



# EMS STUDENT HANDBOOK 2025-2026 Academic Year

SOUTHEASTERN COMMUNITY COLLEGE





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### Acknowledgement of Receipt of Handbook

Southeastern Community College  
Emergency Medical Services Programs  
Acknowledgement of Receipt and Understanding  
Syllabus and EMS Student Handbook

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

Date: \_\_\_\_\_

I acknowledge that I have received the syllabus, EMS Student Handbook, and introductory paperwork checklist for my EMS course. I understand that I am responsible for the content of those documents. I also understand those documents are subject to change and I will be informed of those changes. Please review and familiarize yourself with these documents prior to the next class session.

All questions concerning the handbook and syllabus should be immediately directed at the course faculty/adjunct or the program coordinator, contact information is included in the syllabus for the course.

Signed:

\_\_\_\_\_

## Pertinent Course Information

Course Location: West Burlington Campus, Southeastern Community College

Course Instructor(s): Jim Steffen, Adjunct Faculty

Instructor Contact Information: See Syllabus

### EMS Program Coordinator/Faculty Contact Information

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**DEAN OF HEALTH PROFESSIONS**

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SCC Web Site: [www.scciowa.edu](http://www.scciowa.edu)

State of Iowa Bureau of EMS: <https://hhs.iowa.gov/public-health/emergency-medical-services-trauma/emergency-medical-services>

National Registry of Emergency Medical Technicians (NREMT): [nremt.org](http://nremt.org)

Background Checks: [castlebranch.com](https://castlebranch.com)



## Introduction

Welcome!

The staff and administration of the Emergency Response Programs, Emergency Medical Services Training Program of Southeastern Community College has developed this student handbook. Its purpose is to serve as a guide for all students enrolled in Emergency Medical Service Programs. It is a supplement to the Southeastern Community College Student handbook. Consequently, all policies and regulations from the college are to be observed in addition to those outlines in the following pages.

The faculty and staff of the Emergency Response Training Programs welcome you! We are pleased that you have chosen Southeastern Community College for your education to pursue an exciting and rewarding career in the Emergency Medical Services. We want you to know that our dedicated staff is willing to assist you in every way possible. The Course Coordinator and Instructors will make every effort possible to provide students with an environment where their knowledge and skill base will nurture and grow. All Students will have equal opportunity to learn, apply knowledge and skills regardless of their age, sex, sexual orientation, race, religion, national origin, marital or veteran status, height, weight, or handicap.

The EMS student is responsible for all the information contained within this handbook. The faculty of the EMS program and Southeastern Community College reserve the right to change the content of this handbook, as well as the material within any course syllabus without further warning or notice. All changes will be relayed to students in a timely manner to allow for assimilation to those changes.

Welcome!

Jim Steffen

Coordinator Emergency Response Programs



## HANDBOOK INFORMATION

This handbook has been prepared as a special resource containing information pertinent to the program. If you have questions, need assistance or clarification on any policies, procedures, or requirements, you are strongly encouraged to see your program coordinator. No rule or statement in this handbook is intended to discriminate nor will this program knowingly, for the purpose of clinical experience, place students in other agencies which discriminate on the basis of gender, race, color, creed, national origin, religion, age, disability, sexual orientation, or marital status.

## ACCREDITATION

Southeastern Community College EMS Program is approved by the Iowa Department of Public Health Bureau of Emergency and Trauma Services to provide initial training for the following levels of EMS:

- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Advanced Emergency Medical Technician (AEMT)
- Paramedic

The Southeastern 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).

Commission on Accreditation of Allied Health Education Programs 727-210-2350 [www.caahep.org](http://www.caahep.org)

To contact CoAEMSP: 214-703-8445 [www.coaemsp.org](http://www.coaemsp.org)





### ADVISORY COMMITTEE

The Emergency Medical Services Program maintains an Advisory Committee of representatives from the community to guide and assist in curriculum development and other program matters. The committee meets at least annually to assist the program and sponsoring institutional personnel in reviewing and evaluating any changes to any educational goals, program outcomes, instructional effectiveness, and programs response to change. The communities of interest that are served by the program must include, but are not limited to; students, graduates, faculty, college administration, employers, physicians, and the public. Students are represented on this board by one current paramedic student, selected by faculty, and one immediate past student, who is usually the student who served as a representative during their course.

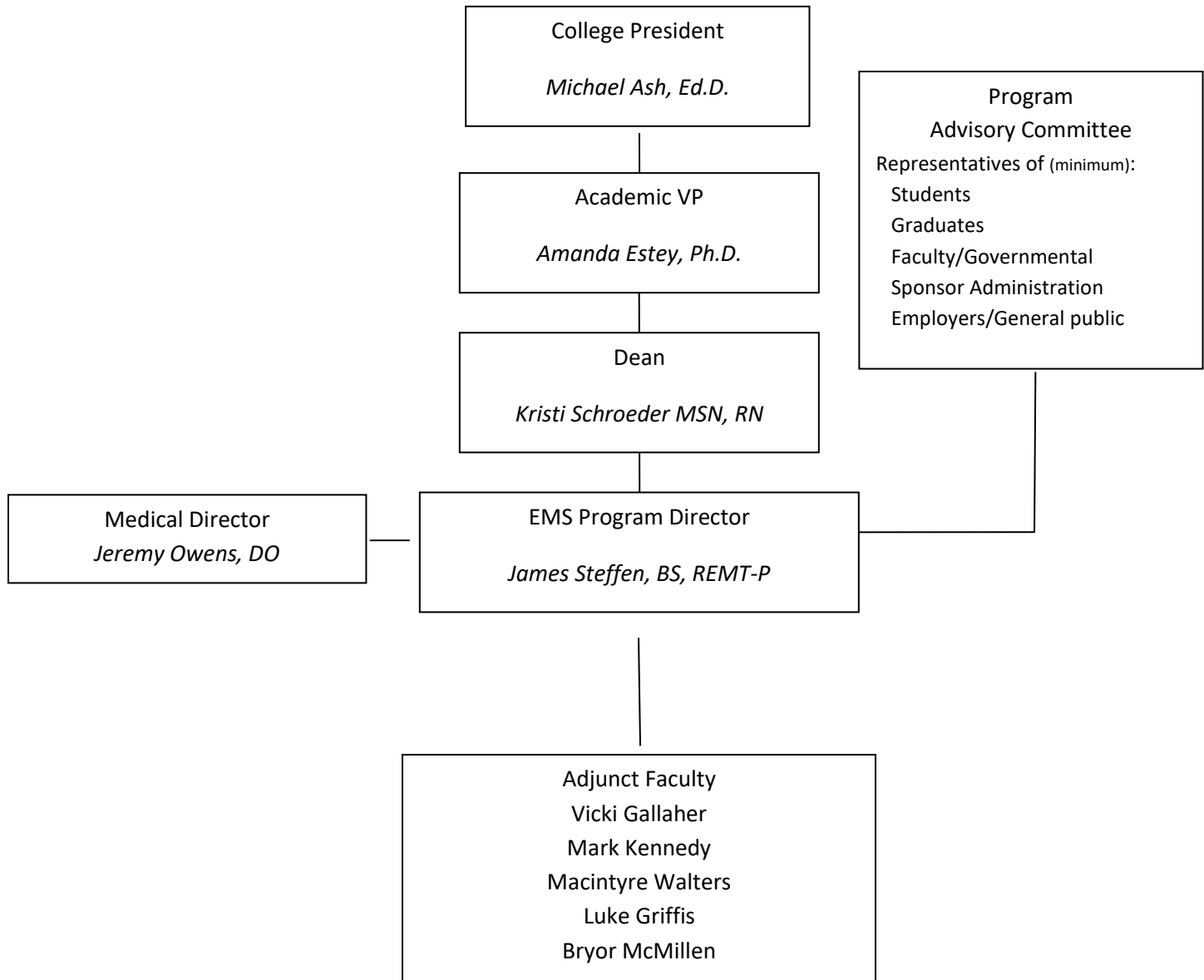
### PROGRAM GOAL

· Paramedic: “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

EMT/EMR: “To prepare competent entry-level EMT’s in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.



