



Academic Affairs Division

Emergency Medical Services

NC OEMS # 090064

CAAHEP/CoAEMSP # 600624

STUDENT HANDBOOK

2023 - 2024



President

Dr. Maria Pharr, Ed. D.

Vice President of Academic Affairs/Chief Academic Officer

Dr. Travis Teague

Dean of Health and Public Services

Ryan Anthony, MA

Emergency Medical Services Program Director

Sam Bishop, MS, NRP

Lead Emergency Medical Services Instructor

Chris Floto, M Ed, NRP

Lead Emergency Medical Technician Instructor

Patricia Freeman, AAS, NREMT

Emergency Medical Services Medical Director

Eric Hawkins, MD

Public Safety Programs Coordinator

Rhonda Weaver

This Student Handbook is in effect for courses offered in 2023-2024

Table of Contents

| | |
|--|----|
| WELCOME | 5 |
| NON-DISCRIMINATION STATEMENT | 5 |
| MISSION STATEMENT | 6 |
| DISABILITY SERVICES | 6 |
| RELEASE OF STUDENT INFORMATION..... | 6 |
| PROGRAM GOALS & DESCRIPTIONS | 7 |
| EMERGENCY MEDICAL RESPONDER (EMR) – INITIAL | 7 |
| EMERGENCY MEDICAL TECHNICIAN (EMT) – INITIAL | 8 |
| ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) – INITIAL | 8 |
| EMT PARAMEDIC – INITIAL | 8 |
| SPCC CORE SKILLS AND LEARNING OUTCOMES | 11 |
| TECHNICAL STANDARDS..... | 12 |
| PROGRESSION GUIDELINES | 13 |
| ENTRY REQUIREMENTS/PREREQUISITES | 13 |
| EMERGENCY MEDICAL RESPONDER (EMR) ENTRY REQUIREMENTS | 13 |
| EMERGENCY MEDICAL TECHNICIAN (EMT) ENTRY REQUIREMENTS | 13 |
| ADVANCED EMT ENTRY REQUIREMENTS | 13 |
| PARAMEDIC ENTRY REQUIREMENTS | 14 |
| TRANSFER OF CREDIT..... | 14 |
| WITHDRAWAL PROCEDURE..... | 14 |
| DISMISSAL FROM THE PROGRAM..... | 14 |
| READMISSION PROCEDURE | 15 |
| GUIDELINE FOR REPORTABLE INCIDENTS TO NCOEMS | 15 |
| CODE OF ETHICS FOR EMS PRACTITIONERS | 16 |
| STUDENT EXPECTATIONS..... | 17 |
| DRESS CODE | 17 |
| GROOMING (EMT, AEMT, & PARAMEDIC) | 17 |
| ATTENDANCE..... | 19 |
| CLINICAL AND FIELD SHIFT ATTENDANCE (EMT, AEMT, & PARAMEDIC) .. | 21 |
| CENSUS DATES | 21 |
| ALTERNATE ATTENDANCE POLICY FOR PATHOGENS OF HIGH CONSEQUENCE | 21 |
| ELECTRONIC COMMUNICATION DEVICES..... | 21 |

| | |
|--|----|
| STUDENT HEALTH POLICY | 22 |
| COURSEWORK EXPECTATIONS..... | 23 |
| ASSIGNMENTS | 23 |
| TESTING | 23 |
| TESTING GUIDELINES | 23 |
| TEST ATTENDANCE | 23 |
| FINAL EXAMS | 24 |
| ACADEMIC INTEGRITY | 24 |
| PLATINUM PLANNER USE (EMT, AEMT, & PARAMEDIC) | 25 |
| LAB SHIFTS (EMT, AEMT, & PARAMEDIC) | 25 |
| CLINICAL SHIFTS (EMT, AEMT, & PARAMEDIC) | 25 |
| FIELD SHIFTS (EMT, AEMT, & PARAMEDIC) | 26 |
| GENERAL INFORMATION..... | 27 |
| PROGRAM SUPPLIES | 27 |
| STUDENT USE OF SPCC PROPERTY/EQUIPMENT/PHONE/COPIER | 27 |
| TRANSPORTATION TO SCHOOL ACTIVITIES | 27 |
| STUDENT WORK POLICY | 27 |
| ADVERSE WEATHER POLICY | 27 |
| REFUND POLICY | 28 |
| CHILDREN ON CAMPUS | 28 |
| SMOKING/TOBACCO-FREE CAMPUS | 28 |
| NAME/ADDRESS/TELEPHONE CHANGE | 28 |
| LEARNING CONTRACT AND MEMORANDUM OF UNDERSTANDING | 29 |
| SOCIAL MEDIA GUIDELINES | 31 |

WELCOME

Congratulations on your acceptance into an SPCC Emergency Medical Services (EMS) program. During the course of your program, you will experience preparation for entering the field of Emergency Medical Services through classroom, lab, and clinical settings.

This Student Handbook will acquaint you with the various policies and procedures that are relevant to South Piedmont Community College (SPCC) and the EMS Education Program as well as the policies and procedures designed to meet standards and requirements defined by the North Carolina Office of EMS.

You should refer to the SPCC Student Handbook for all policies and procedures relating to college academics, student behavior, and other areas. Copies of the SPCC Student Handbook may be obtained in the Student Services Division or may be viewed on the website at www.spcc.edu. Limited policies may be found in this handbook or in course syllabi.

Throughout the program, you will be expected to continuously acquire knowledge and understanding related to emergency medical care and the biological and social sciences. You will develop skills related to EMS practice, communication, interpersonal relations, and the use of good judgment. Evaluation of your performance will be based on tests covering all phases of course content, evaluation of clinical performance (for EMT, AEMT, and Paramedic courses), and evaluation of adjustment to the responsibilities of emergency medical services.

