

**Sanford Health EMS Education
North Dakota State College of Science**



EMS Student Handbook

Contents

Program Overview:	4
Acronyms and Terminology	4
Definitions:.....	5
Accreditation:.....	6
Program objectives:	7
Organizational structure:	7
Admission criteria:	7
EMR:	7
EMT:	7
Paramedic:	8
Conviction Policy:.....	8
Credit for prior learning (CPL):.....	9
Advanced placement policy:.....	10
Transfer credits:	10
Technical standards:	10
Fees:.....	12
Refund policy:	12
Technology:.....	13
Computer requirements:	13
Mobile device:.....	13
Internet requirements:	13
Web resources:	13
NREMT© testing:.....	14
EMS student behavioral policies:.....	14
Conduct/professionalism:.....	14
Tobacco Use	16
Alcohol/drug/substance abuse:.....	16
Weapons:	17
Social Media:.....	17
Mental health:.....	17
Awards:	18
Safety:	18

Incidents:.....	19
Faculty office hours:.....	20
Academic Policies:.....	20
Academic standards:.....	20
Performance review:.....	21
Uniform Standards.....	22
EMS student portfolio requirements:.....	24
Grading:.....	24
Incomplete:	25
Online/Hybrid Learning:.....	25
Class Cancellations:	25
Records Retention.....	25
Didactic attendance:	26
Laboratory:.....	26
Laboratory attendance:	26
Skill requirements:	27
Lab documentation	27
Practicums:.....	27
Practicum scheduling:	27
Practicum attendance:.....	27
Weather related events:.....	28
Practicum Entry Requirements:.....	28
Practicum Conduct:.....	29
Practicum Documentation:	29
Patient Due Regard:	29

Program Overview:

Acronyms and Terminology

Academic Alert- Notification given to students who are receiving less than 76.5% in a didactic, clinical, or laboratory course.

ACLS: Advanced Cardiac Life Support

Advisory Committee: Oversight committee responsible for reviewing program content and endorsing program changes.

AEMT: Advanced Emergency Medical Technician

Affective: The affective domain describes students' attitudes, values, behaviors and emotions and how these attributes impact their interpersonal relationships and performance.

ALS: Advanced Life Support

AMLS: Advanced Medical Life Support

BLS: Basic Life Support. May refer to EMS providers (EMR and EMT) or basic healthcare provider CPR.

CAT: Computer Adaptive Testing

Student: registered participant in our classes.

Capstone: The final course in a student's academic progress that assesses entry-level paramedic skills.

Clinical experience: practicum shifts in a hospital or clinic environment.

Cognitive: area of learning that includes knowledge, naming, solving, predicting, and other intellectual aspects of learning.

CP: Community Paramedic

Didactic: involving lecture, textbook, and/or online instruction rather than demonstration, laboratory or practical exercises.

EMCE: Online software for tracking skills, patient contacts and scheduler.

Emergency Practicum Number: phone number to call when a student will be late, absent or has an emergency during a practicum. (701) 491-8911.

EMR: Emergency Medical Responder

EMS: Emergency Medical Services

EMS Testing: Online testing software

EMT: Emergency Medical Technician

Field experience: all ambulance practicums prior to the final capstone.

FISDAP®: Online software for tracking skills, scheduling, and testing.

ICS/NIMS: Incident Command System/National Incident Management Systems. Federal system of mass casualty command courses.

Moodle: Online learning management software used to track student progress.

MState: Minnesota State Community and Technical College

NCCP: National Core Competency Program

NDSCS: North Dakota State College of Science

NREMT: National Registry of Emergency Medical Technicians

NRP: Nationally Registered Paramedic or Neonatal Resuscitation Program

PALS: Pediatric Advanced Life Support

PHTLS: Pre Hospital Trauma Life Support

PPCP: Paramedic Psychomotor Portfolio

PRE: Paramedic Readiness Exam

Practicum: a course that involves using the knowledge and skills that have been learned in lab and didactic classes in a real life environment which may include either clinical or field.

Preceptor: Health care practitioners who serves to advise and instruct student during practicum shifts.

Program: The Paramedic Technology Program of the Sanford Health EMS Education at Sanford Ambulance Service in collaboration with NDSCS.

Program Incident Form: Found in Moodle under links listed as "SHEMSE Incident Form".

Psychomotor: The psychomotor domain is skill-based and refers to the learning of skills. Physical skills are the ability to move, act, or manually manipulate the body to perform a physical movement.

SHEMSE: Sanford Health EMS Education

Verified Credential: Third party software used in completing background checks and tracking of immunization and other practicum requirements.

Definitions:

Comprehensive Assessment: A comprehensive assessment shall include the patient's general appearance, a detailed patient history, physical examination, and vital signs.

Practicum Learning Objectives:



Fail/0: When a student does not appropriately initiate a skill, assessment or team lead appropriate to the entry level proficiency to the course they are enrolled in.

Fail/1: When a student initiates a skill, assessment or team lead but is unable to complete the skill at the entry level proficiency appropriate to the course they are enrolled in.



Pass/2: When a student initiates a skill, assessment or team lead and is able to complete it at an entry level proficiency appropriate to the course they are enrolled in.

Lab Skill Evaluation:



Fail (Unsuccessful): When a student does not appropriately initiate and/or complete a skill, assessment or team lead appropriate to the entry level proficiency to the course they are enrolled in.



Pass (Successful): When a student initiates a skill, assessment or team lead and is able to complete it at an entry level proficiency appropriate to the course they are enrolled in.

High-stakes exam: A high-stakes exam is an exam where a student's failure to earn a passing grade results in an over-all failing grade for the course enrolled. This may result in termination from a program.

Skill Progression: (approved by advisory committee on 4-10-2019)

Lab Skill: Individual student competency evaluation in the laboratory.