## ORGANIZATION CHART





### Program Goals & Objectives

#### EMT

This course is to facilitate a student to the entry level of Emergency Medical Technician. This course includes all skills necessary for the individual to provide emergency medical care at basic life support level with an ambulance or other specialized service. After successful completion of the program the student should be capable of performing the following functions at the minimum entry level.

#### EMS Outcomes

1. Demonstrate cognitive knowledge required to provide emergency medical care in the prehospital environment with the ability to apply that knowledge base to develop, implement, and refine a plan for adequate patient care.
2. Demonstrate psychomotor skills required to provide emergency medical care, incorporating those psychomotor skills with cognitive knowledge to make critical thinking decisions.
3. Demonstrate ethical, caring, and culturally competent behaviors, affective skills, toward the patient, family members, and other members of the healthcare team.
4. Demonstrate an understanding of public health measures, including an understanding of disease prevention and awareness, with a commitment to public safety.
5. Demonstrate effective professional communication techniques within the healthcare environment.

Instructors will designate a point in the semester that EMT students may begin field internship. Students may only participate in the internship when all obligations and requirements have been met. This includes proper documentation, grades and drug testing. Students who do not meet the requirements will not be allowed in the field setting and therefore, will not complete the program requirements for National Testing. No student may begin or continue field internship after the completion of the semester.

Upon successful completion of this course the graduate will have accomplished all program requirements and will be eligible to take the National Registry written and practical exam. Upon successful completion of the national practical and written exams, the graduate will have met the requirements for initial certification exam by the National Registry of Emergency Medical Technicians, and the Iowa Bureau of EMS.

Successful completion of this course does not provide Iowa certification. It is the responsibility of the student to complete and pass the exams necessary for state certification. The EMS program staff will assist the student to complete all forms and applications necessary to take the National Registry exams.



### **Paramedic**

Upon completion of the Iowa Paramedic Program, the graduate is prepared to function as an entry level Paramedic to serve in career and volunteer positions as defined the Iowa Bureau of EMS and the National Registry of EMT's. At the completion of this course, the Paramedic graduate will be able to:

1. Demonstrate cognitive knowledge required to provide emergency medical care in the prehospital environment with the ability to apply that knowledge base to develop, implement, and refine a plan for adequate patient care.
2. Demonstrate psychomotor skills required to provide emergency medical care, incorporating those psychomotor skills with cognitive knowledge to make critical thinking decisions.
3. Demonstrate ethical, caring, and culturally competent behaviors, affective skills, toward the patient, family members, and other members of the healthcare team.
4. Demonstrate an understanding of public health measures, including an understanding of disease prevention and awareness, with a commitment to public safety.
5. Demonstrate effective professional communication techniques within the healthcare environment.

Paramedic students will begin in the classroom didactic setting and lab settings during the first semester. Upon successful completion of all requirements, students will begin clinical experiences in the second semester where they will complete a series of clinical requirements. Field internship will begin at the point in the second semester that the student has reached their educational requirements and continue through the third semester.

Upon successful completion of the Paramedic course the graduate will have accomplished all program requirements and will be eligible to take the National Registry practical and written exam.

Successful completion of the Paramedic Program requires successful completion of all three semesters of the program, with the specific requirements for each semester outlined in that syllabus.

Upon successful completion of the national practical and written exams, the graduate will have met the requirements for initial certification exam by the National Registry of Emergency Medical Technicians, and the Iowa Bureau of EMS.

Successful completion of this course does not provide Iowa certification. It is the responsibility of the student to complete and pass the exams necessary for state and or national certification. The EMS program staff will assist the student to complete all forms and applications necessary to take the National Registry exams.



### EMS Program Requirements:

- SCC Application for admission
- Background check/Drug screen (See attached policy)
- EMS application for admission
- Evidence of high school diploma or equivalent (for AEMT and Paramedic courses).
- Completed health form.
- Applicant may be required to have an interview with the EMS training Program Coordinator
- The paramedic student must take the admissions testing in the Success Center on campus.
- Payment for the course must be arranged with the SCC Business Office by the beginning of the course.
- Current certification as an Iowa EMT/AEMT (Paramedic only).
- The student must be 18 years of age or older to obtain certification as an Iowa EMS provider. The student may be able to complete coursework prior to turning 18 years of age. The paramedic student must be 18 years of age or older to start the program.
- See the Technical Standards document in this handbook.



### Medical Director & Faculty

Students in Emergency Medical Services courses practice under the license of a medical doctor. Southeastern Community College utilizes Jeremy Owens, D.O. as our college Medical Director. Dr. Falcon's role is to oversee the EMS Program, provide expertise, instruction, testing and disciplinary assistance when needed. Dr. Owens also has ultimate authority over terminal competencies and course completion.

EMS Faculty provide daily support and education for students as well as serving as a point person for students as needed. Our full time staff member is Jim Steffen. Jim served as an adjunct paramedic and EMT instructor for SCC for many years before becoming full time. He also works as a part time paramedic in his "off" time. Interesting fact about Jim- he dislikes attending continuing education refresher courses so much that he chooses to retest his National Registry each certification period.

We also employ well qualified adjuncts to teach in our programs. Each adjunct is required to have either a bachelor's degree or a minimum of 6,000 recent hours in the field of Emergency Medical Services. All staff must be certified at the level that they are teaching or higher. Occasionally, we may use a subject matter expert as a guest instructor as well.



### Tuition/Costs of Attendance

#### **Emergency Medical Responder /EMT**

- A. All tuition fees for each semester must be paid in full prior to the completion of the first day of class, unless arrangements have been made with the business office. See the course catalog for additional information.
- B. Tuition does not include textbooks, workbooks, or uniforms.
- C. The fees for Iowa State Certification (\$80.00), and if applicable, course Background Checks (\$45.00) are all included in tuition.
- D. National Registry practical exam fees are included in Emergency Medical Responder and EMT tuition for practical examination at SCC. Practical exam dates will be made available to the students by the course coordinator. One attempt at the NREMT written examination is included in course fees.
- E. All the National Registry written exams are computer based and completed at authorized testing centers (at home options available for EMT/EMR). Fees for one attempt at the NREMT cognitive exam is included in tuition/fees. The Course Coordinator has included NREMT approved testing site information at the end of this manual.
- F. All travel costs for EMT students for clinics and National Registry testing is not included in the cost of the program.