The SPCC EMS Education Program is approved by the North Carolina Office of EMS. You may reach the Office of EMS by calling (919) 855-3750 or by mail 2707 Mail Service Center, Raleigh, NC 27699-2707.

NON-DISCRIMINATION STATEMENT

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, gender identity, pregnancy, age, disability, veteran status, or any characteristic of status protected by applicable local, state, or federal law. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel their rights under Title VI, VII, or IX have been violated, they may submit a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5336 or emailed to the Title IX Coordinator, Elaine Clodfelter eclodfelter@spcc.edu, Director of Student Advocacy and Accountability and/or Title IX Deputy Coordinator, Lauren Sellers lsellers@spcc.edu, Associate Vice President of Human Resources and Payroll.

Individuals also may make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

MISSION STATEMENT

The mission of South Piedmont Community College is to foster life-long learning, student success, and workforce and community development.

The EMS Education Program supports the overall mission of SPCC through excellence in EMS education. The EMS Education Program seeks to adhere to the college's core values and, by the competence and dedication of its faculty, prepare Emergency Medical Responders, Emergency Medical Technicians, Advanced Emergency Medical Technicians, and Paramedics to assist in planning, implementing, and evaluating the emergency need of patients. The aim of the SPCC EMS Education Program is to prepare qualified persons for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

DISABILITY SERVICES

SPCC provides an ongoing program of services that encourages students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider is available to assist with registration, counseling, academic advisement and arrangements for appropriate accommodation. Reasonable accommodations are established on an individual basis. To request and be approved for accommodations at SPCC, you must first identify yourself as a student with a disability and request specific accommodations.

- Complete the [Application for Accommodations](#) and attach supporting documentation from a qualified provider. See the [Documentation Guidelines for Disability Services](#) for more details on documentation.
- Attach a completed [Consent for Release of Information Form](#) to your application if you would like us to communicate with a care provider, advocate, or other representative regarding your accommodations.
- Schedule a meeting with Disability Services on [Aviso](#) to discuss your accommodations request, learn more about the review process, and ask any questions you may have.
- Upon submitting your Application for Accommodations, you will receive a confirmation message in your student email account.
- Once we have received all necessary documentation, our review process and implementing any approved accommodations may take up to 10 business days to complete.
- Please feel free to contact Disability Services with any questions at counselors@spcc.edu or 704-290-5844.

NOTE: The NC OEMS only offers three accommodations when taking the certification exam:

- **Enlarged Font**
- **Extended test time**
- **Reduced distraction environment**

RELEASE OF STUDENT INFORMATION

South Piedmont Community College adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. FERPA applies to all educational agencies and institutions that receive funding under any program administered by the Department of Education. Once a student reaches 18 years of age or attends a postsecondary institution at any age, the student becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student.

The eligible student has:

- the right to have **access** to (inspect and review) their education records
 - The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
- the right to seek to have the records **amended** if the student believes their records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, excluding grade changes
- the right to have control over (consent to) the **disclosure** of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), by completing a Consent to Release Student Information (written consent) form for South Piedmont Community College
- the right to **file a complaint** with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202, if the school violates FERPA

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation or has heard orally is not protected under FERPA.

PROGRAM GOALS & DESCRIPTIONS

The goal of the SPCC EMS Program is 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.

EMERGENCY MEDICAL RESPONDER (EMR) – INITIAL

Goals: The Emergency Medical Responder (EMR) – Initial program will train students to provide out-of-hospital care in medical emergencies, with the goal of producing emergency medical responders equipped to assist on medical calls as members of a Fire Department or other agency.

Description: The Emergency Medical Responder (EMR) – Initial program addresses information and techniques currently considered to be the responsibilities of emergency medical Responders according to the most current version of United States Department of Transportation’s First Responders, National Standard Curriculum. The program consists of didactic (lecture) instruction and practical skills training.

Graduates of this program are eligible to apply to take the National Registry of EMT’s EMR exam and the NC EMR exam, which is required for practice as an EMR in the state of North Carolina. There are many different types of emergency medical responders, each with different levels of training, ranging from first aid and basic life support. Emergency medical responders typically assist in rural regions providing basic life support where pre-hospital health professionals are not available due to limited resources or infrastructure. They traditionally respond as a member of a Fire Department to assist on medical calls in their communities. Emergency medical responders have a very limited scope of practice and have the least amount of comprehensive education, clinical experience or clinical skills of emergency medical services (EMS) personnel. The EMR program is not intended to replace the roles of emergency medical technicians or paramedics and their wide range of specialties.

EMERGENCY MEDICAL TECHNICIAN (EMT) – INITIAL

Goals: The Emergency Medical Technician (EMT) – Initial program will provide quality medical education to its students, with the goal of producing EMTs who have an excellent medical knowledge base, can utilize their critical thinking skills, and who are self-directed.

Description: The Emergency Medical Technician (EMT) – Initial program addresses information and techniques currently considered to be the responsibilities of EMS personnel, according to the most current version of United States Department of Transportation’s Emergency Medical Technician, National Standard Curriculum. The program consists of didactic (lecture) instruction, practical skills training, and clinical observation and training.

Graduates of this program are eligible to apply to take the National Registry of EMT’s exam and the NCEMT exam, which is required for practice as an Emergency Medical Technician in the state of North Carolina. Employment opportunities include hospitals, long-term care facilities, clinics, physicians’ offices, industry, and community agencies.

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) – INITIAL

Goals: The Advanced Emergency Medical Technician (AEMT) – Initial program will provide quality medical education to its students, with the goal of producing AEMTs who have an excellent medical knowledge base, can utilize their critical thinking skills, and who are self-directed.

Description: The Advanced Emergency Medical Technician (AEMT) – Initial program addresses information and techniques currently considered to be the responsibilities of EMS personnel, according to the most current version of United States Department of Transportation’s Advanced Emergency Medical Technician, National Standard Curriculum. The program consists of didactic (lecture) instruction, practical skills training, and clinical observation and training.

