, including smoking, chewing, or vaping products, are permitted in campus buildings or on campus property.
- Drug and alcohol violations are outlined in the Drug and Alcohol Policy on the Northeast website. The Director of Student Conduct will be notified of any violations by students.

## **DRUG SCREENING PROCEDURE**

The student must submit to drug screening as deemed necessary by the paramedic program faculty and/or director when required by a clinical/field agency or when there is suspected substance abuse or impairment.

1. Any student who has medications prescribed for his/her use (student may be required to show proof of prescription) which may alter his/her mental status and reasoning ability must have a written statement from the prescribing physician that he/she is able to perform the duties expected of a student paramedic.
2. If at any time a student must take a prescription or a substance which may impair the student's mental status and reasoning ability, the paramedic faculty, course instructor and/or clinical/field coordinator must be notified.
3. If there is an indication of suspected substance abuse, screening for alcohol and/or drugs will be completed at the student's expense. Students will be tested for the use of alcohol and drugs upon "reasonable suspicion." Reasonable suspicion is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his/her role in the clinical/field arena or which poses a direct threat to the safety of self or others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes, but is not limited, to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.
4. If drug use or alcohol abuse is suspected, the faculty member will remove the student from the classroom/clinical/field activity, confront the student in a private setting and in the presence of a witness, if possible, discuss the suspicious behavior with the student and allow the student to explain, decide whether reasonable suspicion exists for drug and/or alcohol testing, make arrangements for drug/alcohol testing if necessary or allow the student to return to the classroom/clinical/field activity if reasonable suspicion does not exist.
5. The student suspected to be under the influence of drugs and/or alcohol will be required to immediately travel to a college approved testing site. The student is not allowed to drive themselves; the student must secure transportation to/from the clinical/field or classroom site, if not already present at a testing site.



6. If a student admits to drug or alcohol use, he/she will still require drug screening.
7. If the results of the screening are negative for drugs, alcohol or other illegal substances, or for non-prescribed legal substances, the student will meet with program director within 24 hours (or next business day) to discuss the circumstances surrounding the impaired behavior displayed in clinical/field or the classroom setting.
8. If the indicator suspected is an odor of alcohol, then the student will be mandated to discontinue whatever may have caused the odor before being allowed to return to the clinical/field setting or classroom.
9. If the indicator suspected was behavioral, consideration must be given to the possible medical condition being responsible for the symptoms. A medical/psychological referral may be indicated.
10. Based on information obtained from any medical/psychological evaluations, the Paramedic Program Director will make a decision regarding return to the clinical/field setting. This decision may be made in conjunction with input from the Dean of the Health and Public Services Division and/or appropriate Vice Presidents.
11. If the results of the screening(s) are positive for alcohol, other illegal substances, or for non-prescribed legal substances, the Paramedic Program Director will withdraw the student from all paramedic courses for one year. The student will pay for all the expenses associated with for-cause drug screening. The results of any for-cause drug screening become the property of Northeast Community College.
12. If the student has a certificate or license issued by the State of Nebraska, the results of the positive screening will be reported to that entity.
13. Students who refuse for-cause testing will be removed from the clinical/field site, pending full investigation, and must arrange for transfer home.
14. Failure to comply with any aspect of this Procedure will result in withdrawal/dismissal from the paramedic program.

## **READMISSION PROCEDURE POST SUBSTANCE/ALCOHOL ABUSE VIOLATION**

This section will describe the procedure a student must follow to determine his/her readiness to reenter the paramedic program post substance/alcohol abuse violation.

1. Students withdrawn/dismissed from paramedic courses for reasons related to substance/alcohol abuse and who desire consideration for readmission will submit a letter requesting readmission to the Paramedic Program Director. Students are not guaranteed readmission.
2. Student will provide documentation from a licensed therapist specializing in addiction behaviors indicating status of abuse, addiction or recovery and/or documented rehabilitation related to the alcohol/drug illness.
3. Student will facilitate submission of documentation of compliance in a treatment program as identified by his/her licensed therapist, including a written statement from the licensed therapist that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical/field setting.
4. Student must submit to a repeat drug screen for alcohol/drugs immediately prior to readmission at the student's cost.
5. Students that have been readmitted after meeting the criteria, who then subsequently test positive on an alcohol/drug screen will be permanently dismissed from the Northeast paramedic program.

## **LIMITS OF PRE-HOSPITAL PRACTICE**

Students may work at his/her current level of certification/licensure (volunteer or paid) at his/her respective service during the time they are enrolled the paramedic education program. It is important that the student recognizes that he/she is functioning under his/her current certification and the service provider's medical director and are in no way authorized to perform skills under the auspices of Northeast Paramedic Program at times when they are not officially scheduled for field/clinical time. A conflict can arise as students learn and are exposed to more advanced procedures outside his/her current scope of practice. Performance of skills for which you are not currently credentialed to perform under your certification when not officially scheduled as a student is practicing without a license/certification and is illegal. Doing so exposes you and your service provider to legal action and is grounds for review for dismissal from the program. You are only allowed to perform skills that you have learned in class with a designated preceptor and at a Northeast Paramedic Program sanctioned clinical/field site and while officially scheduled for clinical/field time. Violations of an EMT's legal scope of practice must be reported to the Program Director for review by the end of the next business day after the violation occurred.

## **PRACTICAL SKILL LABS/PRACTICAL EXAMS**

Throughout the course, practical skill stations will be set up to teach students the necessary psychomotor skills as well as prepare them for practical testing associated with each unit. Students must attend all practical labs that are scheduled for that class session. Students in the Accelerated Paramedic Program will be required to complete 10 hours of independent lab time every 8 weeks until they enter their Internship. Students will be required to attend all scheduled practical exams. Exam testing and will be graded utilizing objective criteria.