#### **AEMT / Paramedic**

- A. All tuition fees for each semester must be paid in full prior to the completion of the first day of class, unless arrangements have been made with the registration office. See the course catalog for additional information.
- B. Total cost of the paramedic program for Academic year 2021-2022 is \$8,892. Cost of room and board is variable, SCC estimates at \$3,174-\$9,520.
- C. Tuition does not include textbooks, workbooks, and program shirts, any National Registry psychomotor testing or electronic testing and clinical tracking.
- D. The fees for Iowa State Certification (\$80.00), and if applicable, Background Checks (\$60.00) and Drug testing, where applicable, (\$45.00) are all included in tuition.
- E. Current National Registry advanced practical exams are held off site. Fees for practical exams will be announced per site and will be available closer to testing. Contact the site you are testing at for current fees. Locations of practical exams are available via the web at [NREMT](https://www.nremt.org). All National Registry written exams are now computer based and completed at authorized testing centers. Following your online application to test you will be provided with testing centers by NREMT. One attempt at the National Registry Written Examination is included in the course fees.
- F. All travel costs for Paramedic students for clinics and National Registry testing is not included in the cost of the program.



### Ethical and Professional Conduct

Southeastern Community College EMS Program faculty expects students to comply with standards of ethical and professional conduct. Enrollment of a student in the Emergency Medical Services Training Program of Health Career Continuing Education programs constitutes student agreement to comply with the standards. All members of this academic community are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity at all times in completing classroom assignment, in taking examinations, in performing patient obligations and in dealing with others. It is also the responsibility of student to report acts of academic dishonesty and professional misconduct to faculty or to school administration. Ethical and professional conduct means that the student will demonstrate the following:

1. Is truthful.
2. Keep commitments with field and clinical sites, families, instructors and colleagues
3. Demonstrates respect for the dignity and right of others regardless of race, religion, sex, age, nationality or sexual orientation.
4. Assumes responsibility for actively participating in the learning process for self.
5. Request supervision /guidance appropriately.
6. Adheres to policies and procedures of cooperating agencies.
7. Adheres to SCC policies and procedures.
8. Uses principles of safe practice when providing care to patients.
9. Demonstrates preparedness for assignments.
10. Demonstrates attempts to alter behavior based on constructive criticism.
11. Maintains confidentiality in the strictest fashion, and conforms to the HIPAA regulations.
12. Maintains the ability to work as a team in the classroom and field environment.

Any individual using their status as an EMS for any purpose other than learning will be subject to immediate dismissal from the program, and could face prosecution in certain situations.





## Disciplinary Policy

**General Policy**----Certain behaviors, both academic and nonacademic, are considered unacceptable by the EMS program and are grounds for disciplinary action.

**Forms of Disciplinary Action** ---- There are four general forms of Disciplinary actions: written warning, disciplinary probation, suspension and termination. However, these forms of disciplinary action may be imposed in combination and special conditions may be imposed in addition to them. For a relatively minor offense a student shall receive a written warning for the first offense, and termination on the fourth offense. Students should be aware, however, that some behaviors are so unacceptable as to warrant immediate disciplinary probation, suspension, or termination.

**Grounds for Disciplinary Action**---- The Health Careers Programs have determined that the following inappropriate behaviors are grounds for disciplinary action. This is not an inclusive list of inappropriate behaviors and is intended only as a guideline. Additionally, the consequences imposed for inappropriate behaviors shall be at the discretion of the administration. Disciplinary action will be decided on a case by case basis.

### Written Warning

- \* Insubordination.
- \* Unsafe clinical practice.
- \* Any violation of the Ethical and Professional Conduct Policy.
- \* Use of tobacco products in unauthorized areas.
- \* Unauthorized possession or use of property belonging to Southeastern Community College, clinical or field internship sites, employees or peers.
- \* Continues poor grooming or poor hygiene
- \* Not following dress code.

### Disciplinary Probation:

- \* Cheating.
- \* Plagiarism.
- \* Falsifying any report.
- \* Falsifying and records.
- \* Breach of confidentiality.
- \* Any repeated behavior for which warning was previously issued.



- \* Unsafe clinical /field practice
- \* Unsafe action in the school/classroom.
- \* Unjust or unprofessional gossip, criticism or discourtesy, which contributes toward reducing morale of peers.

### Suspension:

Chemical or emotional impairment.

Unsafe clinical/field practice.

Any inappropriate behavior during or following disciplinary probation.

Fighting or attempting bodily injury to anyone on school or clinical premises.

Use of abusive language or threatening language.

Unsafe action in the school, classroom or clinical education sites.

Willfully damaging, destroying, defacing or wasting property or supplies of SCC, clinical education sites, clients, families, employees or peers.

Sexual harassment of clients, visitors, families, employees or peers.

Removal of equipment not belonging to the student from the classroom, lab, clinical or field internship site.

### Termination

Unlawful possession, use or distribution of any controlled substance.

Unlawful possession, use or distribution of alcohol on SCC premises or at school activities.

Abuse of patients.

Conviction of any crimes involving illegal drugs, child or elder abuse, or other actions incompatible with professional practice.

Repeated violation of Rules or Policies of SCC.

Any repeated behavior during or following suspension.

Willfully submitting false information or willfully withholding information for the purposes of obtaining enrollment.

Conviction of a felony while enrolled.

## Documentation and Reporting

**Written Warning.** A written warning shall include a description of the unacceptable behavior, a delineation of acceptable behaviors for similar situations and an explanation of the consequences should the unacceptable behavior recur. Any member of the Health Program Faculty may issue a written warning. The student shall receive a copy of the written warning using appropriate form and forwarding to written warning to the Program Coordinator. This



form will be placed in the student's file. Upon graduation, the written warning shall be removed from the student's file.

**Disciplinary Probation.** Disciplinary probation is a written agreement between the Administration and the student. It specifies the unacceptable behavior(s) or type(s) of behavior, explicitly delineates behavior necessary in order to continue in the program and consequences should the student fail to comply. The student, Administration and a witness shall sign this written agreement. A copy of the agreement shall be delivered to each party and the original Disciplinary Probation agreement shall be placed in the student's file. The agree shall be removed from the student file upon graduation.

**Suspension.** Suspension is the temporary dismissal of a student from EMS (or other) coursework and/or clinical activities. No credit will be given for missed coursework even if this results in failure of the course. It is also possible that the suspension could result in an inability to complete the course unless it is repeated at a later time. A statement from the Administration regarding the grounds for suspension shall be written on the suspension form and shall be placed in the student's file. The suspension statement will be removed from the student's file upon the completion of any requirements or conditions imposed, the student may continue in the program. However, readmission will be contingent on completion of prerequisite requirements and space availability in the course required.

**Termination.** Termination is the immediate and permanent dismissal of a student from the program. A terminated student shall not be permitted to complete current course objectives, to continue to the next specified course, or to finish the program. A statement by Administration regarding the grounds for the termination shall be documented and placed in the student's permanent record. A terminated student shall complete and exit interview with Administration. The student to complete business transactions with SCC will complete a student withdrawal slip from the college. Any paid tuition will not be returned to a student who is terminated from the course.