Isolated Live Patient Skill: Isolated skill competency performed and evaluated on an actual patient. (i.e. "Perform an intubation using this checklist")

Simple Scenario: Individual student competency evaluation in a laboratory setting with specific patient information. (i.e. "Your adult patient is not breathing and needs to be intubated")

Complex Simulation: Individual and/or Team competency evaluation conducted in a real time laboratory setting with specific patient and scene information obtain through their interactions. (i.e. "Rescue 1 respond to 123 Dead President St. for a 45-year-old male not breathing." The student must respond as team leader or team member and interact, assess, and treat as though they are on an actual call)

Team Lead: The ability for the EMS student to successfully initiate and complete the assessment and treatment of a patient appropriate to the entry level certificate they are seeking (i.e. Paramedic student is performing at the level of entry level Paramedic). The Team lead must be completed in the prehospital setting, while working on a 911 system that has transporting capabilities.

Accreditation:

The Sanford Health EMS Education/NDSCS Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (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

To contact CoAEMSP:
214-703-8445
www.coaemsp.org

Program objectives:

It shall be the purpose of this program and the EMS Technologies of Sanford Health EMS Education (SHEMSE) in coordination with North Dakota State College of Science (NDSCS), to educate and train EMS students with the cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning domains required for entry-level competency at the level (EMR, EMT, AEMT, Paramedic) the EMS student is enrolled in.

Organizational structure:

Medical Director: The medical director is responsible for the medical oversight of the program.

Assistant Medical Director: The medical director responsible for medical oversight of students in a state outside the program's home state.

Dean for NDSCS: The Dean for NDSCS has oversight of the program from the perspective of the sponsoring institution.

Director of Education: The Director of Education at SHEMSE is the direct supervisor of all faculty in the EMS programs at SHEMSE/NDSCS.

Paramedic Program Director: The Paramedic program director is responsible for all aspects of the paramedic program. The Paramedic program director is also the student advisor for all students registered for college credit through NDSCS.

Program Coordinators: Program coordinators are responsible for all aspects related to the EMS level they are assigned.

Clinical Coordinator: The Clinical coordinator is responsible for all aspects of the practicum experiences that students are involved with throughout the EMS programs.

Lead Instructor: Person responsible for grading each course.

Faculty: Faculty in the EMS programs are assigned specific topics or lab sessions throughout the programs and are responsible for the execution of those assigned classes.

Admission criteria:

EMR:

- Be at least 16 years by the completion of the class.
- Ability to meet the technical standards of the program

EMT:

- Be at least 16 years by the completion of the class.

- Ability to meet the technical standards of the program
- NDSCS students also must:
 - Complete the application for admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
 - Submit official ACT or college placement test with scores showing the applicant is college English ready.
- TriCollege students also must:
 - Complete the admissions requirement of their institution.

Paramedic:

- Be at least 18 years of age
- Be a Nationally Registered® certified or state license EMT or AEMT.
- Possess a high school diploma or equivalency degree.
- Complete the application for admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
- Submit official ACT or college placement test with scores showing the applicant is college English and math ready.
- Completion of BIOL 220 and BIOL 220L with a “C” or higher.
- Applicants will participate in a formal interview process with the EMS Technologies faculty to discuss the practicum shifts as well as expectations of the program.
- Ability to meet the technical standards of the program
- Class selection process will be determined by the completion of admission requirements and slots will be filled by order of those who have completed all requirements.

Conviction Policy:

Sanford Health EMS Education(SHEMSE)/North Dakota State College of Science (NDSCS) has adopted a Criminal Conviction Policy to safeguard the public from any individual, who as a healthcare provider student, may pose a risk to patients or clients.

Although healthcare students are supervised while in clinical practice, opportunities still remain where students would be able to isolate themselves from the direct view of a preceptor and pose a potential risk to the general public. As a healthcare educational institution, it is our duty to minimize the exposure to this potential harm. In addition, we need to be able to advise potential students of the possible complications they could face in gaining licensure or gainful employment with a criminal conviction.

For these reasons, the following criminal convictions will be automatic grounds for non-acceptance into the Emergency Medical Services (EMS) Programs:

- A medical regulatory board (or equivalent) action removing the applicant's license or certification to practice at any level in any state; or
- Any conviction of physical or domestic assault/abuse; or
- Any felony level conviction of theft; or
- Any conviction of criminal sexual conduct; or
- Felony level narcotics convictions.

Additionally, any felony or gross misdemeanor criminal conviction not covered in the list above may exclude candidates from acceptance into the program.

Any candidate rejected on these grounds may appeal by submitting a written narrative including the following details:

- All court records of the conviction; and
- Any parole or probation reports; and
- Any supporting documents; and
- A detailed explanation supporting the candidate's appeal.

This documentation will be presented to an EMS Education Program Review Board for consideration. The Board may ask for additional information or verbal testimony before rendering a ruling. All rulings will be made within 30 days of submission of documentation and will be final.

The EMS Education Program Review Board will consist of:

- For non-college students: Senior Director of Sanford Ambulance, Director of EMS Education, and program Medical Director.
- For college students: NDSCS Vice President of Academic Affairs, Director of EMS Education, and program Medical Director.

Credit for prior learning (CPL):

SHEMSE/NDSCS does offer credit from prior learning for EMS designated courses.

- Paramedic students may obtain college credit for their EMT level education.
 - Show current EMT/AEMT national certification or state license.
 - Credit for EMS 101 also requires evidence of completing content through Sanford Health EMS Education Fargo.
- Students must be enrolled in the AAS degree and have a current NREMT Paramedic certification.
- All CPL students must also follow the requirements found in the college CPL Matrix found at NDSCS.

Advanced placement policy:

SHEMSE/NDSCS does offer advanced placement in the EMS programs based on previous EMS classes taken for college credit at an accredited paramedic program. Evaluation of the classes accepted will be on a case by case basis and may require additional assessment testing to prove mastery of content. Additional fees may apply.

Transfer credits:

SHEMSE/NDSCS does accept transfer credits for EMS classes based on previous EMS classes taken for college credit at an accredited paramedic program. Evaluation of the classes accepted will be on a case by case basis and may require additional assessment testing to prove mastery of content. Additional fees may apply.