Graduates of this program are eligible to apply to take the National Registry of EMT’s AEMT exam and the NC AEMT exam, which is required for practice as an AEMT in the state of North Carolina. Employment opportunities include hospitals, long-term care facilities, clinics, physicians’ offices, industry, and community agencies. AEMTs are most usually employed in EMS transport services, working in conjunction with EMTs and Paramedics, however are also commonly found in fire departments and law enforcement agencies as non-transporting first responders. Ambulances operating at the AEMT level of care are commonplace in rural areas, and occasionally found in larger cities as part of a tiered-response system. The AEMT provides a low-cost, high-benefit option to provide advanced-level care when the Paramedic level of care is not feasible. The AEMT is authorized to provide limited advanced life support, which is beyond the scope of an EMT.

PARAMEDIC – INITIAL

Goals: The Paramedic - Initial program will prepare confident entry-level emergency medical technician paramedics in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains.

Description: The Paramedic - Initial program provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system, and prepares graduates to enter the workforce. Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system. The program also includes

additional specialty programs such as ACLS, PALS and AMLS, which are used to enhance our student's knowledge base.

Graduates of this program are eligible to apply to take the National Registry of EMT's Paramedic exam and the NCEMTP exam, which is required for practice as a Paramedic in the state of North Carolina. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

PROGRAM ACCREDITATION

South Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. Questions about the accreditation of South Piedmont Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The EMS Education Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). For questions about the accreditation of the EMT Education Paramedic Program offered at South Piedmont Community College, contact CAAHEP and/or CoAEMSP:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Hwy 19 North, Suite 158
Clearwater, Florida 33763
727-210-2350
(www.caahep.org)

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445
(www.coaemsp.org)

The Commission on Accreditation and/or the Committee on Accreditation may be contacted if you have a concern that relates to the manner in which the EMT Education Paramedic Program complies with the Standards or follows established accreditation policies.

BLENDDED LEARNING (EMT, AEMT and Paramedic)

Recent research has shown that the blended delivery model may be superior as compared to the in-person model resulting in higher first-time pass rates on certification exams. It is expected that students complete all on-line activities. Attendance is taken by reviewing activity participation, online times, and completion status. Participation and completion of all online work is required for course completion.

Students will need to have access to a properly functioning computer and high-speed Internet access throughout the semester. The rental/purchase, installation and maintenance of required computer hardware and software is the responsibility of the student. Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware.

Computer must meet the requirements to run CANVAS and MYLAB BRADY.

Technology Infrastructure:

Interaction between the Canvas online Learning management Systems (LMS) and other sites requires user identification, codes, and other special requirements that the student will acquire to complete coursework. This includes user identification, authentication, and authorization procedures. Access to the online content can only be viewed by the student, the instructors, the Program Director, and other authorized entities only for the purpose of accreditation review after a request for authorization has been submitted to the EMS education department.

SPCC CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These *critical* competencies will be supported by six (6) core skills with identified measurable learning outcomes and integrated into the Learning College's instruction and activities.

To ensure the attainment of these core skills, South Piedmont Community College has established the following Core Skills Learning Outcomes:

Critical Thinking

- The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

Cultural Literacy

- The learner will demonstrate a “set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts” (Bennett, M., 2008).

Oral Communication

- The learner will organize and express ideas clearly through oral communication in a manner appropriate for the intended audience.

Technology

- The learner will choose and utilize appropriate technologies to access, organize, analyze, and communicate information.

Written Communication

- The learner will organize and express ideas clearly through written communication in a manner appropriate for the intended audience.

TECHNICAL STANDARDS

The following are examples of activities that you will be required to perform in order to successfully complete an EMS program:

1. **Critical Thinking:** Possess critical thinking ability sufficient for clinical judgment. Example: You must be able to identify cause and affect relationships in clinical situations, participate in development of nursing care plans, etc.
2. **Ethical Behavior:** Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, religion, or diagnosis.
3. **Legal Behavior:** Provide care within the scope of practice as stated in the National Educational Standards for EMT's and Paramedics. Example: You will learn to assess the patient's/client's physical and mental health.
4. **Interpersonal Skills:** Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and health care team members by behaving in a professional, courteous manner.
5. **Communication Skills:** Possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: You will be able to explain treatment procedures to patients/clients/family, document patient/client responses, and report to others regarding nursing care.
6. **Mobility:** Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: You will be able to ambulate within the room; transfer patients; assist with procedures.
7. **Motor Skills:** Possess gross and fine motor skills sufficient to provide safe and effective emergency care. Example: You will be able to calibrate equipment, position patients/clients, administer injections, etc.
8. **Hearing Skills:** Possess auditory ability sufficient to monitor health needs and collect data. Example: You will be able to listen to other alarms, listen to heart and breath sounds, and hear a cry for help.
9. **Visual Skills:** Possess visual ability sufficient for observation and data collection. Example: You will be able to observe color of skin and read scale on a syringe.
10. **Tactile Skills:** Possess tactile ability sufficient for data collection. Example: You will be able to detect pulsation and feel skin temperature.
11. **Weight Bearing:** Possess the ability to lift and manipulate/move up to 250 pounds with assistance from one other individual. Example: You will be able to move equipment, position patients, etc.

PROGRESSION GUIDELINES

The following guidelines apply to students enrolled in an EMS program at South Piedmont Community College. These guidelines supplement the Student Code of Conduct as stated in the SPCC Student Handbook and are designed to ensure compliance with the North Carolina Office of EMS.