Practical unit exam re-test(s) will take place on the same day that the student failed the station. Failing practical unit exams or lab sessions will result in suspension of the student's patient care privileges until competence has been demonstrated. A student who fails a re-test station will be evaluated by program staff and Program Medical Director on an individual basis for continuation in the program. Following the evaluation, the student will be advised of his/her status. The possible options after the staff and the Medical Director evaluation are remediation and re-test or removal from the program.

Students must recognize the amount of effort and detail that is involved in a practical skills exam process. As such it is imperative that students attend as scheduled practical exam sessions. Students who fail to complete practical exams as scheduled will incur additional expense for the coordination of another practical skills exam.

Each skills station tested will have an accompanying evaluation form that will be made available to students during practice sessions. Each skills evaluation has various point systems as well as critical criteria. Each skills station exam will be objectively graded based on these points as well as the critical criteria. A passing score for each practical skills station is based on the National Registry Standards that are current at the time of testing.

Mock National Registry Skills Testing will occur 3 times each school year. The 2024-2025 dates will be in December, May, and August.

## **COURSE COMPLETION REQUIREMENTS**

To qualify for paramedic certificate of course completion, the student must fulfill the following requirements in their entirety:

1. Achieve 76% average score for all section examinations.
2. Achieve 76% average composite scores for each semester.
3. Achieve 76% score or higher on comprehensive final exam. If a student does not achieve a 76% on the comprehensive final exam they will have one opportunity to retake it. They must score 76% or greater on the retake in order to continue in the program. The maximum score on a retest will be a 76%.
4. Must pass all 5 psychomotor skill stations. If a student does not pass these stations the student may receive remediation if desired and will be allowed to attempt the failed stations a second time.
5. Achieve 80% or above on Pass Paramedic Module Exams and 100 question mock National Registry Exam.
6. Successfully complete all clinical rotations and field internship requirements with demonstrated competencies and minimum skills completion numbers.
7. Complete all other course assignments including patient care reports and evaluations on preceptors.
8. Demonstrate competency in the cognitive, psychomotor and affective standards of the program.
9. Fulfill all financial obligations to the College.
10. Receive recommendation and approval from the Program Director.

11. Receive recommendation and approval from the Program Medical Director.
12. Successful completion and certification of ACLS, PALS, PHTLS and AMLS.

## **FIELD AND CLINICAL EXPERIENCE REQUIREMENTS**

**A minimum of 60% field time or internship must be obtained from an active 911 service. Up to 40 % field time or internship may be obtained from a critical care transport service.** At the end of the Paramedic Program, including the completion of the Paramedic Clinical 2651, 2652, 2653 and 2654 **the student must have met the required number of competencies according to: patient age, pathologies, complaint, and interventions listed in the Student Minimum Competency effective January 2023.** No student will be allowed to move on to EMTL 2852 Paramedic Field Internship until these requirements are completed.

**If the student has not met the required numbers by April 8th**, the student's progress will be evaluated by a committee consisting of the Paramedic Program Director, Medical Director, and Field Coordinator. If the student *has made every effort* to obtain the required number of competencies, the option to complete these competencies with scenarios provided by the Medical Director and Clinical Coordinator will be made available to the student before the start of the Paramedic Field Internship, EMTL 2852. Intubations and the placement of supraglottic airways must be done on live patients without exception. One scenario is equivalent to one live patient contact. Failure to complete the required competencies prior to the Paramedic Field Internship, EMTL 2852 will result in a delay in starting the Paramedic Internship and the opportunity to gain the required Team Leads required to complete the program.

The student must have 20 successful Team leads prior to completing their Internship. To be counted as a Team Lead the Paramedic student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, and direct and participate in the transport of the patient to a medical facility, transfer of care to a higher level of medical authority, or termination of care in the field. There must be minimal to no prompting needed by the preceptor. In addition, no action that was initiated/performed can endanger the physical or psychological safety of the patient, bystanders, other responders or crew.

The student will not be eligible to test for National Registry Certification and will not be eligible to receive a state license if they do not successfully complete the Paramedic Field Internship and final skills examination.

## **NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIAN CERTIFICATION**

Following successful completion of the Northeast Paramedic Program, graduates may sit for the NREMT-P Exam. NREMT-P cognitive is not a requirement of the paramedic course and all fees incurred for the exams are the responsibility of the student.

## **READMISSION TO PROGRAM**

Students are eligible for readmission to the Paramedic program one time only. Students must readmit within 12 months of withdrawal from the program. The student must submit a letter of request for readmission to the Program Director at least 10 weeks prior to the anticipated semester in which the student wishes to readmit.

The Faculty and Program Director will review the academic progress report of the student and make a recommendation.

Criteria for readmission to the program is based on but not limited to the following information:

- a. Good academic standing within the College and minimum GPA 2.0.
- b. Space availability in the program for the respective semesters needed for program completion.
- c. All financial obligations to the College have been resolved.
- d. If failure occurs in the first semester of the program, student must apply as a first-time student.
- e. Reason for original departure from the program.

The Faculty and Program Director may require the student to complete a Success Plan and interview with the Program Director prior to readmission. Upon readmission approval the student must meet all entrance requirements as stated earlier in this document.

The Program Director will notify the student in writing, of his/her readmission status. A copy of the letter of notification will be retained in the students file in the Paramedic Program office.

## **WITHDRAWAL FROM CLASS PROCEDURE**

Each college semester Northeast sets a date that a student may withdraw from classes and receive a "W" on his/her transcript. This date is published in the [Academic Calendar](#) on the [Student Handbook webpage](#). If a student withdraws from class after the published withdrawal date, they will receive his/her earned grade for the entire semester. A student who stops coming to class and does not follow the official withdrawal procedure may receive an "F" in the class. The procedure to withdraw from a class is in the Northeast Community College student handbook.

NOTE: If the student withdraws from semester-long classes within the first two weeks, they are eligible for a 100% tuition refund. If the student withdraws from semester-long classes within the third and fourth week, they are eligible for a 50% tuition refund. A withdrawal of a semester-long course that occurs after the fourth week, they will not be eligible for a tuition refund of any kind.