**Faculty Documentation.** In the event that special evaluation of a student is required, the instructor must provide verbal and written feedback. The student must sign the evaluation to confirm that the evaluation has been read. The student may make comment on the written evaluation. The student must be informed that the evaluation becomes part of the student file. Date any contracts with the student regarding the situation under question and, if appropriate, give written following up outlining the action to be taken.

**Imposition of Disciplinary Action.** Any member of the Health Career Faculty may issue a written warning to any student. Disciplinary probation, suspension or termination shall be imposed at the discretion of Administration and is subject to any rights of appeal.



**Disciplinary investigation and Determination.** Preceding imposition of any disciplinary action other than written warning, the student shall be notified of the problem by Administration. The student shall meet with Administration and shall have an opportunity to respond to any accusations. Administration shall investigate the accusations and request input from appropriate parties. Administration shall determine the form of disciplinary action. The student shall be informed in person by Administration of the termination, the reasons warranting the action and conditions, if any, under which the student will be allowed to proceed with the program.

**Referral for Treatment.** In conjunction with disciplinary action, Administration may require that the student be examined for chemical dependency or some other physical or mental impairment. Related requirements, which may be imposed upon the student, may include:

- Health Evaluation

- Completion of any treatment/rehabilitation.

- Signed release of information by the student to the Program Director.

As appropriate the student shall be removed from clinical/field activities during evaluation and/or treatment periods. The student's participation in or completion of a treatment or rehabilitation program alone shall not qualify the student for reinstatement to clinical or classroom activities or the program. The student's continued participation in the program depends entirely on the severity of the infraction for which disciplinary action is imposed and the student's compliance with that disciplinary action.

**Health Career Program Students maintain the right to appeal decisions which are guided by this policy through the Judicial Codes and Appeals process of Southeastern Community College.**



### Grading Policy

Instructors report theory grades to students and for recording on transcripts using the following system.

Please refer to your instructor's syllabus for details regarding grading in your course.

Please refer to the section on academic standards in the college catalog.

Cognitive quizzes, division exams and/or practical exams will be given at the direction of the EMS program coordinator and lead instructor. Exam content may include any material discussed during lectures, demonstrations, assigned readings, handouts, or any other coursework. The questions for the examinations will be based on the course you are taking.

For grading purposes your course is divided into several areas, didactic, practical skills lab, homework & projects, cognitive & affective (written) testing and psychomotor (practical skills) testing.

To successfully complete this course and be eligible for the National Registry of Emergency Medical Technicians exam the student must achieve the following each semester of this course;

- Maintain a GPA on all cognitive and affective (written) portions of this course. This accumulation will be in the form of quizzes, homework, projects, exams and any other assignments made by the instructor.
- Demonstrate skills competency through successful completion of all psychomotor (practical skills), including successful completion the final practical skills exam scenarios. The final Practical Skills exam scenarios are Pass/Fail stations. These stations and scenarios will be based upon the current published NREMT criteria. Should you fail a final practical station you will be allowed to retest to retest each station one time.
- Demonstrate minimum entry level competency by meeting the predetermined minimum cut score on a final comprehensive written exam. The instructor will advise you of the minimum cut score for the version of exam your class will be given.
- The paramedic program conducts four high stakes exams that require a minimum passing score to complete the course. More information can be found in the syllabus for each semester.
- Satisfactorily complete all required clinical/field competencies and completion of all required documentation.

SCC has designated five general education learning outcomes in which each student should be proficient upon completion of an associate's degree. These are referred to as Core Competencies: (1) Communication (2) Civic Awareness (3) Critical Thinking (4) Cultural Awareness (5) Quantitative & Scientific Reasoning. Faculty utilize course assignments and rubrics to assess student attainment of the Core Competencies. At least one Core Competency is assessed in every course each semester.



### Dress Code & Uniform Policy

While attending class sessions, labs and exams, students will comply with SCC EMS Student Guidelines. All students should be aware that they represent Southeastern Community College when they are in the classroom, clinical and field environment. Uniform dress is mandatory. Students may be asked not to return to field or clinical sites if they fail to comply with the dress code. Student ID badges must be worn during clinical and field internships. You will be provided with an ID badge during the course. If you lose your badge, immediately notify your instructor. You may be required to pay a replacement fee. The ID badge is the property of Southeastern Community College and is to be returned on request of the program for any reason.

#### Dress Code for Clinical and Field Internship:

**Haircuts/Hairstyles.** Student's hair must be neat, clean, and secured away from face. Hair color must be of a natural shade. No hair ornaments except plain barrettes or hair ties. Students may be required to secure longer hair during clinical or field orientation.

**Hygiene.** Students will practice good personal hygiene habits throughout the course. No strong cologne or perfume during classroom sessions, clinical hours, or field internship sessions.

**Facial Hair.** Mustaches, goatees and beards will be neat, clean, and trimmed.

**Finger Nails.** Nails will be short and clean. Clear nail polish is preferred. No brightly colored nail polish. Acrylic nails are prohibited.

**Jewelry.** Jewelry that dangles or is a catch hazard is prohibited. Clinical coordinators and sites may require removal of some jewelry. You will need a watch that has a second measurement and is easy to read.

**Tattoos.** If a student has a visible tattoo, the student may be required to cover that tattoo during clinical or field experiences.

**Apparel.** Uniforms will not be provided to the student by SCC. Each student is responsible for purchasing the required apparel. Students will wear navy or black EMS trousers or casual pants with an SCC EMS uniform shirt, or other approved class shirt. Shirts must be tucked into the pants. Black belts will be worn. Suspenders are not allowed. Polished black boots or work shoes will be worn. In the event that the student must wear hospital scrubs, (i.e. surgery dept. during clinical) the hospital will provide the student with proper clothing. Clothing must be clean, ironed, and kept in good shape. In the event of cold weather, sweatshirts, coats, or jackets must be clean and have NO MARKINGS OR INSIGNIAS. Navy or Black knit style hats for cold weather are the only hats allowed. The wearing of uniforms may be required at select class sessions.



After completion of the EMS program, the student is not allowed to wear the uniform shirt in a manner that represents the student as a certified EMS provider. At no time will the student use the uniform, or ID badge, to represent themselves as a certified EMS provider.

Uniforms will be worn during clinical and field internship. The uniform may be required for classroom activities at the discretion of the course faculty member.

Badges. At the conclusion of the course, badges and bad buddies will be returned to SCC. Badges remain the property of Southeastern Community College.



### Attendance Policy

Students are required to meet all class and clinical requirements as outlined in course requirements. Because the acquisition of knowledge and skill in EMS is cumulative, both in theory and clinical areas, class attendance and participation is necessary. This aids in the monitoring and evaluation of the student's progress through the program of learning. Regular and prompt attendance is required at all classes and clinical experiences.

Detailed attendance policies will be included in the course syllabus

Tardiness in lab, clinical or theory is unacceptable and will be subject to faculty review. It reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others.

EMS students must attend each lab, clinical, and field experience. In case of unavoidable absence on the assigned day, the faculty and the assigned clinical area must be notified, personally, prior to the student's scheduled time. Absences from lab, clinical, or simulation will be cause for review by the faculty with possible failure for the semester and/or dismissal from the program.

If it is absolutely necessary to leave the clinical area early, the student needs to obtain permission from their assigned faculty instructor prior to leaving the clinical setting.