For policy on transfer of general education classes please see the NDSCS college catalog.

Technical standards:

All students for SHEMSE/NDSCS EMS Technologies Program must possess essential skills and abilities necessary to complete the school curriculum successfully, either with or without reasonable accommodations for any disabilities the individual may have. The standards are as follows:

- **Gross Motor Skills-**

Student must be able to: move within confined spaces; sit and maintain balance; stand and maintain balance; reach above shoulders; reach below waist (plug-ins).

- **Fine Motor Skills**

Student must be able to: pick up objects with hands; grasp small objects with hands; write with pen or pencil; key/type (use a computer); pinch, pick, or otherwise work with fingers; twist (turn knobs with hands); squeeze with fingers.

- **Physical Endurance**

Student must be able to stand (at patient side during procedure); sustain repetitive movements (CPR); maintain physical tolerance (work entire shift).

- **Physical Strength**

Student must be able to physically push and pull 25 pounds (position patients); support 25 pounds of weight (ambulance patient); lift 25 pounds (transfer patient); move light objects up to 10 pounds; move heavy objects weighing from 10 to 50 pounds; move patients weighing in excess of 50 pounds with assistance; defend self against combative patient; carry equipment/supplies; use upper body strength (CPR, restrain a patient); squeeze with hands (fire extinguisher).

- **Mobility**

Student must be able to twist; bend; stop; squat; move quickly; climb (ladders, stools, stairs); walk.

- **Hearing**
Student must be able to hear normal speaking level sounds; hear faint voices; hear faint body noises (BP); hear in situations not able to see lips (when using masks); hear auditory alarms.
- **Sight**
Student must be able to see objects up to 20 inches away; see objects up to 20 feet away; see objects more than 20 feet away; use depth perception; use peripheral vision; distinguish color; distinguish color intensity.
- **Touch**
Student must be able to feel vibrations (pulses); detect temperature; feel differences in surface characteristics (skin turgor); feel differences in sizes; shapes; detect environmental temperature.
- **Smell**
Student must be able to: detect odors from patient; detect smoke; detect gases or noxious smells.
- **Literacy**
Student must be able to: read and understand written documents; recognize, understand, and interpret instructional materials required during medical education.
- **Arithmetic Competence**
Student must be able to: read and understand columns of writing (flow sheets); read digital displays; read graphic printouts (monitors); calibrate equipment; convert numbers to/from metric; read graphs; tell time; measure time (duration); count rates (pulse rate); use measuring tools (thermometer); read measurement marks (scales); add, subtract, multiply, divide; compute fractions (medication dosages); use a calculator; write numbers in records.
- **Emotional Stability**
Student must be able to: establish therapeutic boundaries; provide patient with emotional support; adapt to changing environment/stress; deal with unexpected (crisis); focus attention on task; monitor own emotions; perform multiple responsibilities concurrently; handle strong emotions (grief).
- **Analytical Thinking Skills**
Student must be able to: transfer knowledge from one situation to another; process information; evaluate outcomes; problem-solve; prioritize tasks; use long-term memory; use short-term memory.
- **Critical Thinking Skills**
Student must be able to: identify cause-effect relationships; plan/control activities for others; synthesize knowledge and skills; sequence information.
- **Interpersonal Skills**
Student must be able to: negotiate interpersonal conflict; respect differences in patients; establish rapport with patients; establish rapport with co-workers.

- **Communication Skills**

Student must be able to: explain procedures; give oral reports; interact with others; speak on the telephone and/or radio; influence people; direct activities of others; convey information through writing (progress notes).

- **Time Management Skills**

Student must be able to perform all of the above skills within a timeframe that is appropriate for an emergency medical setting.

All applicants accepted to the SHEMSE/NDSCS EMS Technologies Program must be able to meet the program's technical standards. The purpose of the program is to graduate students who will become entry-level competent EMS providers. As a limited enrollment program, applicants who, due to disability, will not be able to perform the functions of an entry-level EMS provider may not be admitted to the Program.

The SHEMSE/NDSCS EMS Technologies Program is prepared to provide reasonable accommodations to students who are accepted by the program and who have physical and/or learning disabilities (e.g., mobility impairments, chronic illnesses, dyslexia, and other learning disabilities). The program will review the information in order to determine whether a reasonable accommodation can be made. The program reserves the right to reject any requests for accommodation that, in its judgment, would involve the use of an intermediary that would require a student to rely on someone else's power of selection and observation, fundamentally alter the nature of the program, lower academic standards, cause an undue hardship on the program, or could adversely affect patient care or endanger the safety of patients or others.

Fees:

Program tuition and fees are paid to either NDSCS and/or Tri-college as outlined in the College's respective catalog. Student's taking non-credit courses will pay all fees to SHEMSE. If there are any outstanding fees and/or tuition, SHEMSE will withhold certificate of completion and NDSCS/Tri-college will withhold diplomas and transcripts. This will preclude the student from being eligible to take the NREMT® exam.

Refund policy:

The tuition and fee refund policies for students taking classes for college credit are described in the NDSCS or Tri-college catalogs.

SHEMSE only students are eligible for a refund of tuition, minus any deposit, if the course coordinator is made aware via email within the first two weeks of the scheduled class. A student may transfer funds to a future class, within one year, if the course coordinator is made aware within the first two weeks of the scheduled class. If a student chooses to leave the course after the first two weeks, they will not be eligible for a refund or transfer of tuition. Once opened (cellophane is removed), books are non-returnable to SHEMSE.

Technology:

Computer requirements:

Students will be required to have access to a laptop or computer for completing assignments in Microsoft Word and/or PowerPoint. Students attending lecture classes through the hybrid option, may be required to have access to computers which can run specific web browsers.

**For specific requirements, students will be directed to the NDSCS IT department.

Mobile device:

EMT and Paramedic students will be required to have access to a mobile device with a touch screen. This device will need to be able to connect to the internet either via cell service or WiFi.