Progression in the EMS program is dependent on each of the following:

- Satisfactory completion of all course prerequisites and entry requirements
- Completion of the class with a **cumulative average of 70 or higher**
- Attendance of classroom, lab, and/or clinical/field hours in accordance with the program's Attendance Policy
- Demonstrating a safe EMS student practice
- **For AEMT, and Paramedic:** Submission of immunization records, background check results (EMT students only do background checks), and drug analysis results prior to beginning clinical hours. *Immunizations required by clinical/field sites may include: COVID-19 (as of 7/22/2021), MMR, Varicella, Hepatitis B, Tdap, Influenza, and Tuberculosis test.*
- **For EMT, AEMT, and Paramedic:** Successful completion of all assigned clinical and/or field internship hours

The student must be fully involved in the learning process within the program during classroom sessions, psychomotor skills, scenarios, low and high fidelity simulation, ambulance simulation, hospital/agency clinical experience, EMS field experience and field internship (if applicable).

ENTRY REQUIREMENTS/PREREQUISITES

EMERGENCY MEDICAL RESPONDER (EMR) ENTRY REQUIREMENTS

- Must be 17 years of age on or before the official end date of the course
- Copy of Valid Driver's License
- All Students must successfully complete a CASAS evaluation assessing basic reading comprehension skills at a minimum at the tenth-grade level.

EMERGENCY MEDICAL TECHNICIAN (EMT) ENTRY REQUIREMENTS

- Must be 17 years of age on or before the official end date of the course
- Copy of Valid Driver's License
- All Students must successfully complete a CASAS evaluation assessing basic reading comprehension skills at a minimum at the eleventh-grade level.

ADVANCED EMT ENTRY REQUIREMENTS

- The student must hold a valid and active North Carolina, NREMT, or other states EMT credential prior to beginning and during the program.
- High school diploma or high school equivalency
- Copy of Valid Driver's License
- All Students must successfully complete a written assessment placing the individual into college-level English
- All Students must successfully complete a written assessment placing the individual into college-level Math

PARAMEDIC ENTRY REQUIREMENTS

- **Prerequisite/Concurrent Course:** Anatomy and Physiology Course must be taken before or concurrently with EMS courses according to the published curriculum as established by South Piedmont Community College EMS Education.
- The student must hold a valid and active North Carolina, NREMT, or other states EMT credential prior to beginning and during the program.
- High school diploma or high school equivalency
- Copy of Valid Driver's License
- All students must successfully complete a FISDAP Paramedic Entrance Assessment
- All Students must successfully complete a written assessment placing the individual into college-level English
- All Students must successfully complete a written assessment placing the individual into college-level Math

TRANSFER OF CREDIT

Credit received from another institution, from advanced placement courses, or from experiential learning experiences is not guaranteed to be applied toward SPCC EMS Education Program requirements. Inquiries regarding transfer of credit should be addressed to the Program Director prior to enrolling.

WITHDRAWAL PROCEDURE

Any student who wishes to withdraw from an EMS program after enrolling must communicate their request to withdraw to the Program Coordinator and/or Program Director. Upon the communication of the request, an Official Course Withdrawal Request Form will be provided to the student. The student must complete and return this form to be formally withdrawn from the course. Please see "Refund Policy" under "Program Fees" for information regarding course fee refunds after withdrawals.

DISMISSAL FROM THE PROGRAM

Dismissal from an SPCC EMS program may occur if you (1) fail to meet progression criteria and/or (2) demonstrate unsafe or unsatisfactory behavior that conflicts with safe EMS practices. Unsafe or unsatisfactory behavior includes, but is not limited to, the following:

- Violation of the academic integrity policy.
- Violation of the HIPAA confidentiality policy.
- Falsification of any school records or clinical/field agency records.
- Willful destruction of school or clinical/field agency property.
- Intoxication or use of illegal drugs while in the clinical area or on school property.
- One incident of gross unprofessional conduct (i.e., hitting or cursing a patient, student, SPCC faculty or staff, and/or healthcare team member, unwillingness to cooperate with the faculty and/or clinical site preceptors/personnel, etc.)
- Any willful or intended act that endangers the health, safety, or well-being of another person (physical, verbal, or sexual harassment or abuse).
- Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Violation of school or clinical agency policies.

- Violation of accepted standards or institutional policies for implementation of EMS care, including but not limited to assessment, treatments, and administration of medications.
- Omission of essential components of EMS care regardless of whether actual injury to the patient is established.
- Failure to protect the patient's wellbeing.
- Repeated failure to recognize and/or promptly report significant patient information allowing for potential patient harm.
- Inability to complete a rotation at all required clinical/field sites. This includes the refusal of any clinical/field site to allow you to begin participation, continue, or return for rotation at their site.
- Failure to demonstrate awareness of one's own limitations in emergency medical care practice or to seek appropriate assistance when limitations are recognized
- Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision making skills, or violations of safety principles and practices that jeopardizes the required supervision of other students by faculty. An "inordinate amount of faculty supervision/time" indicates that the student consistently requires a significantly longer period of time to complete emergency medical care assignments than would other students at the same point in the program.
- Consistently documented failure to apply previously learned principles and practices of emergency medical care.

SPCC reserves the right and the responsibility to dismiss any student whose health, conduct, or behaviors are deemed unsafe and/or unsatisfactory for the field of emergency medical care, a threat to patients/clients and their families, the staff or clinical agency, SPCC faculty or staff, or a threat to themselves. Students who are dismissed will have the opportunity to due process and the right to appeal.

READMISSION PROCEDURE

Students seeking readmission to an SPCC EMS program must reapply to the program. Readmission is not guaranteed and is on a space available basis only.

GUIDELINE FOR REPORTABLE INCIDENTS TO NCOEMS

The goal of the South Piedmont Community College Emergency Medical Service Program is 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.

Pursuant to this goal and in addition to the prescribed requirements for state, national, and program accreditation standards, the EMS Program is responsible for assuring all faculty and student candidates for credentialing are demonstrating their commitment to the Code of Ethics for EMS Practitioners.