In case of inclement weather, SCC campuses may be closed. The student should listen to the local media for the announcement. The student will also receive a notification via phone from the college. Please keep your phone number up to date with the business office.

Simulation is a vital component of EMS course work. Every student is expected to attend every simulation. If a student misses a simulation, the STUDENT will be required to work with the appropriate faculty member to make up that simulation. The STUDENT may be assessed a fee that reflects the added cost of that faculty member conducting that simulation. Makeup sims may not be available during normal class hours.





### Harassment/Disability Services

Southeastern Community College EMS Program will not tolerate any form of harassment or discrimination. Any form of behavior that is intimidating, harassing, or discriminatory is prohibited. Students who believe they are being harassed or discriminated against should immediately report the matter to either the primary instructor or the course coordinator.

Reports of harassment or discrimination will be immediately investigated and, whenever possible, confidentiality will be maintained. Engaging in conduct that constitutes harassment or discrimination will result in dismissal from the program. Southeastern Community College is committed to providing students and faculty with a learning environment that is safe, comfortable, and productive. Sexual harassment in any form will not be tolerated.

#### **Sexual Harassment**

Sexual harassment is any unwanted sexual attention pressed on an unwilling person by student or faculty. Sexual harassment is further defined as follows:

- Sexual relationships, sexual contact, or the threat of sexual relations or sexual contact, which is not freely or mutually agreeable to both parties.
- The continual or repeated verbal abuse of a sexual nature, including but not limited to sexually explicit statements, sexually suggestive objects or pictures, proposition of a sexual nature, sexually degrading words used to describe the employee or student.
- The threat or insinuation that lack of sexual submission will adversely affect the student's grades, advancement, assigned duties, or other conditions that affect the student's status.

If you believe that you are a victim of sexual harassment, deal with the problem immediately by contacting the course instructor. Each student can have the confidence that all allegations of sexual harassment will be investigated impartially and with discretion.

Anyone who is found, after appropriate investigation, to have engaged in sexual harassment of another will be subject to discipline, up to and including dismissal depending on the circumstances.

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa

52655, [equity@scciaowa.edu](mailto:equity@scciaowa.edu) or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582,



**SOUTHEASTERN**  
COMMUNITY COLLEGE

## EMS Student Handbook

Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and

VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).



## ELECTRONIC DEVICE POLICY

- A. ALL CELL PHONES MUST BE SILENCED DURING CLASS AND OFF DURING CLINICAL TIME.
  - a. You are then required to leave the classroom to answer the phone call.
  - b. All cell phones must be OFF during testing. NO exceptions.
  - c. During class and lab sessions, texting, messaging, or otherwise using electronic communication devices to contact other students present in the classroom is strictly and absolutely prohibited unless approved by the faculty for the course.
- B. The only authorized use of cell phones during clinical time is during your lunch break and then only outside patient care areas. While conducting field experience, cell phone use will be allowed at the discretion of your field supervisor. During EMS calls, all cell phones must be OFF. If the student uses their personal cell phone to log clinical contacts, you must notify your preceptor of the purpose for the use of your cell phone.
- C. The use of recording devices is only authorized for the recording of lecture and is at the discretion of the instructor.
  - a. Permission must be obtained from the instructor prior to use.
- D. Calculators are allowed during testing.
- E. The use of these devices during lecture or lab time is at the discretion of the individual instructor.
- F. For EMS students, tablets may be issued to the students to facilitate completion of clinical/field experience/lab/sim documentation, course testing, and to allow for viewing of course materials/content during class. Any other use of tablets during class time is prohibited. Students found to be using tablets for the purposes of social media, gaming, or non-class related web searching will be asked to leave the class for the day.
  - a. Contact your faculty member for information on obtaining access to a tablet. They are issued first come/first serve by the college.



### SOCIAL MEDIA POLICY

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in Southeastern programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, etc. Health Care workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the EMS program and subject to potential investigation by the Federal Office of Civil Rights.



### Medical Insurance

Students are strongly encouraged to carry their own medical insurance. Any medical expenses incurred due to an accident or injury during the time you are carrying out the duties of an EMS student are the responsibility of the student. Southeastern Community College does not provide any medical insurance coverage for students.



### Student Malpractice Insurance

The college's Health Career Malpractice Insurance covers students in the EMS program while the students are in a staff supervised clinical/field area of the EMS program. Student fees cover the cost of this Malpractice Insurance. Students involved in Health Careers working independently outside the curriculum offering of the college should be aware that the policy purchased by the college offers no protection in this type of activity. The program's Dean will see that all incidents of malpractice are properly documented.



### Physical Exam

All EMS students will have a physical exam completed by a physician, physician's assistant, chiropractor, or nurse practitioner. Any fees for this exam are the responsibility of the student. This exam will deem the student physically and emotionally capable of participating in activities, clinical and field experiences. The exam forms will be given to the student during orientation. Physicals must be completed and turned in prior to any field or clinical time. Any issues regarding physical exams will be handled by the Program Coordinator.

Any physical exam completed within one year of the start date of the course will be deemed valid.



### Academic Achievement Procedure

A student who drops below an 80% in theory or is having difficulty meeting clinical or field competencies may be experiencing academic difficulty. Academic difficulty exists when, in an instructor's judgment, a student is experiencing difficulty achieving or maintaining a passing theory grade and/or satisfactory clinical performance for-whatever reason(s). Once academic difficulty has been identified, the student, faculty and/or administration will develop an "Academic Achievement Plan."

1. The Instructor initiates a meeting with the student to discuss academic difficulty.
2. The student and instructor work together to evaluate the nature of the difficulties to:
  - a. Determine if the student is having nonacademic problems that are interfering with academic achievement (i.e., finances, family, personal problems). The
  - b. Request assistance from the Program Coordinator.
  - c. Determine if the difficulty is in theory, assess the student's level or comfort and ability with skills related to:
    - Class notes
    - Completion of assignments
    - Study habits and/or testing
  - d. Determine if the difficulty is in clinical or field practice; specify the clinical competency not being met and the behaviors/skills/knowledge needed to satisfactorily meet the competency. The instructor should make related recommendations regarding:
    - Methods or preparation
    - Written assignments
    - Supervised practice in a laboratory setting
    - Other, as indicated by the specific nature of the student's difficulty.
3. The "Academic Achievement Plan" should be completed and one copy distributed to each of the following:
  - a. Student
  - b. Program Coordinator
4. The "Evaluation Follow-Up" section of the form should be completed at the appropriate time and a copy forwarded to the Program Coordinator.
5. If difficulty persists, the Dean and Medical Director will follow-up.





### Clinical/Field Internship Requirements

Transportation to clinical/field sites is the responsibility of the student.

Reminder that a student may not fill an EMS staffing position while simultaneously performing the role of an EMS student.

To participate in the clinical rotations, and field experiences and internships each student must have all of the following:

- Completed physical exam, including immunization records.
- TB skin test (2 Step). Conducted within one year of the start of the course.
  - TB Gold as an alternate
- Complete and signed Hepatitis B forms.
- Current flu shot required for clinics from October 1<sup>st</sup> through March 1<sup>st</sup>.
- COVID-19 immunization or obtaining a waiver is required.
- If no history of varicella, immunization is urged.
- Complete blood borne pathogen, PPE and HIPAA training.
- Minimum classroom score.
- Criminal background check
- Signed waiver of liability for applicable field sites.
- The proper uniform apparel approved by Instructor.
- Current CPR and EMS Certification on file, where applicable.
- All required course paperwork on file with the Program Coordinator.
- Approval of the course instructor and Program Coordinator.