Internet requirements:

Students attending hybrid classes must have high speed internet that allows for consistent video streaming into lecture classes.

Web resources:

- Campus Connection - <https://studentadmin.connectnd.us/> Students should already be familiar with this site from the registration process. Check here to ensure you are registered for the appropriate courses, any holds, grades, paying bills, financial aid, etc.
- Moodle – <http://emseducation.mrooms.org/> This is the main course management software for the EMS programs. Students will receive a username and password during orientation. All assignments will be graded here. Links to the other resources below are also kept here.
- JBLearn – <http://www2.jblearning.com/my-account/login> This is the course management software. Students will receive log in information at the first meeting.
- NDSCS.edu email – <http://www.ndscs.nodak.edu/about/admin-offices/it/email/> NDSCS assigned an account to you when you registered. Students must check this (or have it forwarded to your Gmail account) daily to look for information from NDSCS related to college life, financial aid, non-paramedic courses, etc.
- EMCE – <https://www.emceapp.com> This is a clinical database for scheduling lab, practicum opportunities and for collecting skills acquisition and experience. It also contains reporting tools to measure your progress. Students will receive instruction on how to use this program.
- FISDAP – <https://www.fisdap.net> This is a clinical database for scheduling lab, practicum opportunities and for collecting skills acquisition and experience. It also contains reporting tools to measure your progress. Students will receive instruction on how to use this program.
- Platinum Planner – <https://www.platinumplanner.com/>. This is a clinical database for scheduling lab, practicum opportunities and for collecting skills acquisition and experience. It also contains reporting tools to measure your progress. Students will receive instruction on how to use this program.
- EMS Testing – <https://www.emstesting.com/>. This is an online validated testing solution that students may be required to access during the program for tests and final exams.
- Gmail – <https://mail.google.com> This is a recommended alternative to any college or work email service. It will allow students to access Google Drive documents shared in some programs.

- Verified Credential – Online platform used to verify background, vaccinations and other site specific student requirements prior to attending practicum shifts.
- Web conferencing. Students who use this must have the following:
 - High speed internet connection – cable/fiber preferred, but DSL may work. Dial up will not work. Using a wireless connection may work depending on location and router speed. Direct LAN cable works best.
 - Headset with microphone. All students who participate by web must use the microphone during web-based lectures. Headsets reduce feedback when the student is talking. Almost any model will work sufficiently.
 - Administrator privileges on the computer you are using. Web conference software may need to install a video player.
 - System Requirements
 - Windows support
 - Intel Core2 Duo CPU 2.XX GHz or AMD processor. (2 GB of RAM recommended)
 - JavaScript and Cookies enabled
 - Active X enabled and unblocked for Microsoft Internet Explorer (recommended)
 - Java 6.0 or above
 - Mac support
 - Intel processor (512 MB of RAM or more recommended)
 - JavaScript and Cookies enabled
 - Plug-ins enabled in Safari
 - Java 6.0 or above

NREMT® testing:

In order to be considered eligible to take the National Registry® exam at the completion of the Program, the student must have:

- Received an overall grade of “C” or greater in all related courses; and
- Successfully completed all required didactic and practicum requirements; and
- Terminal competency form approved by Program’s Medical Director; and
- Be current in all financial obligations to SHEMSE, NDSCS and/or MState; and
- If enrolled in a program for college credit, meet all requirements listed in the college catalog for the program enrolled in.
- Complete an electronic portfolio of requirements completed

EMS student behavioral policies:

Conduct/professionalism:

EMS in the United States is a well-respected profession. Practitioners need to be able to conduct themselves in a professional manner with colleagues, patients, the general public and other healthcare professionals.

Professional competency can be defined as “the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.” (Kirk, Proc (Bayl Univ Med Cent). 2007 Jan; 20(1): 13–16).

Failure to conduct yourself in a professional manner may result in discipline or automatic dismissal.

Expectations of Student Conduct:

- The student must manage each patient as a competent EMS professional and exhibit acceptable affect with patient or other personnel. Example of positive affective behavior may include but not limited to:
 - Being early
 - Proper hygiene and in uniform
 - Positive teamwork
 - Active listening
 - Positive tone towards people
 - Active and seeking learning opportunities
- The student must comply with the student code of conduct for NDSCS or TriCollege entities (as applicable), the North Dakota Division of EMS rules and health care agency and EMS agency policies and procedures.
- The student must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) that sets forth regulations safeguarding client confidentiality. The information that students gather in regard to patient care assignments in the practicum setting may not be stored on any personal electronic device including but not limited to: laptop computers, smartphones and recording services.
- Disruptive behavior is student behavior that interferes with or interrupts the educational process of other students or the normal business functions of the institution. Each student is expected to demonstrate appropriate behavior at all times. Examples of disruptive behavior may include but are not limited to:
 - Monopolizing discussion or talking over the lecture or presentation
 - Side conversations
 - Making hostile remarks to staff, EMS faculty, adjunct faculty or fellow students
 - Arriving late/leaving early
 - Distracting behavior such as sleeping, cell phone use, and eating in class, (inappropriateness depends on instructors’ expectations)
 - Persistent and/or disturbing phone calls or emails that hamper staff and faculty’s ability to continue normal work.
 - Excessive use of profanity and/or abusive/vulgar language
 - Threatening and/or violent behavior
 - Any form of sexual harassment.
- The student with complaints or concerns should first consult with the course faculty, or preceptor. If the issue is not resolved, students should follow the chain of command by making an appointment to see the program coordinator and then the Director of Education if no resolution is reached. For college credit students, although most

complaints are resolved at the departmental level, the student has the right to follow the Student Grievance Procedure found on the appropriate college's website.