A component of the SPCC EMS Program's commitment to these ethical standards is the requirement to refuse participation in unethical procedures and to assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

When a student candidate for credentialing is found to be guilty of unethical conduct, gross incompetence without remediation, or illegal activities that may result in potential harm to the public or a violation of the public trust, the EMS Program faculty will:

- 1) Report the observations, findings, and evidence to the EMS Program Director.
- 2) The EMS Program Director will follow the institution's Student Code of Conduct Policy for local reporting, discipline, sanctions, and appeals.
- 3) The EMS Program Director will inform the Program Medical Director.
- 4) The EMS Program Director will consult the college's Legal Counsel to for clearance/appropriateness for reporting to agencies outside the college.
- 5) The EMS Program Director will properly and professionally report the incident and relative facts in writing to the appropriate Credentialing and Compliance Specialist at the North Carolina Office of EMS.

When a credentialed faculty member is found to be guilty of unethical or illegal conduct related to their professional practice or the preparation and credentialing of others to practice, the EMS Program officials will:

- 1) Report the observations, findings, and evidence to the EMS Program Director or the Director's supervisor.
- 2) The EMS Program Director or their supervisor will follow the institution's Progressive Discipline Policy and the Criminal Activity and Conviction Policy for local reporting, discipline, sanctions, and appeals.
- 3) The EMS Program Director or their supervisor will inform the Program Medical Director.
- 4) The EMS Program Director or their supervisor will consult the college's Legal Counsel for clearance/appropriateness for reporting to agencies outside the college.
- 5) The EMS Program Director or their supervisor will properly and professionally report the incident and relative facts in writing to the appropriate Credentialing and Compliance Specialist at the North Carolina Office of EMS.

CODE OF ETHICS FOR EMS PRACTITIONERS

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

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.

- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

STUDENT EXPECTATIONS

DRESS CODE

While in class, lab, or clinical setting, you are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct. Students are expected to dress neatly and appropriately for classes and other school functions.

For EMT, AEMT, and Paramedic: *The SPCC EMS or sponsoring department uniform is required for classroom, lab, and clinical setting.*

- *The uniform consists of a SPCC EMS or sponsoring department logo polo shirt and black trousers or EMS pants. A black belt and black non-permeable boots are required. All parts of the uniform must be kept clean and neat. A black jacket or plain black job shirt may be worn during winter months.*
- *I.D. badges are to be worn visibly at all times (If in sponsoring department uniform, SPCC EMS Student badge will be worn with their department ID).*

If you are found in non-compliance with any of the above requirements, you may be sent home and will not receive credit for attendance. For repeat violations of the above requirements, you may be placed on an action plan and potentially denied progression in the program.

GROOMING (EMT, AEMT, & PARAMEDIC)

The following grooming guidelines must be adhered to during clinical and field experiences:

- Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up or pulled back from the face. Ribbons or other colorful ornaments are not permitted.
- Beards, moustaches, and sideburns must be kept neatly trimmed.
- Fingernails should be clean and cut so that they do not extend beyond the fingertips. (Fingernail extensions may be detrimental to the performance of your duties.)
- A single pair of stud-type earrings may be worn. Hoops, dangling earrings, or large earrings may not be worn for student safety and to maintain a professional appearance.
- Sunglasses may not be worn in the classroom, lab, or clinical area unless prescribed by a physician or optometrist.

- Engagement, wedding, and class rings may be worn.
- Body piercings may be required to be removed and tattoos may be required to be covered depending on agency policy during field and clinical time.

ATTENDANCE

The EMS department follows the SPCC published Academic Calendar for all course schedules.

SPCC 2023-2024 ACADEMIC CALENDAR

| Fall Semester 2023 | | |
|--|---------------------|------------------|
| First Day of Classes | Monday | August 14 |
| Labor Day Holiday | Monday | September 4 |
| End 1st 8 weeks | Monday | October 9 |
| Break/Faculty Workdays | Tuesday-Wednesday | October 10-11 |
| Begin 2nd 8 weeks | Thursday | October 12 |
| Break/Veterans Holiday Observed | Monday- Wednesday | November 20 - 22 |
| Thanksgiving Holidays | Thursday – Saturday | November 23 - 25 |
| End Fall Semester | Wednesday | December 13 |
| Spring Semester 2024 | | |
| First Day of Classes | Friday | January 5 |
| M L King Jr Holiday | Monday | January 15 |
| End 1st 8 weeks | Friday | March 1 |
| Spring Break | Monday – Sunday | March 4-10 |
| Begin 2nd 8 weeks | Monday | March 11 |
| Easter Holiday | Friday -- Sunday | March 29-31 |
| End Spring Semester | Monday | May 6 |
| Summer Term 2024 (8 WEEKS) | | |
| First Day of Classes | Monday | May 27 |
| Memorial Day Holiday | Monday | May 29 |
| End 1st 4 weeks | Monday | June 25 |
| Break/Faculty Workday | Tuesday | June 26 |
| Begin 2nd 4 weeks | Wednesday | June 27 |
| Independence Day Holiday | Tuesday | July 4 |
| End Summer Term | Wednesday | July 25 |

South Piedmont Community College is an attendance taking college. Regular attendance and participation are essential to student learning and successful completion of a course. The College recognizes that students are adults with many responsibilities and occasional absences are unavoidable. However, absences in no way lessen the student’s responsibility for meeting the requirements of the course.

The College does not differentiate between “excused” and “unexcused” absences in calculating course attendance

Traditional courses are seated classes in which students attend on campus or at other designated physical locations. Attendance in traditional courses is defined as physically attending a seated class. Absences are counted from the first official meeting of the course regardless of when the student registers for, or enters, the course.

Blended courses have both online and seated class attendance requirements.