**\*\*Make copies of all forms before turning originals in. Copies cannot be provided by SCC after they are filed.\*\***



### Drug Testing Policy

Drug screening is not a requirement for students enrolled in a Southeastern Community College Health Career Program. However, SCC reserves the right to conduct random drug screening. If an instructor/coordinator or clinical affiliate feels there is just cause, the student will be asked to submit to testing. The test shall consist of a urine specimen and will be completed at an assigned agency. The cost of this test will be the student's responsibility. Your Instructor or Program Coordinator will provide more information as to testing times and availability.

The Program Coordinator will review the drug test information and will maintain the confidentiality of this test. Any student receiving a positive result will have this result reviewed by an SCC administrator and the Program Coordinator to evaluate the appropriateness of allowing the student to participate in didactic or clinical experiences.

You may be asked to go for the test at a moment's notice. Because of this, the best approach to take is to avoid the use of anything that could cause you to fail a drug test and risk your education and potential career.



### Background Check Policy

All students enrolled in a Southeastern Community College Health Career Program will be required to complete a criminal background check, excluding students in the Emergency Medical Responder program. Castle Branch is an independent third party contractor that allows students to order their own background check and upload immunization records and other documents online. Information collected through Castle Branch is secure, tamper-proof, and kept confidential. The cost of these checks has been added to your student fees when you enrolled in the program. No additional cost is required to complete the checks. The Program Coordinator will receive verification within 72 hours of completing the required information.

Background checks which would render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program. Criminal offenses which occur during the EMS program shall consider due process which provides that an individual is innocent until proven guilty up until which time he/she pled or is found guilty and is then subject to review by regulating authorities.

Final determination of eligibility to Iowa EMS Certification is reserved for the Bureau of Emergency and Trauma Services. Questions about eligibility to obtain Iowa EMS Certification should be directed to that office.

Documentation of criminal background checks is maintained in secured files and destroyed upon graduation of the health occupations program.

At this time only one check is required during a continuous enrollment in a program. In the event a student leaves the program, a new record check will be required prior to re-entry.

To complete a background check;

Go to: <https://portal.castlebranch.com/SD61>

Your personal identification number is the last four digits of your social security number.

Follow the online instructions to complete your order.



### Quality Assurance

Quality Assurance is monitored to help insure patient safety and reduce malpractice by providing an accurate system for reporting and analyzing all occurrences.

An “Occurrence” is defined as “any unusual event or circumstance that is not consistent with the normal routine operation of the clinical facility and its staff.” It may be an error, or any occurrence that is out of the ordinary or an accident which could have or has resulted in a patient injury. Examples are listed below:

1. Medication and intravenous errors (incorrect medication, solution, time, dosage, route or patient)
2. Falls
3. Visitor accidents
4. Student needle stick/accidents

Students must follow the following procedure when an “occurrence” is identified:

1. Provide for patient’s safety
2. Report occurrence of instructor or preceptor immediately
3. Complete facility’s form
4. Obtain SCC “Occurrence Report” from instructor and complete. On form, refer to facility’s report or number
5. Instructor or Preceptor will co-sign Occurrence Report
6. Students must hand-in Occurrence Report to Program Coordinator no later than the end of the following class/clinical/field day
7. Students will be given a copy. The original will go in the student’s EMS program file. Copies will be provided for the clinical preceptor and the Vice-President for Administrative Services.



### Policy Regarding Student/Graduate References from Program Faculty

The following guidelines must be followed as a student or Health Career Program graduate whenever requesting a letter of reference from a member of the faculty. No verbal references will be provided. The student /graduate must provide the faculty member with written permission to provide the reference information. This request shall include the following information:

- Name, Title and Address of the individual to whom the reference is to be mailed
- Purpose of reference (scholarship, employment, etc.) and the areas to be addressed in the reference
- Your name at the time of graduation
- The date of your graduation



## Release of Information

Student/ Graduate Name \_\_\_\_\_

Graduation Date \_\_\_\_\_

Faculty Member \_\_\_\_\_

Purpose of Reference \_\_\_\_\_

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

I hereby give my permission to the faculty member listed above to provide the indicated reference information to the person listed below:

Name \_\_\_\_\_

Title \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_



### EMS Student Grievance Policy

The Student Grievance Policy is outlined in the Judicial Code of Conduct and Student Rights manual on Hawknet. The link to the entire manual is:

[student grievance](#)

The EMS program follows the appeals process and grievance dispute resolution as outlined in that policy.



### Withdrawing from the Program/Returning Students/Advanced Placement/Experiential Learning

If a student needs to drop the program for personal reasons it is recommended that the drop occur at any semester break. The student should contact their faculty teaching the course, then the program director to determine if alternative educational methods are available that would allow the student to continue the course.

The student must contact enrollment services in order to withdraw from the program without receiving a final grade of "F". Note that faculty and program staff cannot drop a student from the class. See the Southeastern Community College Student handbook and Academic Calendar for the dates of withdraw.

#### Guidelines for Readmission/Reapplication/Entry:

- In general, students that do not complete the EMR/EMT/AEMT courses will be required to start the program at the beginning of the course. Entry into the middle of the semester is not allowed.
- For students that leave the paramedic course prior to the completion of the first semester, they will be required to start the paramedic program at the beginning of the first semester.
- For students that leave the paramedic course prior to the completion of the 2<sup>nd</sup> or 3<sup>rd</sup> semesters, they will be required to restart the program at the beginning of the semester immediately following their last completed semester. For instance, if a student successfully completes the 1<sup>st</sup> semester of the paramedic program, but drops during the 2<sup>nd</sup> semester, they will be required to restart the program at the beginning of the 2<sup>nd</sup> semester.
- A paramedic student can restart the program without testing if the return to class within one year. If they return after one year but prior to two years, the student will be required to complete a cognitive and psychomotor examination covering the objectives already covered in the course. Reentry into the program after two years is not allowed.
- If a student seeks to enter the SCC paramedic program after successful partial completion of another accredited school's program, the student's transcripts will be evaluated by the EMS program coordinator for placement. The student will be required to complete cognitive and psychomotor testing of the material covered in previous semesters. Costs of that testing will be borne by the student. No entry into the paramedic program will be allowed if the student has been gone from an accredited paramedic program for more than two years.
- With consultation of the program medical director, Paramedic applicants may be given class credit for formative psychomotor skills testing and didactic education. Summative psychomotor skills testing and summative cognitive testing will be done. Experiential learning may be used for some clinical skills where warranted.





## Instructions for completing the packet

- Some pages will be returned to the Program Director on the first night of class
- Immunization and health information must be completed prior to starting clinical and field experience
- Immunization records may be obtained from the state Department of Public Health website or your healthcare provider
- TB tests and physicals conducted within 365 days prior to the start of class are ok to use
- Please do not staple any of these pages together. Everything should be returned unstapled
- If the student needs any of the paperwork returned you are responsible for telling the faculty member of program director

**The following pages are to be  
completed and signed by the student  
and returned to the EMS Coordinator  
by: \_\_\_\_\_**



### Essential Functions Guidelines

The following essential functions have been identified as necessary abilities for participation in the Health Programs at Southeastern Community College.