- The student must maintain ethical behavior in relation to confidences and privileged information. Examples for which a student may be dismissed from the Program are as follows (list includes, but is not limited to):
 - Dishonesty, including cheating, omission, stealing, plagiarism, providing false information to the school, or to any school-related organization or representative.
 - Disclosure of confidential and privileged information the student gained concerning any patient and/or the patient's family.
 - The use of cell phones, smartphones or other recording equipment to record audio, video or photos of any course content; including but not limited to lecture, lab and practical experiences, to post on social media platforms.
 - Unauthorized use of material/videos/pictures bearing the name of SHEMA, Sanford Ambulance, NDSCS, TriCollege entities or any practicum site.
 - Behavior inconsistent with safe emergency medical services practice.
 - Negligent acts - even if they do not result in harm to a patient.
 - Infraction of health agency policies while affiliated with that agency.
 - A failure in judgment, which is defined as a failure to assess or act appropriately on information that the majority of students at the same level would recognize as important to patient health and safety.
 - Behavior that represents physical and/or emotional problems which conflict with safety essential to EMS practice.

Tobacco Use

Tobacco use (chewing, smoking or vaping) at any practicum or instructional site is prohibited. Student shall not use tobacco products on the grounds, in the buildings, or in the parking lots of these facilities OR at any time while wearing any logo wear that represents the program. Student must not report to any of these sites smelling of tobacco in any form. Any instructor or preceptor can dismiss you from a site if you violate this policy.

Alcohol/drug/substance abuse:

- No student shall, while representing the Program, be under the influence, or in possession, of any intoxicants or illegal drugs. i.e. while in class, in practicums, while wearing uniform or logo wear.
- No student shall be under the influence of any substance that would alter their state of mind or jeopardize patient care (e.g. alcohol, drugs, over-the-counter/prescription medications) 12 hours prior to a lab or practicum.
- If a student is excused from a practicum or instructional site for suspicion of alcohol or drug use:
 - **Student is immediately dismissed from the site and terminated from the program.**
 - Student should contact the Emergency Practicum Number within 10 minutes.

- If the student wishes to challenge the reasonable suspicion, the student must request a urine or blood test, at the student's expense, prior to leaving the site.
- If the student refuses a urine or blood test, the student will be immediately dismissed.
- Fargo Sites: The student will be escorted to Sanford Occupational Health for testing during regular business hours or will be tested at the Sanford Hospital Emergency Department. The test must take place immediately.
- Satellite Sites: The student must be immediately escorted by a responsible adult to the nearest hospital/clinic that provides drug and alcohol screening.

Weapons:

Students are prohibited from possessing firearms or dangerous weapons of any type at any didactic, laboratory or practicum site.

Social Media:

Communications must not include confidential information. Information should never contain content that identifies or potentially identifies a patient's identity or health condition in any way. This includes descriptions of injuries, conditions or behaviors, as well as photos, videos or any other images of patients, homes, or scenes, even if not obviously identifiable.

Information about practicum site's clients/patients is protected by federal and state privacy laws. Students will be held personally accountable for any inappropriate disclosure of protected information by these laws, by practicum site policy and law enforcement agencies. In addition, students may be held personally liable by the individual whose information is inappropriately disclosed.

Communications must not contain any didactic or practicum site's confidential, proprietary or trade-secret information. This includes, but is not limited to: test questions, practical scenarios or other graded items.

Students should not use any program or practicum logos as part of their communications or profiles.

Mental health:

You are encouraged to familiarize yourself with the causes and contributing factors of critical incident and cumulative stress. Student also need to learn to recognize the normal stress reactions that can develop from providing emergency medical services.

If at any time you feel as though a simulation, practicum experience, or other event has negatively affected you, please contact an instructor, Clinical Coordinator, college counselor, or the Emergency Practicum Number immediately.

Vital Work Life Employee Assistance Program is a comprehensive set of services and support to help employees and their families meet life's challenges. As a student within the Sanford Health footprint, you are eligible to utilize these free services. Vital Work Life focuses on supporting organizations with behavioral health solutions. The program involves everything from dealing

with depression and stress, to chemical dependency and relationship counseling, to coaching and consulting to improve productivity.

Accessing Services

Call 1.800.383.1908 or visit VITALWorkLife.com

Username: **Sanford**

Password: **member**

Awards:

All awards are based on the following criteria:

- Leadership in the classroom
 - Leadership in the laboratory
 - Practicum performance
 - Clinical ability
 - Academic ability
 - Volunteerism
-
- EMT Student of the Semester:
 - One chosen each semester from all programs.
 - Distinguished Honors:
 - Paramedic program only. The number of recipients is a percentage of the graduating cohort.
 - Student of the year:
 - The student, chosen from the Distinguished Honors recipients, who best demonstrates all of the selection criteria.

Safety:

All students are expected to be familiar with and abide by all safety guidelines. Students are not covered by any worker's insurance programs (i.e., WSI in North Dakota or Worker's Comp in Minnesota) or the insurance of any clinical site. Students are encouraged to carry their own health insurance. Additional safety measures that student should be aware of are listed below:

- Video surveillance at Sanford Ambulance Service and practicum sites
- Student should report any suspicious activity by an individual(s) on the premises of the practicum sites to a member of the Program staff and/or a local supervisor.
- Student shall use appropriate restraints at all times in emergency vehicles.
- Wearing the appropriate reflective vest/coats while in areas of traffic or roadways is imperative.
- Utilizing proper body mechanics and techniques at practicum sites, classroom, and labs will assist in keeping student healthy.
- Body Substance Isolation includes but is not limited to:
 - Eye protection

- Gloves
- Masks
- Gowns
- Contain and dispose of all biohazard material appropriately, including sharps.
- In the event of an exposure to a possible pathogen:
 - Immediately inform the preceptor.
 - Wash the area or wipe substance off the skin.
 - Student must call the Emergency Practicum Number.
 - Fill out a Program Incident Report and submit to the Director of Education within 24 hours.
 - If provided, fill out an appropriate “Possible Exposure” form at the hospital where the patient was admitted. If not, inform the receiving facility charge nurse of the exposure.
 - Student must inform the site that you are NOT an employee and are personally responsible for any charges.
 - The student must contact the hospital infection control team to determine if tests on the patient reveal that an exposure was possible. Student should seek treatment at a local clinic or ED for blood draw. Local protocols will be followed.
 - In the event the student seeks immediate medical treatment, the preceptor may need to be released in order to fulfill their employment obligations.
 - Students must remember that any charges related to these tests and any follow-up care are the responsibility of the student.
- In the event of an injury: (motor vehicle accident, slip/fall, back injury, etc.)
 - Immediately inform the preceptor.
 - Student must call the Emergency Practicum Number.
 - Fill out a Program Incident Report and submit to the Director of Education within 24 hours.
- In the event of an inappropriate treatment or injury to a patient:
 - Immediately inform the preceptor.
 - Student must call the Emergency Practicum Number.
 - Fill out a Program Incident Report and submit to the Director of Education within 24 hours.