For the purposes of this policy, attendance in these courses is defined as active participation in the course. Attendance includes:

1. Physically attending a seated class or participating in a virtual synchronous class
2. Submitting an academic assignment
3. Taking or submitting an exam or quiz
4. Completing an interactive lecture

Students are responsible for all work missed during their absence. Instructors are not required to accept makeup or missed work; therefore, acceptance of makeup or missed work is at the discretion of the instructor. All work must be completed and turned in by midnight of the Sunday prior to the final exam.

Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor’s syllabus. Instructors are responsible for discussing their syllabus at the first class meeting of each course.

Instructors will withdraw students who violate the instructor’s attendance policy as outlined in the course syllabus. The instructor will submit an Instructor-Initiated Withdrawal Form, and a grade of “WI” (Withdrawal by Instructor) will be assigned.

Punctuality is also essential to student learning. Students are expected to arrive to class meetings on time and to stay for the entire class period. Arriving late or leaving early disrupts the learning environment. Each instructor is responsible for addressing punctuality in the course syllabus.

For any situation that results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

Students may miss a maximum of 20 percent of all seated class hours.

In the event that a student’s absences from class exceed 20 percent of the seated class hours, the student may be considered in violation of the attendance policy and withdrawn from the class. Prior to completing the withdrawal, the instructor and/or Program Director will attempt to notify the student of the impending withdrawal.

Any violation of this attendance policy may result in an immediate action plan with a final warning being issued. Further violation of the written action plan and written warning will result in dismissal from the course or the outcome specified in the action plan itself.

Students needing special accommodations for attending lecture classes online for an extended amount of time must submit a written request to the program director for approval before missing a class. This request must state the reason for the request along with the length of time the accommodation is necessary. These requests will be considered on a case-by-case situation for necessity. If granted approval, the student must attend every lecture online and complete a special assignment to that the Lead instructor shall receive within 24 hours of that lecture class to receive attendance credit. Student must

have a working camera on their computer. Student must attend all lab days and test days in person. As a reminder, students may only miss a maximum of 28 hours for the entire class. Any hours missed prior to this policy change or request approval will count towards the 28-hour maximum. This does not apply to students requesting to attend a single virtual class due to illness.

CLINICAL AND FIELD SHIFT ATTENDANCE (EMT, AEMT, & PARAMEDIC)

EMT, AEMT, and Paramedic students are required to attend 100 percent of all scheduled clinical and Field Internship shifts. Students shall report to their clinical site on time as designated each semester by the instructor. Staff members are relying on the student's presence, and the patient/client is relying on the student for their care. If the student is going to be late, they must call the clinical coordinator at least 30 minutes prior to the beginning of the clinical time and make every effort to **speak with their clinical coordinator**. Failure to comply with this procedure may result in dismissal from the program.

It is required that Faculty be notified any time a student leaves the clinical or field site if other than at the scheduled departure time. If the student leaves the clinical or field experiences before the scheduled completion time, it is an absence.

CENSUS DATES

Entry into classes at SPCC requires students to have attended in person or virtually and/or to have logged into their Canvas courses in order to remain in the program. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course, in which the student is registered. The census date is in the course syllabus.

ALTERNATE ATTENDANCE POLICY FOR PATHOGENS OF HIGH CONSEQUENCE

In the event a student is unable to meet attendance requirements due to illness with a pathogen of high consequence or quarantine order related to such a pathogen, the following exception may be utilized:

The student will be required to attend didactic classes virtually when available. Chapter worksheets, research papers, or other special assignments may be substituted for lab hours when possible. The student will be responsible for completing skills evaluations when indicated.

This exception will be applied at the discretion of the Lead Instructor, Program Director, and Public Safety Chair with a goal of being consistent within the program and in accordance with the North Carolina Office of Emergency Medical Service recommendations.

ELECTRONIC COMMUNICATION DEVICES

South Piedmont Community College is committed to fostering a learning friendly environment. Electronic communication devices can be detrimental to the learning environment. Therefore, the use of any electronic communication device in the classroom, lab and clinical area is prohibited unless approved by course faculty. Electronic devices may be used for documentation in Platinum Planner during lab, clinical, and/or field internship activities. Unless used for taking notes or viewing class material, all electronic devices should be inactive during any presentations.

STUDENT HEALTH POLICY

- The student must maintain stable physical, mental and emotional health.
- A student with known or suspected communicable or other serious illnesses is ethically and legally obligated to evaluate their health status in view of patient safety. In addition, a physician's statement must be provided to the program documenting that the disease state has been resolved or adequately controlled.
- South Piedmont Community College has no responsibility for any health cost including those incurred in classroom, psychomotor lab sessions, clinical and field experience and field internship (i.e. needle sticks, subsequent testing for HIV, falls). Students are responsible for obtaining their own health insurance policy and/or paying for any medical expenses incurred as a result of illness or injury sustained during class, lab, hospital clinical and field ambulance experiences (i.e. strained back, needle stick). Neither South Piedmont Community College and/or the affiliating institutions/agencies are responsible for medical expenses incurred as part of the educational process.
- All information submitted to the program shall be honest and accurate. Providing false information or withholding necessary information to the program and/or the college may result in immediate dismissal involving due process.
- AEMT and Paramedic students must provide a copy of their immunization records.

COURSEWORK EXPECTATIONS

ASSIGNMENTS

All assignments--class, lab, or clinical--are due as specified in the course syllabus. All late assignments will have 20 percent deducted from the assignment grade. If the assignment is more than 2 weeks late it will receive a grade of 0

All papers to be handed in, with the exception of clinical paperwork, are to be typed, double-spaced, on standard white typing paper and secured firmly in a binder. These papers must cite sources in parenthetical notes and list sources in the bibliography. Points will be deducted from your paper if not written in proper form. Use APA format when writing papers.

Grades for papers and projects will be applied after you have achieved a cumulative course average of 70 on all course exams and quizzes. Extra credit is up to the discretion of the Lead Instructor and Program Director. All assignments should be completed before midnight of the Sunday prior to the final exam.