1. Must be able to maintain balance from any position.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing)
4. Must be able to visibly detect changes in or around patients.
5. Must be able to feel body changes and vibrations. (Example: palpate pulse, intercostal spaces, and veins).
6. Must be able to smell body and environmental odors. (Example: electrical equipment burning or infected wounds).
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections and perform phlebotomy).
9. Must be able to see different color spectrums. (Example: bright red drainage as opposed to serous drainage, distinguish positive and negative urinalysis reactions).
10. Must be able to comprehend readings and write legibly when documenting notes on patients' records.
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining history from a patient).
12. Must be able to correctly perform simple mathematical computations for administering drugs (without the use of a calculator) and bookkeeping.
13. Must be able to demonstrate a mentally healthy attitude which is age-appropriate and congruent with the local and cultural norms.
14. Must be able to input/output data using the computer.
15. Must be able to perform all aspects of cardiopulmonary resuscitation (CPR).
16. Must be able to move quickly throughout the clinical site.

The instructor reserves the right to amend and augment this listing if, in his/her professional judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Southeastern Community College cannot predict the essential functions as identified by various employers. The skills identified on this essential functions form are those which the program feels are necessary for participation in the program. No representation regarding industry standard is implied.



### Student's Statement Regarding Essential Functions

READ AND SIGN ONE OF THE FOLLOWING STATEMENTS.

1. These essential functions were explained to me and I certify, to the best of my knowledge, that I have the ability to perform these functions.

---

Student's Name (Print)

---

Student's Signature/Date

2. These essential functions were explained to me and, to the best of my knowledge, I will be unable to perform function(s) # due to a disability.

---

Student's Name (Print)/Social Security Number

---

Student's Signature/Date

(For Instructor's Use Only)

Students who sign Option #2 should contact Southeastern Community College's Disability Services Office below.

The Disabilities Services Office is the primary office on campus with the specialized knowledge and experience in disability issues. This office serves students with physical, psychological, medical and learning disabilities.

Angela Mickelson, LBSW, IADC  
Student Success Advocate  
Southeastern Community College  
1500 West Agency Rd.  
West Burlington, IA 52655  
319-208-5167  
amickelson@sccowa.edu



### Confidentiality Agreement

Given the nature of the field internship, it is imperative that every student maintain the confidence of patient information that they may receive or observe while participating in the field internship. Southeastern Community College prohibits the release of any patient information to anyone during field internship unless it is required for purpose of treatment. Any discussions of Protected Health Information (PHI) within the scope of your field internship should be limited to those essential for learning and patient care. Acceptable uses of PHI within the scope of your field internship would include; exchange of patient information needed for the treatment, transportation, review of skills with your preceptor, or other essential Emergency Medical Services. I understand that the posting of any patient information on any social media site is strictly prohibited. The EMS program has a zero tolerance policy for the posting of anything that could be construed as protected healthcare information on social media.

Student is required to have patient contact reports completed for each patient care experience during their field internship. These contact reports are for education only, and shall not contain names, addresses, phone numbers, or any other personally identifying information. Any information obtained by the student during patient care shall be kept strictly confidential, and in accordance with HIPAA regulations. If a student, at any time, knowingly or unknowingly breaches the patient confidentiality policies, they are to notify the program coordinator, and the privacy officer of the Ambulance Service they are participating in a field internship with immediately. Failure to comply with patient confidentiality policies is grounds for dismissal from the EMS training program. Intentional violation of patient confidentiality is a crime, and would be subject to prosecution which could result in fines, imprisonment, or both.

I have been trained and successfully completed testing on the policies /procedures regarding patient confidentiality and HIPAA regulations.

I agree to abide by the confidentiality policies set forth by Southeastern Community College's EMS training program.

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

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



## Information Sheet

Course: \_\_\_\_\_

**Please print or type all information below:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Home Address \_\_\_\_\_

### Emergency Contact Information

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Secondary Phone (\_\_\_\_) \_\_\_\_\_

Are you currently affiliated with an EMS Service? **YES** **NO**

If yes, name of service: \_\_\_\_\_ Position you hold \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Supervisor/Chief \_\_\_\_\_

Iowa Certification # \_\_\_\_\_ Expiration

Date: \_\_\_\_\_

National Registry # \_\_\_\_\_ Expiration

Date: \_\_\_\_\_

BLS/CPR Expiration Date \_\_\_\_\_ Other

Certification: \_\_\_\_\_

Attach copies of all current certification cards and current Healthcare Provider BLS card

### Education

School	Name & Location	Course of Study	Diploma/Degree
High School/GED			
Business/Trade School			
College or University			
Military Training			

If you attended school under another name, please state name: \_\_\_\_\_

**Employment:** List all work experience, both full & part time, since high school, beginning with the most recent.

Start Date	End Date	Title of Position	Employer	City & State

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

Complete this form in its entirety and return it with your other course documents.

Questions regarding this application can be directed to EMS Coordinator



### Understanding Concerning Enrollment

The undersigned has made application to Southeastern Community College, EMS Program. As part of the individual application for such training; the applicant represents the following to be true. I agree:

1. That my continuation in the EMS Course shall be contingent upon my meeting the requirements of the course of instruction which is set forth in the SCC catalog and EMS Student Manuals. I will follow the directions of the EMS Course Instructors, EMS Course Coordinator and the SCC Training Program Director.
2. That I may be dismissed from the EMS course in accordance with the policies set for the in this manual.
3. That I subscribe to and will abide by the dress code applicable to the EMS students which is addressed in the manual.
4. That I will be responsible to purchase materials that are required by the EMS Training Program.
5. That in the performance of my functions in this EMS course, I am not an agent or employee of the Hospital or EMS Services.
6. That the points mentioned in the Agreement, the SCC Catalog, Policy Manual and the Program Objectives are guidelines and are not all inclusive and may be added to or changed at the discretion of the EMS Training Program.
7. That the cost of the textbooks, National written test, (and National Practical test for Advanced students) is not included in the tuition for this course.
8. That this instrument shall become a part of the application for admission to the Course and this shall become a binding agreement between Southeastern Community College and myself.

Student Name (print) \_\_\_\_\_

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

Date \_\_\_\_\_



## Hepatitis B

Hepatitis B is a viral infection caused by the HBV virus. This virus can be found in blood, saliva, semen, and vaginal secretions. Although it is primarily transmitted through blood, it can also be transmitted through mucous membranes and breaks in the skin. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become carriers or develop chronic hepatitis. Mortality rates for hepatitis B have been reported to be as high as 10%.

### The Vaccine

Vaccine is available for protection from the hepatitis B virus. Its use is recommended for those at high risk of developing hepatitis B, including health care workers who are in contact with potentially infectious body fluids. Students are particularly vulnerable to contamination since their hand skills are generally not yet well developed. Full immunization requires three doses of vaccine over a six-month period, although some persons may not develop immunity to hepatitis B. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

The incidence of side effects from the vaccine is very low. The most common post-injection complaints are tenderness and redness at the site of injection. Low-grade fever, rash, nausea, joint pain and mild fatigue have also been reported. Allergic reactions can occur in patients who are hypersensitive to any component of the vaccine. The vaccine should not be given to a pregnant female unless absolutely essential. Females are discouraged from getting pregnant during the 6 months of the immunization series, as well as 2 – 4 weeks after the last (third immunization). Caution should be used in administering the vaccine to a nursing mother.