## **CASTLEBRANCH**

The Northeast Community College Paramedic Program uses CastleBranch to provide background screening and web-based compliance tracking that include background

checks, drug testing, immunization and record tracking and document management. This information and the documents are stored online for students to access any time; even once they have graduated from the program. The following items are required to be completed and uploaded to the Castle Branch site. **Failure to upload the above information and documents by September 1<sup>st</sup>** will result in the student being unable to start their Clinical and Field Evaluations.

1. Medical/Immunization Requirements
2. Current BLS Healthcare Provider CPR Certification
3. Current EMT certification and/or licensure
4. Criminal Background Check
5. Abuse Registry
6. Health Information Portability and Accountability Act (HIPAA) Certification
7. Randomized Drug Test
8. Bloodborne Pathogens Training

### **What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.” 20 U.S.C. § 1681 & 34 C.F.R. Part 106

- Sex discrimination encompasses all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.
- Sexual harassment and sexual violence can threaten a student’s physical and emotional well-being and may impact how a student performs academically.
- Title IX compliance involves having a clear and functional reporting channel to the Title IX Coordinator and training the campus community about how to recognize and report sex discrimination.
- Title IX also provides protections for pregnant and parenting students. Visit the Disability Services webpage for more information about [Pregnancy and Parenting Procedures for Title IX Compliance](#)..

Visit this link on the Northeast website for more details - <https://northeast.edu/about-us/title-ix>  
*Reporting Title IX*

All members of the Northeast Community College community are prohibited from engaging in discrimination, harassment, or retaliation on the basis of any protected characteristic, including on the basis of sex. *Faculty, staff and student employees who receive complaints of sexual harassment or sexual violence are obligated to report complaints to the Title IX Coordinator or the Deputy Title IX Coordinator. To talk to a confidential, non-mandatory reporter, contact Student Health and Counseling at 402-844-7176 or 402-844-7277.*

#### **Contact Information:**

Mike Walkowiak, Title IX Coordinator  
Phone: 402-844-7046

Carly Krause, Deputy Title IX Coordinator  
Phone: 402-844-7045

Email: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu)



### **Reporting Requirements for Paramedic Program**

While the paramedic program wants you to feel comfortable coming to us with issues you may be struggling with or concerns you may be having, please be aware that we have reporting requirements that are part of our job requirements at Northeast Community College.

For example, if you inform us of an issue of sexual harassment, sexual assault, or discrimination we will keep the information as private as we can, but we are required to bring it to the attention of the institution's Title IX Coordinator.

Another common example is if you are struggling with an issue that may be traumatic or unusually stress producing, we will likely inform the Northeast Counseling Services office. If you would like to reach out directly to the Counseling Office, the contact number is (402) 844-7277. Finally, know that if, for some reason, our interaction involves a disruptive behavior or potential violation of policy, we will inform the Director of Student Conduct office even when you and the paramedic program may have reached a resolution to the incident. The purpose of this is to keep the Director apprised of any concerning behaviors and what was done to resolve them.

# Paramedic Education Program Clinical & Field Manual

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## **CLINICAL/FIELD OBJECTIVES**

The objective of the clinical and field internship is to prepare and provide experiences to the student in order to obtain the minimum proficiency expected of an entry level paramedic upon completion of the entire program. Therefore, the student begins his/her clinical and field training primarily as a participant and as he/she progresses through the program, should be able to assume the role of the team leader. At the completion of the field internship, the student must be able to function as a team leader by demonstrating proficiency in setting priorities and directing care for the majority of patients encountered.

## **RISKS**

Students should also be aware that there are inherent risks involved with clinical and field training to include but not limited to injuries, illness, stress and exposure to diseases. These risks are minimized as much as possible through your training; however, risks still exist. Students are strongly encouraged to maintain his/her own health and disability insurance.

If a student sustains an injury or illness during his/her training or on his/her own time (at home, at work, etc.) that causes a student to miss any didactic, clinical, or field time or if the student seeks medical attention for the injury or ongoing medical condition, a release from the student's physician must be submitted to Northeast Paramedic Program or the student will not be allowed to complete any more clinical and/or field shifts. Any scheduled shifts will be cancelled until the student has been released from his/her physician to return to patient care related activities.

If a student is injured while in the clinical/field setting, he/she must report the incident to his/her preceptor/field supervisor immediately. If medical care is needed, the student, if not in the emergency room, will be taken to the emergency department and notify the Clinical/Field Coordinator. See Infectious Disease exposure policy. The student must submit in writing documentation of the incident as soon as possible to the clinical/field coordinator. If medical evaluation has not been completed, need to do so will be determined by the student in consultation with the Clinical/Field Coordinator or Program Director. The report will be placed in the student's health file. A Northeast Community College Occurrence Report must also be filled out. The report may be found at the following web link:

<https://neccwebstorage.blob.core.windows.net/documents/about-us/risk-safety/Occurrence-Report.pdf>

Please contact the Paramedic Program Director for assistance in filling out the Occurrence Report.

## **INFECTIOUS DISEASE EXPOSURE PROCEDURE**

When participating or observing clinical or field experiences, all students must don personal protective equipment (PPE) as indicated when the chance of exposure is possible. Types of PPE may include, but are not limited to a mask, gloves, gown, and eye protection. Any student who has an exposure or contamination to blood, potential blood containing fluids or tissues, must complete an "Emergency Worker Incident Report Form" and any other form deemed appropriate by the field or clinical site. In addition, the clinical/field coordinator must be notified as soon as practical to do so.