TESTING

TESTING GUIDELINES

- Faculty may assign seats for testing.
- All textbooks, folders, articles of clothing, book bags, purses, electronics, etc. may not be in close proximity to the student during testing time. Students are encouraged to leave these items locked safely in their vehicles or place them in the designated cubie area.
- Students are not permitted to have any personal electronic devices on their desks. This includes but is not limited to computers, tablets, smartphones, cell phones, or smart watches.
- Computer Adaptive Testing will be monitored by EMS faculty. Instructions and testing will be online using, Platinum EMS Testing.
- The student will have an empty seat on either side of them if room space allows. Blank paper will be provided for students if needed.
- The student will write their name and section number on answer sheets. Students will be monitored consistently throughout testing.
- Any student found cheating will be dismissed from the exam and receive a grade of 0.

TEST ATTENDANCE

Students are responsible for contacting their instructor in any or all classes if there is an extenuating circumstance that would prohibit their attendance at any time. Students are expected to make contact with their instructors ahead of time whenever possible. At the instructor's discretion, extenuating circumstances MAY allow for exceptions to this rule. However, instructors are NOT required to accept extenuating excuses, and exceptions to this rule should be rare.

It is your responsibility to arrange a time with your instructor to make up all missed testing, announced or unannounced. If you are present or can be present on the test day, it must be taken on that day. The test must be taken the day you return to school (class or clinical) or a zero will be given. Daily quizzes that are missed with absences are not allowed to be taken late, and a zero will be given.

FINAL EXAMS

It is mandatory that you take the final exam during the scheduled time for the exam. If there is some extraordinary reason you cannot be present for the final exam, arrangements should be made with the instructor to take the exam at the earliest possible time. The grade from this exam is final. If the student does not score a 70% or higher on the final exam, they will be allowed one (1) retest if they score between 60 and 69%. Viewing screens other than the one designated for the exam will be considered as an act of academic dishonesty and you will be dismissed from the exam and receive a grade of 0.

ACADEMIC INTEGRITY

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating or plagiarism.

Cheating is an attempt to deceive the instructor in their effort to fairly evaluate an academic exercise. Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

It is the student's responsibility to learn more about how to avoid academic dishonesty.

If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- The instructor will notify the student in writing of the details of the academic integrity violation and that an "F" or "0" has been given for the assignment.
- The instructor will send the student's name along with detailed evidence and documentation of the violation to their supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO) to be added to the student's permanent academic record.
- The Assistant to the Vice President of Academic and Student Affairs/CAO will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.
- The Dean will notify the student in writing, electronically, and by physical mail of the disciplinary action for the violation. Notification will be sent to the student's email address and the home address of record. A copy of the disciplinary action letter will be sent to the Vice President of Academic and Student Affairs/CAO, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.

The student may appeal the academic integrity violation and/or the disciplinary action resulting from the violation using the procedure described in the SPCC Student Handbook.

EMCE USE (AEMT & PARAMEDIC)

Students will set up an account in EMCE before any skill days take place. Students are required to enter shift data and lock the report within 24 hours; otherwise the data will be marked as late. Consistent late data will result in disciplinary action. First offense – verbal warning; Second offense – letter of reprimand; Third offense – Dismissal from the program. Falsification of any data will result in immediate program dismissal.

LAB SHIFTS (AEMT & PARAMEDIC) / WRITTEN SKILL SHEETS (EMT)

Each skills day will be set up as a Lab Shift in PLATINUM by the instructor. The instructor or the student may assign themselves to the shift. Students must document tardy and absent skill shifts assignments.

Laboratory time consists of skills practice, skill evaluations, and scope of practice evaluation. If a skills lab shift is partially or completely missed, the student must schedule a make-up day with the instructor.

Students will select the Lab practice item that was performed that day and check off the actions performed. If a particular action was not covered it should be marked as N/A. Students will select peer review or instructor evaluation. If an instructor was evaluating the student then the student needs to select which instructor performed the evaluation. Only instructor evaluated skills count towards course completion and accreditation.

A portion of laboratory time will be set aside for individual skill scenario evaluation. Simulation can be performed on a manikin or a live person, but should consist of a complete patient encounter with appropriate interventions and actions performed. Students must complete competency and TSOP evaluations in a scenario setting. Successful completion of these evaluations are required for program graduation.

Individual skills practice or evaluation does not include patient demographics or a narrative. Scenarios require complete documentation of skills performed, patient demographics, and a narrative.

CLINICAL SHIFTS (AEMT & PARAMEDIC)

Clinical shifts are designed to hone specific skills. Clinical shifts are performed in the hospital or alternate healthcare setting. Clinical shifts are created by the Clinical Coordinator and assigned to the students.

Students report to the charge nurse of the area assigned and students will be assigned to RN, PA, RT, MD, or Paramedic. Students should remain in assigned area at all times unless going with their preceptor to perform another assigned task.

Students should enter basic demographic information for each patient encounter where a skill was performed. The Student will indicate whether or not they performed the skill and whether it was successful or Unsuccessful. Students are required to meet the number of attempts and successes based on program goals and/or CoAEMSP requirements.

Attendance will be documented by clocking in/out and completing the written log.

Clinical shifts are required to have approved preceptor supervision. The preceptor will sign off on each shift to indicate that the student was present and active and complete a written evaluation. Students will upload the evaluation as a document in Platinum Planner.

FIELD SHIFTS (EMT, AEMT, & PARAMEDIC)

Field shifts are intended for the student to gain experience as an EMT, AEMT, or paramedic as a 3rd person on the truck.

Each patient encounter should be thoroughly documented as you would with a Patient Care Report to include patient demographics, skills performed, and SOAP narrative. Incomplete documentation will not be counted towards graduation requirements.

Clock in and out via Platinum Planner and signed logbook.