No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association of human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present: at the time vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

### Procedures

You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.



## Hepatitis B Immunization Consent/Waiver Form

**Hepatitis B vaccine is strongly recommended for administration to high-risk groups, including health care workers who are in contact with potentially infectious body fluids.**

I have read the statement in the handbook about Hepatitis B and the Hepatitis B vaccine and have had the opportunity to discuss this topic with my physician/nurse practitioner and ask questions. I understand I must have three doses of vaccine for protection to occur. However, as with all medical treatments, there is no guarantee that I will become immune or that I will not experience adverse effects from the vaccine.

Refusal of the vaccine relieves the clinical facility and the college of any responsibility if I should contract the virus while on a clinical rotation.

I have voluntarily decided to receive the vaccine.

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

First Dose given (date) \_\_\_\_\_

Next Dose due (date) \_\_\_\_\_

Next Dose due (date) \_\_\_\_\_

Health Official Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the information about Hepatitis B and have decided to NOT receive the vaccine at this time.

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

**Students can be assured that any information contained in the Physical Examination Records will be kept strictly confidential.**

**This form may be superseded by an immunization record provided by a healthcare provider**





### Bloodborne Pathogen Guidelines

As part of the curriculum all students in Health Occupations programs will receive instruction essential to providing assigned patient care regarding Hepatitis B, HIV and other potentially dangerous pathogens.

This shall include but not be limited to:

1. Epidemiology
2. Method of transmission
3. Universal blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle, and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirement

#### **Post Exposure Procedure for Students in Health Programs:**

If a student has been exposed to a contaminant parentally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:

1. Inform the clinical or field preceptor of the incident immediately
2. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, or water depending upon contact area)
3. Student: seek appropriate medical attention through their personal physician/agency (students are responsible for their own medical care and cost). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.
4. Source individual: follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students may be responsible for the cost of any testing.
5. Maintain confidentiality of patient
6. Student and instructor will complete incident report

As a student in Southeastern Community College's EMS training program, I understand that I could be exposed to viruses and infectious material including but not limited to HIV, and Hepatitis. I agree to follow these guidelines, and report immediately any possible exposure. I also hereby release any liability of Southeastern Community College should such exposure occur.

By signing this form, I agree to abide by all personal protection guidelines to help reduce the risk of any exposure. I hereby affirm that I have received the information and instruction necessary to abide by these guidelines.

Student Name: (print) \_\_\_\_\_

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



## Record of Immunization

Students who do not have official documentation/record of immunization must receive appropriate titers and/or immunizations. May be superseded by immunization records provided by healthcare providers.

**Diphtheria** Date: \_\_\_\_\_  
(within last 10 years)

**Tetanus** Date: \_\_\_\_\_  
(within last 10 years)

**MMR** Date: \_\_\_\_\_

**COVID** Last Immunization Date: \_\_\_\_\_

**TB Test – 2-Step** (May be administered within a year of the start of course)

**May use TB Gold Test provide documentation**

### STEP ONE

Date Administered: \_\_\_\_\_

Results: \_\_\_\_\_ Date: \_\_\_\_\_

Read by: \_\_\_\_\_  
(Full Name)

### STEP TWO

Date Administered: \_\_\_\_\_

Results: \_\_\_\_\_ Date: \_\_\_\_\_

Read by: \_\_\_\_\_  
(Full Name)

**OR** Chest X-ray Results: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (print) \_\_\_\_\_

Health Official Name/Title: \_\_\_\_\_

Health Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_



### Iowa Core Technical Standards

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"><li>• Identify changes in patient/client health status</li><li>• Handle multiple priorities in stressful situations</li></ul>
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"><li>• Identify cause-effect relationships in clinical situations</li><li>• Develop plans of care</li></ul>
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"><li>• Establish rapport with patients/clients and colleagues</li><li>• Demonstrate high degree of patience</li><li>• Manage a variety of patient/client expressions (anger, fear, hostility) in a calm manner</li></ul>
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"><li>• Read, understand, write and speak English competently</li><li>• Explain treatment procedures</li><li>• Initiate health teaching</li><li>• Document patient/client responses</li><li>• Validate responses/messages with others</li></ul>
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"><li>• The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available</li></ul>



Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation.	<ul style="list-style-type: none"><li>• Position patients/clients</li><li>• Reach, manipulate, and operate equipment, instruments and supplies</li><li>• Electronic documentation/keyboarding</li><li>• Lift, carry, push and pull</li></ul>
Hearing	Auditory ability to monitor and assess, or document health needs.	<ul style="list-style-type: none"><li>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</li><li>• Hears telephone interactions/dictation</li></ul>
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.	<ul style="list-style-type: none"><li>• Observes patient/client responses</li><li>• Discriminates color changes</li><li>• Accurately reads measurement on patient/client related equipment</li></ul>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.	<ul style="list-style-type: none"><li>• Performs palpation</li><li>• Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter</li></ul>
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"><li>• Move quickly and/or continuously</li><li>• Tolerate long periods of standing and/or sitting</li></ul>
Environmental	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"><li>• Adapt to rotating shifts</li><li>• Work with chemicals and detergents</li><li>• Tolerate exposure to fumes and odors</li><li>• Work in areas that are close and crowded</li><li>• Work in areas of potential physical violence</li></ul>



### EMS Program Technical Standards

The EMS Program at Southeastern Community College is a rigorous and intense program that places specific requirements and demands on the students enrolled. The mission of the program is to provide students with the tools and structure needed to develop basic and advanced skills to provide medical care to individuals in a variety of settings. The following abilities and expectations must be met by all students admitted to the EMS Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the NREMT or state certification exam.

Students enrolled in the EMS Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the assessment results and subsequent treatment clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the EMS program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical and field situations;
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Students in the paramedic program will be required to understand and meet these technical standards or believe that, with certain accommodations, they can meet the standards.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient



safety, or the educational process of the student or the institution, including all coursework, clinical experiences and field internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program at this time and be referred to Southeastern Community College Disability Services.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



### Certificate of Physical Exam

All students are required to have a Physical exam dated no earlier than 12 months prior to the beginning of this course. This exam must be signed by a licensed health care professional. SCC will accept previous physical exams dated no earlier than 12 months prior to the start of this course. This form may be superseded by an appropriate form obtained from a healthcare provider.

**Attention Health Care Official.** The individual presenting this form is entering an EMS training program. By signing this form, you certify that to the best of your knowledge, this individual is emotionally and physically capable of participating in the activities involved during the Emergency Medical Technician Training Program. In addition to the being exposed to patients with medical or trauma conditions the student may also be exposed but not limited to: weather, lifting and carrying patients and equipment, walking or standing for extended periods, participating in medical emergency responses on ambulances. List any concerns or limitations below:

Limitations: (Lifting, weakness, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Significant Medical Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Practitioner Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify this student has no medical or psychological limitations that will prevent participation in an EMS training program.

Health Practitioner Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

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

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