### **Exposure procedure will consist of the following steps:**

1. Notify your preceptor immediately.
2. Complete decontamination procedures as applicable.
3. Request staff of the receiving facility to draw blood specimen from the source patient as indicated by the facility significant exposure policy.
4. Complete the State of Nebraska "Emergency Worker Incident Report Form" and any other documentation that is deemed necessary, including a Northeast Community College accident form. Ask to follow the facilities blood borne pathogen protocol. If the facility does not have a policy ask the staff to draw blood from you for baseline laboratory testing for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV). Please note that it is your personal health insurance coverage that applies to any treatment and diagnostics performed related to an exposure. You will be responsible for any financial obligations associated with the matter.
5. Be sure to forward the original copy of the "Emergency Worker Incident Report Form" as well as any other documentation to the Clinical/Field Coordinator. The second copy is to be forwarded to your personal physician and the third copy is for your personal records.
6. Follow-up medical management related to the exposure should be sought from your personal physician as necessary for the nature of the exposure.

### **Decontamination Procedures:**

1. Wash the affected area immediately with soap and water.
2. Remove all contaminated clothing and rinse in cold water in an area specified for that purpose and/or place the clothing in a biohazard bag and seal.
3. At the student's discretion clothing can be taken home and washed or to a dry cleaner that handles clothing under such circumstances.

While the above guidelines detail procedures related to blood borne pathogens, similar procedures should be followed for other types of infectious disease exposures (i.e. Mycobacterium Tuberculosis). Blood specimens for laboratory testing may not be indicated but other diagnostic, surveillance, or prophylaxis procedures may be recommended. If there is any doubt on how to proceed, contact the Field/Clinical Coordinator or his/her designee.

### **COVID-19 Safety:**

1. Students will abide by the Directed Health Measures set by Elkhorn Logan Valley Public Health Department & Northeast Community College.
2. Students are asked to self-monitor for COVID-19 symptoms (relying on CDC list of symptoms as well as advice from state public health officials) regardless of your immunization status.
3. *If you are experiencing any symptoms or if you have had any close contact with a COVID-19 positive person* or a household member is diagnosed with COVID-19 even if you do not have symptoms refrain from attending your face-to-face class or lab if you are not immunized.
4. If you are immunized, you may attend class while wearing a mask for 10-day post exposure.
5. If a COVID test is negative 5-7 day post exposure you may discontinue wearing a mask unless the college mandates otherwise.
6. If you are sick, please communicate with your instructor(s) and stay home. Students

who experience the onset of symptoms (fever included) are required to notify their instructor and leave the College immediately.

7. Assist in the cleaning and disinfection of surfaces. Cleaning solution and cloths are widely available in campus buildings; students, staff, and faculty should assist in cleaning their desks, tables, and personal spaces, especially when such surfaces are likely to have become contaminated (e.g., when one sneezes or coughs while their mask is off).
8. Students may be expected to care for patients who have been diagnosed with, or are under investigation for, COVID-19 while wearing an N95 mask.
9. Failure to comply with the standards of operation and outlined procedure are subject to disciplinary action.

## **STUDENTS ROLES and RESPONSIBILITIES**

Through the course of all clinical and field shifts, the student is responsible for his/her individual professional judgments. Students must adhere to the standards of personal ethics and work consistently with the field supervisor or clinical preceptor and demonstrate the willingness to learn and participate in the clinical or field experience. It is the responsibility of the student to report to the scheduled clinical or field shift on time and in appropriate uniform. The student is also responsible for bringing all appropriate forms required for the clinical or field experience. The completed evaluation forms must be uploaded in FISDAP to receive credit for the shift that was completed. Failure to do so may lead to forfeiture of the skills. The student must complete a preceptor evaluation and a clinical/field site evaluation for each field/clinical experience. All preceptor forms shall be placed in the students 3-ring binders after they are uploaded to FISDAP.

## **SHIFT DATA ENTRY**

Every clinical shift and every field patient shift is to be documented in the computer program designated by the paramedic program. In addition to documenting the skills and training from the shift the student must complete a preceptor evaluation.

Completed preceptor evaluation forms are to be signed by the preceptor and uploaded into FISDAP along with all patient documentation and skills that were performed within 72 hours of the shift. Shifts will be automatically locked 72 hours after they are completed. Failure to complete the required documentation within 72 hours will result in forfeiture of the skills and hours spent at a clinical or field site.

## **PERSONAL GROOMING/HYGIENE**

It is important that the student portrays a professional image to those with whom they come into contact. Inappropriate dress and grooming detract from the patient's confidence and the quality of care. Appropriate attire allows for a positive representation of Northeast Community College and the Paramedic program. The dress code applies to the following: classroom, clinical, field and service-learning projects.

### **Violation of the student dress code guideline**

- will result in an advising session between the student and the class instructor and point accumulation in the Unsatisfactory Clinical/Field and Classroom Behavior Policy.

## **Professional appearance**

- Students are expected to always be neat and clean. Personal hygiene is essential.
- Perfume or cologne during your clinical/field rotation is prohibited.

**Grooming or Hair:** Hair shall be neat, clean, well-trimmed and properly combed at all times. Haircuts, facial hair and uniform, which would call attention to them because of their unusual nature, should be avoided. Bangs should not extend past the eyebrows. Hair on the back of the head must be kept trimmed and should not extend past the midpoint of the collar. Hair that does not conform to these requirements should be secured discreetly to meet the requirements.

**Moustaches and Beards:** Moustaches must be neatly trimmed (for safety). Beards prohibit airtight seals when using an N95 mask and therefore all students must be clean shaven other than a moustache. If a student does not have a moustache and/or beard, the student's face must be clean-shaven.

**Fingernails, Hands and Teeth:** Hands and teeth are to be clean at all times. Fingernails should be clean and trimmed. Fingernail polish is not allowed. Decorative or studded fingernails are not allowed. False fingernails of any type are prohibited.

**Jewelry:** The following jewelry may be worn:

- a. Wristwatch
- b. Rings: a maximum of one ring may be worn. Rings are not to be overly large and cannot interfere with the donning of gloves. However, it is suggested for student safety that no rings be worn.
- c. Necklaces, religious medallions or identification chains, (i.e. Med-alert tags) are permissible provided these items are concealed by uniform shirt.
- d. One pair of studded earrings is allowed, worn in earlobes only.
- e. No other jewelry may be worn during Clinical or Field time. Examples are, but not limited to: pierced tongues, nose earrings, or other visible body piercings.