Incidents:

Any incidents occurring to or by a student during didactic, lab or practicums must be reported immediately to a member of the Program staff (during regular business hours) or the Emergency Practicum Number (after regular business hours). In addition, any incident must be documented in writing on the Program Incident Report (found in Moodle) and submitted to the

Director of Education within 24 hours of the event. Incidents requiring reporting include, but are not limited to:

- Student injury;
- Exposure to possible biohazardous material;
- Any student who initiated or witnessed a medication or treatment error;
- Harassment or inappropriate behavior of classroom or practicum staff towards a student or patient;
- Safety issues;
- Being dismissed or turned away from a practicum site for any reason;
- Disciplinary action towards the student at any practicum site;
- Any possible negative incident involving a student.

Faculty office hours:

All faculty will post office hours in course syllabi.

Academic Policies:

Academic standards:

The Medical Director of the Program is responsible for all medical aspects associated with the Paramedic Technology Program. The Medical Director approves the standards by which students are trained and evaluated. The Medical Director also assures and attests to the competence of each graduate of the Program.

The Program Director/Coordinator has responsibility for all aspects of the program, including, but not limited to:

- Administration
- Quality review
- Development
- Program effectiveness

The faculty for this program will include healthcare professionals knowledgeable in specific subjects. In addition, preceptors are appointed for the field experience practicums and assume responsibility for the student's activities at that time. Only the instructor listed by the SHEMA/Institution system will give final grades for students.

Any student who withdraws or is removed from the Program for any reason, and wishes to attempt the program again, must enroll in the next available semester. If the student fails to do so, they must apply to repeat the entire program. Students who have a lapse in attendance

must pass a skills and knowledge verification test prior to re-enrolling. Practicum hours and skills placement will be considered on a case-by-case basis by the program coordinator in conjunction with the Medical Director.

Paramedic program: Any student who fails two 200 EMS level classes or one 200 EMS level course twice, must repeat the entire program. Students, who have attempted the entire program twice and have been unable to graduate, need to complete an action plan in conjunction with program faculty, medical director, and academic advisor prior to restarting the program. All 200 level EMS courses must be completed within a 3-year timespan.

Performance review:

A review system has been established in which each student will be individually evaluated and informed as to requirements and standings in the following areas:

- Didactic:
 - Tests
 - Quizzes
 - Assignments
 - Other syllabi requirements
 - Academic Alerts
 - Affective Behavior
 - Attendance
 - Participation
 - Uniform standards
- Laboratory:
 - Technical skills
 - Scenario based assessments
 - Affective Behavior
 - Attendance
 - Participation
 - Uniform standards
- Practicum:
 - Technical skills
 - Performance evaluation
 - Customer service
 - Affective Behavior
 - Attendance

- Participation
- Uniform standards

Each student will be given formal evaluations based on his/her performance during the Program. A written evaluation shall be filed as a permanent part of the student's file. The purpose of these evaluations is to:

- Improve student performance by constructive criticism, praise, and encouragement.
- Provide a permanent record of performance.
- Convey the praise and concerns of instructors and preceptors.
- Provide a forum for student suggestions.
- Provide the student with an opportunity to evaluate his/her own performance.

Uniform Standards

All students (EMR, EMT, AEMT, Paramedic and CP) are required to be in uniform for practicums. EMT, AEMT, Paramedic and Community Paramedic students are required to wear uniforms to class and labs. Failure to wear the proper uniform at any time will result in the student being turned away from a practicum site, lab or classroom. This will be considered an unexcused absence. Students should contact the course coordinator if questions arise regarding uniform dress. The proper uniform is:

- All EMS students:
 - A digital thermometer to assess temperature prior to practicum, lab, and face-to-face classes.
 - Black shoes or boots
 - Undershirt sleeves must not extend beyond the uniform shirt sleeves.
 - Shirts must be tucked in at all times.
 - Clinical Coordinator must approve alterations to any uniform
 - No other patches or pins shall be worn
 - May wear up to 2 stud earrings in each ear.
 - No other visible piercings or tattoos allowed without prior approval. Tongue piercings are not allowed.
 - Poor personal hygiene is unacceptable and may be grounds for dismissal from a site or program
 - Students will avoid perfumes, colognes, or other offensive odors
 - Hair must be of natural color, controlled, and worn off the shoulder
 - Facial hair:
 - any facial hair must be neatly groomed
 - must not interfere with the fit of a mask
 - students may be required to have a qualitative and/or quantitative fit test
 - All other areas of the face and neck must be clean shaven
 - Some clinical sites may require students to be completely clean shaven (no facial hair at all) and may require students to shave prior to starting shift.