**Tattoos:** All tattoos must be covered while participating in a clinical/field rotation. There are several service programs and clinical affiliations utilized by the Northeast Paramedic Program for clinical and field training. Each individual program maintains policies concerning personal hygiene, grooming and uniform requirements. Not all policies are listed in this manual. Contracted service programs and clinical affiliations reserve the right to send a student home if the student is not in compliance with the program or facility requirements.

## **STUDENT IDENTIFICATION**

Students shall be required to have a Northeast Community College Identification badge. This ID badge is to be brought to all field and clinical sites. As soon as the student arrives at the field/clinical site the student is to show the ID to his/her field/clinical preceptor for confirmation of current skill level. Once at a clinical site the ID badge is to be worn at all times. There may be unit specific times when this is not practical, i.e., surgery. In those instances, it is permissible to not have the ID on. If a student arrives at a field/clinical site without his/her ID badge they will not be permitted to complete his/her time at the site. Not having your ID badge may be considered an unexcused tardy or absence and dealt with according to policies outlined elsewhere in these Guidelines. Once the student has produced his/her ID at a field site it is up to the policy of the field site whether or not the student must wear his/her ID

badge.

## STUDENT ABILITIES

As students' progress through his/her training they will be allowed to perform increasingly more advanced skills.

Note: As soon as the student demonstrates acceptable performance in any Laboratory Skill and Scenario topic area, he/she is permitted to move on to the related clinical area.

## UNIFORMS

Clinical/Field Uniform consists of the Northeast Paramedic polo shirt, blue or black uniform pants, black socks, black boots and black belt. A high visibility safety vest that meets or exceeds ANSI/ISEA 107-210 standards must be worn to all calls that the student is working on a street or highway. Some field sites provide a safety vest, others do not. It is recommended that the student purchase his/her own safety vest and take it to field sites. A Northeast Student photo ID badge must be worn at clinical and field sites as indicated above. The polo shirt may be purchased at a designated uniform shop. The student is responsible for bringing his or her own stethoscope and watch with a second hand to each shift. Hats and ball caps are not allowed during any clinical experience. Cold weather hats may be worn during field rotations. Cold weather hats are also subject to the policies of the field site. Cold weather hats may not have any logo on them with the exception of a logo from a fire department or squad that the student is currently associated with. Students who are employed as a career Firefighter/EMS provider must wear their student uniform while doing field or clinical time unless they have approval from the Paramedic Program Director.

## CLINICAL/FIELD EXPERIENCE

### Confidentiality

It is illegal to share information with other individuals regarding patient/client, facilities, clinical instructors, and classmates. Students are expected to maintain strict confidentiality with respect to all clinical sites, records, and patient information. The Program will provide HIPAA training prior to any Clinical or Field experiences. Violation of this policy will result in dismissal from the Paramedic program.

1. Confidentiality Procedure is for both written and electronic client information.
2. Students are required to follow all agency policies.
3. Students are not allowed to access any electronic medical records outside of the agency.
4. Identifiable client information may be shared only with members of the inter-professional health care team directly involved in the client's care.
5. Client's initials are only to be used in all academic written work and all clinical site generated papers must remain within the clinical setting.
6. Violation of HIPAA constitutes grounds for failure of the course and may result in dismissal from the nursing program.

## **Patient/Client Safety**

A Paramedic student may refuse to carry out treatment procedures that they believe not to be in the best interest of the patient. The student should clarify their reasons with the clinical/field instructor and if upon discussion, the issue is not resolved, the Program Director should be contacted. Communication regarding patient/client safety with the clinical instructor and/or ACCE will not alter the student's grade.

## **SCHEDULING**

### **Clinical/Field Placement**

Clinical/Field placement is designated to expose the student to many areas of medicine and emergency care delivery as possible, and thereby facilitate the attainment of the basic skills needed for the practice of a paramedic. The program's clinical/field instructors provide their time and talents voluntarily and deserve cooperation and respect. Students are given an opportunity to provide input prior to the placement decision being made.

- A student is encouraged to experience multiple sites for both their clinical and field experience prior to their capstone to assist in the breadth and depth of their experience.
- Individual site preference for a student's capstone may be considered, but placement remains solely at the discretion of the Clinical/Field Coordinator.

### ***Transportation to and from Clinical Assignment Procedure***

Paramedic students must arrange and pay for transportation costs to assigned clinical experiences.

### **Clinical Attendance**

- Students are expected to attend each day of their clinical/field shifts.
- Shifts may be selected by the student no later than the 20<sup>th</sup> day of the month prior to the shift.
- Students are highly encouraged to complete his/her field/clinical hours as soon as possible.
- Signing up for shifts after the 20<sup>th</sup> for the next month is not allowed, except as permitted by the Clinical/Field Coordinator
- Changes made in the schedule must be made in writing to the Clinical/Field Coordinator.
- *Failure to complete required hours by the end of the semester may result in dismissal from the program.*
- *Exchanging clinical/field shifts with another student is not permitted under any circumstances without the prior approval of the Clinical/Field Coordinator.*
- *If a student reports to a clinical/field shift that has not been scheduled through the program,* the student may not receive credit for hours or skills.
- Students who are part of a paid service may do their field time with their service if a contract exists with the service and Northeast Community College. The student may not be counted as staff by their employer while doing their clinical/field time for the program.
- For field hours/skills to be recognized where a student works for the service, the student still must schedule his/her time through the paramedic program specified scheduling system. **The student must serve as a third member and not part of the daily crew to receive credit.** If the student is part of a two-person team, his/her

time/skills will not count.