- EMR
 - White polo or button-up dress type shirt. No t-shirts or low-cut shirts.
 - Black or Navy dress style pants or EMS pants. (no jeans)
 - Safety glasses
 - Cloth Mask
 - Additional materials required for ride alongs
- EMT
 - Name badges are provided and required at all times.
 - Attached on the shirt above the waist.
 - If the badge is lost or misplaced, the student must notify the Clinical Coordinator within 24 hours
 - Students are financially responsible for replacement badges
 - Badges must be returned to the program at the completion of the program or at the time of dismissal
 - Student polo.
 - Black or Navy dress style pants or EMS pants. (no jeans)
 - The required supplies for hospital, field, and lab experiences are as follows:
 - Practicum documentation
 - Pen
 - Stethoscope
 - Watch
 - Safety glasses
 - N95 Mask
 - Surgical Mask
 - Cloth Mask
- AEMT/Paramedic:
 - Name badges are provided and required at all times
 - On the shirt off the right epaulet
 - If the badge is lost or misplaced, the student must notify the Clinical Coordinator within 24 hours
 - Students are financially responsible for replacement badges
 - Badges must be returned to the program at the completion of the program or at the time of dismissal
 - Designated uniform shirt and jacket
 - School patch is to be worn on both sleeve shoulders, centered, and ½ inch from the seam.
 - Program T-shirts
 - May only be worn during designated times during lab sessions.
 - Uniform shirts must be worn to and from lab.
 - If going down to t-shirts, all must be in uniform.
 - Worn or discolored shirts are prohibited at all program events and will be required to be replaced at the student's expense.
 - Navy blue or black EMS pants with a black belt.
 - If a student is wearing the jacket, the uniform shirt must be worn as well
 - Clinical site uniforms
 - Black hospital scrubs for all clinical experiences unless otherwise designated.

- Specific sites may require business casual (must be approved by clinical coordinator prior to the clinical experience).
 - The required supplies for clinical, field, and lab experiences are as follows:
 - Practicum documentation
 - Pen
 - Stethoscope
 - Watch
 - Field guide
 - Trauma shears
 - Tablet or mobile device
 - Safety glasses
 - N95 Mask
 - Surgical Mask
 - Cloth Mask
- CP
 - Classroom and field practicum uniform is the program grey polo, dark pants and dark shoes.
 - Clinical practicum uniform is business casual (no jeans) with program white lab coat.
 - The required supplies for hospital, field, and lab experiences are as follows:
 - Practicum documentation (incl. log book)
 - Pen
 - Stethoscope
 - Watch
 - Tablet
 - Safety glasses
 - N95 Mask
 - Surgical Mask
 - Cloth Mask

EMS student portfolio requirements:

Per the NREMT: A portfolio is the tracking of student’s achievements “throughout the formative and summative phases of education in the laboratory, clinical, and field internship settings. The completed portfolio provides a mass of evidence that documents a candidate’s acquisition of psychomotor competency in the skills we currently evaluate on the 12-skill NRP Psychomotor Examination.” In other words, all of the skills, experiences and grades that a student earns are put in a “binder”, whether paper or electronic, and used to determine when the student meets all the requirements. Although the NREMT only requires a portfolio at the paramedic level, our program requires them at the EMT and AEMT levels as well.

Grading:

Individual grading criteria can be found for each course on its respective syllabus (didactic, lab, and practicum). The instructor will provide access to the syllabus on the first day of class. If there are any questions regarding the grading criteria, the student must address it with the individual instructor. The syllabus serves as the official contract between the instructor and the student.

*Students who are attaining a grade of less than 76.5% in any course will receive an Academic Alert by email. The instructor may require additional assignments in order to assist the student's progress in that particular course.

**Students enrolled for college credit who are dismissed from the Program before the last day to withdraw will receive grades of "W" for all courses not completed. If the student is dismissed after the withdraw date, he/she will receive a grade of "F" for those courses currently in session.

Incomplete:

It is the student's responsibility to complete all requirements for each course during the semester. A grade of "Incomplete" must be requested by the student from the course instructor at least 1 week prior to the end of the semester. Students who simply choose not to finish in the allotted time will be given the grade they have earned to that point and will not be considered for a grade of Incomplete. All incompletes given will follow the respective institution's policy on incompletes and result in an "F" by mid semester of the following full 16-week semester. Students in the paramedic program that have received an "F" or incomplete must complete the class for a passing grade or successfully retake for a passing grade prior to starting the next semester classes.

Online/Hybrid Learning:

Online learning presents many opportunities for students wishing to advance their training without having to move to a location that offers their program. It also presents a challenge to the student to be engaged in the classroom experience. It is the student's responsibility to be engaged and interact with the online class for optimal experience.

In order to qualify for hybrid learning, students must:

- live outside of a 45 minute radius of the Fargo NDSCS campus, and
- Have high speed internet access.

Class Cancellations:

The Program recognizes that poor weather conditions, flooding, or other issues may impact whether an instructor is able to reach the campus and meet with student's in-person. The Program will follow the class cancellation policy of NDSCS-Fargo campus. If class is cancelled, an e-mail and/or text will be sent from the Program. Please review any emails for course work that may be assigned by the instructor to cover content missed for that class period.

The Program will not cancel classes if weather conditions are favorable in Fargo. In the event of questionable weather conditions, use good judgment in traveling by making yourself aware of the travel and road condition advisories by phoning:

North and South Dakota road conditions: 511

Minnesota road conditions: 1-800-542-0220

Records Retention

All student records are maintained electronically for at least 10 years after course completion.

Didactic attendance:

Students must be capable of performing the job functions of an EMS professional, and are expected to attend classes regularly. Affective Domain is scored at every class. Attendance is one of the evaluation criteria. If an absence is unavoidable the instructor must be notified prior to the start of class. Absenteeism may lead to course failure due to missing content, quizzes or tests and reflects a lack of interest and motivation by the student. In rare circumstances, absences are unavoidable, in select situations, students may be allowed to make up tests and quizzes that they missed for that class period.

Failure to attend classes may also result in negative impact on students receiving Federal Financial Aid.

Laboratory:

Laboratory attendance:

Attendance at all scheduled labs is mandatory. If a student is going to be absent from the lab, they **must** contact the instructor **at least 1 hour before** the start of their class by email or phone. The time the email is sent or voicemail received will be used as the timestamp of the notification.

Tardiness also has a negative impact on skills lab. If the student is going to be tardy, they must notify the instructor by email or phone immediately. Any student that is more than 10 minutes late will be counted as **absent** from class.