## **ATTENDANCE/CANCELLATIONS/NO SHOWS**

Attendance throughout all phases of the program is considered mandatory and it is the responsibility of the student to ensure they are present and prompt. Northeast acknowledges that at some point during clinical/field training, students may encounter an emergency or illness that may preclude attendance at a scheduled shift. In the event of an absence from a scheduled clinical rotation or field internship, the student must notify the clinical department or field site of the absence. Notification of the site should occur no earlier than fifteen minutes prior to the beginning of the shift that was scheduled but also not occur after the expected start time. In addition, the Clinical/Field Coordinator must also be notified of the absence prior to the scheduled start time of the clinical/field rotation. Failure to contact the clinical/field site and the Clinical/Field Coordinator will be considered absent. Text messages or e-mails to the Clinical/Field Coordinator are not acceptable ways to communicate shift cancellations. The student must call the Clinical/Field Coordinator to cancel shifts.

The Clinical/Field Coordinator reserves the right to request documentation from a physician regarding any illness. A release to return to clinical, field or the classroom is required for any illness lasting three days or more.

If inclement weather occurs during the clinical/field affiliation, the student must call the Clinical/Field Coordinator for specific instruction. If the student does not attend clinical or field experience due to weather the student must notify the Clinical/Field Coordinator and the clinical or field site. In the event of injury or illness occurring during a clinical or field experience, the student is responsible for payment of medical services rendered.

## **FAILURE TO COMPLETE A SHIFT**

Students are expected to complete all shifts in their entirety. **Failure to do so without approval of the clinical/field coordinator may result in forfeiture of hours and skills.** Students may not leave the premises of a clinical or field shift to eat. If a clinical shift falls over a mealtime, the student may, with the preceptor approval, eat at the hospital's facility. Students should arrive at field sites with food for meals and/or money to purchase meals if necessary. Most field sites have a refrigerator and microwave that the student may use.

## **PHONE USE AT CLINICAL AND FIELD ROTATIONS**

Use of department phones at clinical and field rotations is only allowed for emergency use, if the student is granted permission from the clinical preceptor or field supervisor. No long-distance phone calls are allowed. Personal cell phone use is absolutely FORBIDDEN at any clinical or field internship site unless the student is on an official "break" (i.e. lunch period, etc.). Cell phones are known to interfere with the proper operation of radios and medical equipment such as: cardiac pacemakers, telemetry devices, and medication pumps. All clinical or field internship agencies and course instructors have been advised that if a student uses a cell phone during his/her clinical/field experience they may immediately dismiss the student. The student will then face disciplinary action and may be restricted from completing further clinical/field rotations. *Any student who takes unauthorized photos of patients or patient documents will be removed from the program.*



## CLINICAL/FIELD SITE GENERAL INSTRUCTIONS

1. **Daily Routine:** Each student will be expected to begin each daily clinical/field experience by reporting to the site in appropriate uniform, at the designated time. The student is to meet with the field supervisor/clinical preceptor, who will address department rules and the layout of the medic unit/department. It is then the student's responsibility to inventory the equipment and its location on the rescue unit during field rotations. This is to be completed at the beginning of each and every shift.
2. **Forms and Skills Assessment:** Skills will be evaluated on the forms that are provided by the Northeast Paramedic Program. We are looking not only at your opportunity for patient interaction, interview and assessment, but your demonstration of competency in several skill areas. You should be taking vital signs and patient history daily. Assessment of normal vs. abnormal, utilizing your other "invasive" skills as the opportunities arise. If you have successfully completed the cognitive and psychomotor evaluation of each skill, you may begin to utilize that skill in the clinical/field setting. Documentation of all clinical/field experiences is required. The evaluation form is to be completed by yourself and the field supervisor/preceptor at the end of each shift. All forms are to be returned to the clinical/field coordinator as described above under student responsibilities. Failure to do so **will** result in a meeting with the Clinical/Field Coordinator. Documentation of that meeting will be placed in your student file.

**The clinical/field coordinator may at any time visit with the clinical or field sites regarding your progress.**

Gather as much experience as you can. You are expected to document all clinical/field skills in the computer program designated by the Paramedic Program. Failure to complete these skill requirements constitutes non-completion of field requirements.

3. **Clinical Assessments:** Patient encounters are achieved in the clinical setting. To obtain credit for an assessment, additional documentation is to be completed and turned into the clinical/field coordinator as described above under student responsibilities.
4. **Transportation:** Students must have his/her own transportation available to and from all clinical and field shifts.
5. **Meals:** During clinical rotations students may eat at the facilities cafeteria. Policies of field sites vary. The student should bring his/her own meals to a field site. He/she should also come prepared to pay for meals. Some sites eat meals as a shift at the fire house. Depending on the department's policy the student may be able to pay a fee to the shift for the meal. Other stations may go out to eat for a meal. The student should be prepared for this scenario also.
6. **Professionalism:** It is the sole responsibility of the student to act in a professional manner while at the assigned fire station. Touching, flirting, socializing in a personal manner at any time with the firefighters during this program may result in immediate

dismissal from the program. The designated uniform and only the designated uniform must be worn at all times while in the clinical/field setting. No additions may be added to the designated uniform at any time. The only exception would be in a clinical setting when unit specific attire is required, i.e. surgery.

7. **Assigned student areas:** Students will be given an assigned area to sit during the field experience at the station. This area will be designated by the facility. Private rooms are off limits.

## **UNSATISFACTORY PERFORMANCE**

All Clinical Affiliate Hospitals and Field Affiliate Service Programs retain the right to restrict or discontinue any and all training privileges extended to any student at their facilities in the instance of misconduct or unsatisfactory performance. Students who are unable to meet the requirement of the clinical and field training due to discontinuation from clinical or field sites will face termination from the program.

## **CERTIFICATE OF COMPLETION**

Students are ineligible to take a certifying exam, such as the National Registry, until he/she has successfully completed all phases of training and demonstrate competency in all cognitive, psychomotor and affective Paramedic Program standards. Upon completion of the paramedic program, you may no longer function as a Northeast Paramedic Program student.