Regardless of the student's skills progress, any missed lab time may require a makeup session.

The technical skills taught at the lab sessions are critical for being a successful student and a successful paramedic. Because of this, each missed lab session will result in the following:

- **Students that have completed and had a positive illness screening tool and it was emailed to the instructor prior to class will not receive a grade deduction.**
- The first absence or a tardiness of up to 10 minutes will result in a 4% loss in the student's letter grade. If the student did not notify the instructor of an absence at least an hour before the start of the session or has a tardiness greater than 10 minutes, this will result in a 7% loss in letter grade.
- A second absence in will result in another 4% loss in the student's letter grade, or 7% if the student did not notify the instructor at least an hour before the start of the session. In addition to the grade reduction, the student will also meet with the program coordinator to discuss their continuation in the program.
- A third offense will result in an automatic failing grade.
- Failure to notify the instructor of any absence will result in a failing grade for the course.
- Students that have frequent absences due to illness may be required to meet with the program director and medical director to evaluate their ability to continue in the current program. This policy applies to each semester.

Skill requirements:

Skills requirements are specific to each course and are outlined in the appropriate course syllabi.

Lab documentation

Accurate documentation is an essential skill in all healthcare professions. All documentation can be documented in Wi-Fi and non-Wi-Fi settings. Students must have all documentation submitted before leaving their lab.

Practicums:

Practicum scheduling:

All practicum shifts will be scheduled through the approved scheduling software. Students must follow the specific practicum site requirements for scheduling. Once the schedule has been published per the practicum site requirements, students are responsible for attending that shift.

At no time will a student be scheduled in such a manner that they replace a paid staff member.

Practicum attendance:

Attendance at all scheduled practicums is mandatory. If a student is going to be absent to the shift, they **must**:

- Contact the instructor at least 1 hour before the start of their class by email, phone or in person. The time the email is sent will be used as the timestamp of the notification.

Tardiness also has a negative impact on practicums. If the student is going to be tardy, they must notify the instructor by email.

The practical experiences during these shifts are critical for being a successful student. Because of this, each missed session will result in the following:

- **Students that have completed and had a positive illness screening tool and it was emailed to the instructor prior to class will not receive a grade deduction.**
- The first absence or a tardiness of up to 10 minutes will result in a 4% loss in the student's letter grade. If the student did not notify the instructor of an absence at least an hour before the start of the session or has a tardiness greater than 10 minutes, this will result in a 7% loss in letter grade.
- A second absence in will result in another 4% loss in the student's letter grade, or 7% if the student did not notify the instructor at least an hour before the start of the session. In addition to the grade reduction, the student will also meet with the program coordinator to discuss their continuation in the program.
- A third offense will result in an automatic failing grade.
- Failure to notify the instructor of any absence will result in a failing grade for the course.
- Students that have frequent absences due to illness may be required to meet with the program director and medical director to evaluate their ability to continue in the current program. This policy applies to each semester.

Weather related events:

Candidates are expected to attend all scheduled shifts unless there is “No Travel Advised” in the location of the scheduled practicum. This may require the candidate to allot for additional travel time and/or early arrival to the region the practicum is located.

In the event of questionable weather conditions, use good judgment in traveling by making yourself aware of the travel and road condition advisories by phoning:

North and South Dakota road conditions: 511

Minnesota road conditions: 1-800-542-0220

If the candidate is unable to attend the scheduled shift, they need to complete the notification process found in the attendance policy.

Practicum Entry Requirements:

Prior to attending any practicum shifts, students must complete the requirements below. Failure to complete these requirements by the assigned date will result in an automatic “F” in the applicable course.

- Background check:
 - All students must pass the program approved background check.
 - All students participating in a MN practicum experience may be required to complete an additional MN background check.
 - Students may be required to submit additional background checks and requirements based on individual practicum site and/or state requirements.
- Immunization and vaccination requirements: Must provide proof of the following immunizations (or immunity by positive antibody titer):
 - Measles
 - Mumps
 - Rubella
 - Varicella
 - Hepatitis B
 - TB quantiFERON
 - Tetanus/Diphtheria/Pertussis (Tdap)
 - Influenza
 - Covid-19
 - Additional immunizations may be required based on specific site requirements.
 - Titer blood test showing immunity may be accepted in the absence of immunization documentation
- Medical Documents and Certifications:
 - American Heart Association BLS CPR valid throughout the program.
 - Sanford Health HIPAA training
 - HIPAA training specific to other practicum sites

- Identification photo
- For AEMT and above programs, copies of national and/or state certifications, registrations and licenses.
- Safety and security training

Practicum Conduct:

While attending practicum, a student shall identify themselves as a student.

A student, during the time they are considered to be obtaining clinical and/or field experience as a student, cannot replace the position of any staff member. In very specific and limited circumstances, a student may be able to work and count hours at the same time. These arrangements must be made through the Clinical Coordinator and the internship site prior to the first shift.

During the role of Team Leader, the student must be 3rd person in the crew of a transporting service.

All skills and/or procedures performed by the student in the clinical and/or field must be observed by a preceptor of the appropriate level for that skill (i.e. MD, RN, Paramedic, etc.).

Practicum Documentation:

Accurate documentation is an essential skill in any healthcare profession. All documentation can be completed in both Wi-Fi and non-Wi-Fi setting. Students must have all documentation submitted before leaving their practicum site. This includes:

- The electronic software used for data collection.
- A CHART-formatted narrative must be submitted for all patient contacts.
- Best practice is to have electronic documentation completed and submitted to your preceptor at least a half-hour before the end of the shift. If you go on a call after submitting the documentation, have the preceptor send the documentation back to you.

Patient Due Regard:

Throughout the EMS programs, students will have access to patients in the healthcare setting. During review of documentation or in the debriefing of practicum experiences, if issues relating to patient care or safety are identified, it is the program's duty to act in the patient's best interest. This may result in notifying the clinical site coordinator of our concern.