# Student Minimum Competency

Please Note: This document contains only the five (5) tables from the CoAEMSP Student Minimum Competency (SMC) Recommendations document. It was specifically created in order to help programs by allowing the tables to be edited. However, the Excel version of the Student Minimum Competency (SMC) Recommendations is the official version and is located in the Program Minimum Numbers section of the Resource Library page of the CoAEMSP website ([www.coaemsp.org](http://www.coaemsp.org)).

Table 1 Ages				
CoAEMSP Student Minimum Competency (SMC)	Column 1 Formative Exposure in Clinical or Field Experience  Conducts patient assessment (primary and secondary assessment), performs motor skills if appropriate and available, and assists with development of a management plan in patient exposures with some assistance for evaluation	Column 2 Exposure in Clinical or Field Experience and Capstone Field Internship  Conducts a patient assessment and develops a management plan for evaluation on each patient with minimal to no assistance	Total	Minimum Recommendations by Age*  (*included in the total)
Pediatric patients with pathologies or complaints	15	15	30	Minimum Exposure Age
				2 Neonate (Birth to 30 days)
				2 Infant (1 mo - 12 mos)
				2 Toddler (1 to 2 years)
				2 Preschool (3 to 5 years)
				2 School-Aged/Preadolescent (6 to 12 years)
				2 Adolescent (13 to 18 years)
Adult	30	30	60	(19 to 65 years of age)
Geriatric	9	9	18	(Older than 65 years of age)
<b>Totals:</b>	<b>54</b>	<b>54</b>	<b>108</b>	

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## Table 2 Pathology/Complaint (Conditions)

CoAEMSP Student Minimum Competency by Pathology or Complaint	Simulation	Column 1 Formative Exposure in Clinical or Field Experience  Conducts patient assessment (primary and secondary assessment) and performs motor skills if appropriate and available, and assists with development of a management plan on a patient with some assistance for evaluation.	Column 2 Exposure in Clinical or Field Experience/Capstone Field Internship  Conducts a patient assessment and develops a management plan for evaluation on each patient with minimal to no assistance	Total Formative & Competency Evaluations by Condition or Complaint
Trauma	Minimum of one (1) pediatric and one (1) adult trauma simulated scenario must be successfully completed prior to capstone field internship.	18	9	27
Psychiatric/ Behavioral	Minimum of one (1) psychiatric simulated scenario must be successfully completed prior to capstone field internship.	12	6	18
Obstetric delivery with normal newborn care	N/A	2 (simulation permitted)	2 (simulation permitted)	6
Complicated obstetric delivery  (e.g., breech, prolapsed cord, shoulder dystocia, precipitous delivery, multiple births, meconium staining, premature birth, abnormal presentation, postpartum hemorrhage)	Minimum of two (2) complicated obstetric delivery simulated scenarios must be successfully completed prior to capstone field internship including a prolapsed cord and a breech delivery.	2 (simulation permitted)		

## Student Minimum Competency

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<b>Distressed neonate</b> (birth to 30 days)	Minimum of one (1) distressed neonate following delivery simulated scenario must be successfully completed prior to capstone field internship.	2 (simulation permitted)	2 (simulation permitted)	4
<b>Cardiac pathologies or complaints</b> (e.g., acute coronary syndrome, cardiac chest pain)	Minimum of one (1) cardiac-related chest pain simulated scenario must be successfully completed prior to capstone field internship.	12	6	18
<b>Cardiac arrest</b>	Minimum of one (1) cardiac arrest simulated scenario must be successfully completed prior to capstone field internship.	2 (simulation permitted)	1 (simulation permitted)	3
<b>Cardiac dysrhythmias</b>	N/A	10	6	16
<b>Medical neurologic pathologies or complaints</b> (e.g., transient ischemic attack, stroke, syncope, or altered mental status presentation)	Minimum of one (1) geriatric stroke simulated scenario must be successfully completed prior to capstone field internship.	8	4	12
<b>Respiratory pathologies or complaints</b> (e.g., respiratory distress, respiratory failure, respiratory arrest, acute asthma episode, lower respiratory infection)	Minimum of one (1) pediatric and one (1) geriatric respiratory distress/failure simulated scenario must be successfully completed prior to capstone field internship.	8	4	12

# Student Minimum Competency

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<p><b>Other medical conditions or complaints</b></p> <p>(e.g., gastrointestinal, genitourinary, gynecologic, reproductive pathologies, or abdominal pain complaints, infectious disease, endocrine disorders or complaints [hypoglycemia, DKA, HHNS, thyrotoxic crisis, myxedema, Addison's, Cushing's], overdose or substance abuse, toxicology, hematologic disorders, non-traumatic musculoskeletal disorders, diseases of the eyes, ears, nose, and throat)</p>	<p><b>Minimum of one (1) geriatric sepsis simulated scenario must be successfully completed prior to capstone field internship.</b></p>	<p>12</p>	<p>6</p>	<p>18</p>
<p><b>Totals:</b></p>		<p><b>88</b></p>	<p><b>46</b></p>	<p><b>134</b></p>

# Student Minimum Competency

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Table 3 Skills				
CoAEMSP Recommended Motor Skills Assessed and Success	Column 1 Successful Formative Individual <i>Simulated</i> Motor Skills Assessed in the Lab	Column 2 Minimum Successful Motor Skills Assessed on a <i>Patient</i> in Clinical or Field Experience or Capstone Field Internship  <i>*Simulation permitted for skills with asterisk</i>	Totals	Column 4 Cumulative Motor Skill Competency Assessed on <i>Patients</i> During Clinical or Field Experience or Capstone Field Internship
Establish IV access	2	25	27	Report Success Rate
Administer IV infusion medication	2	2*	4	
Administer IV bolus medication	2	10	12	Report Success Rate
Administer IM injection	2	2	4	
Establish IO access	4	2*	6	
Perform PPV with BVM	4	10*	14	
Perform oral endotracheal intubation	2	10* <b>5 must be on Live Patients</b>	12	Report Success Rate
Perform endotracheal suctioning	2	2*	4	
Perform FBAO removal using Magill Forceps	2	2*	4	
Perform cricothyrotomy	2	2*	4	
Insert supraglottic airway	2	10* <b>5 must be on Live Patients</b>	12	
Perform needle decompression of the chest	2	2*	4	



## Student Minimum Competency

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Perform synchronized cardioversion	2	2*	4	
Perform defibrillation	2	2*	4	
Perform transcutaneous pacing	2	2*	4	
Perform chest compressions	2	2*	4	
<b>Totals:</b>	<b>36</b>	<b>87</b>	<b>123</b>	

## Student Minimum Competency

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<b>Table 4 Field Experience / Capstone Field Internship</b>	
<b>Field Experience</b>	<b>Capstone Field Internship</b>
Conducts competent assessment and management of prehospital patients with assistance while <b>TEAM LEADER</b> or <b>TEAM MEMBER</b>	Successfully manages the scene, performs patient assessment(s), directs medical care and transport as <b>TEAM LEADER</b> with minimal to no assistance
<b>30</b>	<b>20</b>

# Student Minimum Competency

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## Table 5 EMT Skills Competency

<b>EMT or Prerequisite Skill Competency</b> (must document reasonable evidence of motor skill competency)	<b>Evidence</b>
Insert NPA	
Insert OPA	
Perform oral suctioning	
Perform FBAO - adult	
Perform FBAO - infant	
Administer oxygen by nasal cannula	
Administer oxygen by face mask	
Ventilate an adult patient with a BVM	
Ventilate a pediatric patient with a BVM	
Ventilate a neonate patient with a BVM	
Apply a tourniquet	
Apply a cervical collar	
Perform spine motion restriction	
Lift and transfer a patient to the stretcher	
Splint a suspected long bone injury	
Splint a suspected joint injury	
Stabilize an impaled object	
Dress and bandage a soft tissue injury	

# Student Minimum Competency

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Apply an occlusive dressing to an open wound to the thorax	
Perform uncomplicated delivery	
Assess vital signs	
Perform a Comprehensive Physical Assessment	
Perform CPR - adult	
Perform CPR - pediatric	
Perform CPR - neonate	

# **APPENDIX**

## **Student Guidelines Related Forms**

- Paramedic Program Student Guidelines Acknowledgment of Receipt
- Performance Improvement Conference Form
- Unsatisfactory Clinical and Classroom Behaviors
- Northeast Community College Paramedic Program Consent and Release form

**Northeast Community College  
PARAMEDIC PROGRAM**

**Paramedic Program Student Guidelines Acknowledgment of Receipt**

(Student's copy)

I have received my 2024-2025 Paramedic Student Guidelines. I understand that it is my responsibility to read and understand it completely. I agree to seek clarification for any part that I do not understand. I agree to comply with all rules, regulations and requirements that it contains.

I know that I am fully responsible for the entire contents of these guidelines, and I am accountable to the provisions made within it, whether I am in agreement or disagreement with its contents.

I understand that these guidelines are subject to change at any time by the program.

Student Name: \_\_\_\_\_  
PLEASE PRINT

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Name: \_\_\_\_\_  
PLEASE PRINT

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Northeast Community College  
Paramedic Program  
Performance Improvement Conference**

(Student's copy)

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Conference: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. *I have made the following observation regarding this student's conduct:*

\_\_\_\_\_  
\_\_\_\_\_

2. *I have informed this student of the following expectations for him/her in the future:*

\_\_\_\_\_  
\_\_\_\_\_

3. *The student has been informed of the following consequences if the above expectations are not met:*

\_\_\_\_\_  
\_\_\_\_\_

**Student Comments:**

\_\_\_\_\_  
\_\_\_\_\_

*I have read and received a copy of the above statements and fully understand it.*

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Medical Director/Program Director Signature Date

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# Unsatisfactory Clinical and Classroom Behaviors

(Student's Copy)

Student Name: \_\_\_\_\_

<b>Unsatisfactory: Each incident will be assigned 1 point</b>							
Date and Points	Paperwork	Date and Points	Absence and Tardy	Date and Points	Patient Care	Date and Points	Unprofessional Behavior
_____	Failure to complete clinical/classroom assignments, as determined per course instructor and/or syllabus.	_____	Failure to call faculty and/or field/clinical site prior to assigned time of arrival for illness or failing to submit documentation for absence per Attendance Procedure	_____	Inadequate knowledge of treatments, medications, or plan of care.	_____	Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.
_____	Failure to complete and/or submit clinical/field paperwork on time as designated by faculty.	_____	Tardiness: class/exam or clinical/field	_____	Medication error.	_____	Inappropriate use of social media
		_____	Unexcused absence (leaving assigned area without proper communication with instructor/staff; class/exam or clinical/field)	_____	Treatment error.	_____	Inappropriate attire.
				_____	Error occurring as result of lack of consultation by faculty/staff.	_____	Any behavior deemed unsatisfactory by the clinical/field faculty or course faculty.

Comments:

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student Signature may not indicate agreement with statements above, but acknowledges receipt of this information)

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# Northeast Community College PARAMEDIC PROGRAM

## Paramedic Program Student Guidelines Acknowledgment of Receipt

I have received my 2024-2025 Paramedic Student Guidelines. I understand that it is my responsibility to read and understand it completely. I agree to seek clarification for any part that I do not understand. I agree to comply with all rules, regulations and requirements that it contains.

I know that I am fully responsible for the entire contents of these guidelines, and I am accountable to the provisions made within it, whether I am in agreement or disagreement with its contents.

I understand that these guidelines are subject to change at any time by the program.

Student Name: \_\_\_\_\_  
PLEASE PRINT

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Name: \_\_\_\_\_  
PLEASE PRINT

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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