EMTs should complete paper evaluation.

*** Students may need to attend additional clinical or field internship shifts in order to meet the required number of skills and/or team lead. Students must function within their scope of practice and agency protocols***

For Paramedic Students Only: Field shifts are divided into a Field Internship and a Capstone Field Internship. Students must function as the third person of an ALS crew and be under the direct supervision of an approved preceptor. The preceptor will sign off on each shift and evaluate the student's performance. Students will complete the minimum hours of field internship as identified by the NC OEMS guidelines.

Paramedic Students should gradually assume more responsibility on calls during the internship. Once initial internship, all clinical, and all lab requirements have been successfully achieved; the student may proceed with the Capstone Field Internship. This should take place near the end of the entire course. Paramedic Students must function as the team leader of the ALS crew (still 3 person) during the capstone field internship. A minimum of 20 patient encounters must be documented as the team leader.

Paramedics must complete all skills in the COAEMSP Student Matrix Competency 2023 Edition.

**If student is restricted from assigned hospital or EMS Agency, the student will be dismissed from the program.*

GENERAL INFORMATION

PROGRAM SUPPLIES

The following materials should be acquired by the student for successful participation in the program.

- Book bag for books, composition books or notebook paper for notes, highlighters (assorted colors), pencils, or pens. It is recommended that students organize class materials with folders/notebooks for each subject and lab material kept separate from theory material.
- **For EMT, AEMT, and Paramedic:** Uniform (See required uniform)
- **For EMT:** BP Cuff, Stethoscope, Pen Light, Protective Glasses, Trauma Shears and a watch with a second hand.

STUDENT USE OF SPCC PROPERTY/EQUIPMENT/PHONE/COPIER

Students may not use employee computers. Student computer access is available at the learning commons during normal operating hours. Students may not make copies on the EMS department copy machine. Students may not use department telephones except in emergencies and with prior staff approval.

TRANSPORTATION TO SCHOOL ACTIVITIES

Transportation to class and clinical affiliates is your responsibility. The travel time from point of residence to class or clinical assignment is not school activity time; therefore, it is your own time. You may be assigned rotation through a clinical affiliate outside your own county of residence as a requirement of the curriculum. It is your responsibility to arrange transportation to all assigned sites.

The student is responsible for complying with parking regulations at the clinical facility. SPCC will not be responsible for tickets or towing as a result of illegal parking.

STUDENT WORK POLICY

All activities required in the program will be educational, and students will not be substituted for staff. Therefore, all clinical experiences are educational and unpaid. (Per JRC-DMS Standard V.C)

INCLEMENT WEATHER POLICY

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during adverse weather and other exigent conditions.

When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College website and area television stations. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

For adverse weather occurring on the day of a scheduled class and/or event, SPCC will notify the public of closing or delays by posting on the College's website at www.spcc.edu and by announcing on local TV stations WBTV (3) Charlotte; WSOC (9) Charlotte.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of adverse weather.

REFUND POLICY

Refunds for all continuing education courses are processed in compliance with the North Carolina Community College System refund policy. Registration fee refunds are not issued except under the following conditions:

- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day.
- Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which is canceled because of insufficient enrollment.
- See SPCC College Catalog for details concerning Military Refund and Death of Student Refund.

CHILDREN ON CAMPUS

South Piedmont Community College, as an adult educational institution, does not maintain childcare facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the college may not bring children to class or to work or leave children unattended on campus. The college assumes no responsibility for supervision of children. Students failing to comply with this policy will not be admitted to class and may be asked to leave campus.

SMOKING/TOBACCO-FREE CAMPUS

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property –including athletic fields and parking lots – owned or leased by South Piedmont Community College
- at any College – sponsored or College related event, on campus or off campus

NAME/ADDRESS/TELEPHONE CHANGE

Students must notify the Registrar's Office of changes in name, address, phone number and/or e-mail addresses. This will ensure prompt communications with SPCC faculty and staff.

Change of name requests must be accompanied by a current, signed social security card and driver's license. Forms are available either electronically or via the printable Change of Name/Address Form.

**LEARNING CONTRACT
AND
MEMORANDUM OF UNDERSTANDING**

SOUTH PIEDMONT COMMUNITY COLLEGE EMERGENCY MEDICAL SERVICES

- South Piedmont Community College is committed to providing high standards in EMS Education.
- We promise to provide qualified and competent faculty for the respective lecture, clinical, or field observation and experience that you encounter while in the program in accordance with national, state, and local standards.
- We promise to apply our best efforts to organize the program in a manner that will facilitate learning and enhance retention.
- We promise to make every attempt within our ability to begin and end each class on schedule.
- We promise to provide fair and objective evaluations, based on the objectives, textbook materials, practical skill sheets, clinical goals and objectives and presentations in the classroom setting.
- We promise to treat the students in the program with respect and dignity, and make every attempt to assist you according to your individual needs during the program.

SOUTH PIEDMONT COMMUNITY COLLEGE EMS STUDENT

- I promise to apply my best effort to develop my knowledge and skills as an EMS student.
- I promise to make every attempt to attend the classes and clinical rotations and arrive on time according to the guidelines set forth in the policy and procedure manual provided to me at the beginning of the program.
- I promise to make every attempt within my ability to study and provide home and clinical work as needed to meet objectives of the program.
- I promise to exercise complete honesty and integrity during my clinical rotations and evaluation within the program.
- I promise to maintain patient confidentiality in my activities associated with the program.
- I promise to treat the faculty, guest speakers, lecturers, preceptors, fellow students, and patients with respect and dignity.
- I have received and understand the Academic and Clinical Policies and Procedures Guidelines.

My signature acknowledges that I have read and understand the syllabus, outline, course requirements, and progression requirements for the EMS program which I am enrolled in. I realize that remediation and assistance is available and will be provided if requested. In addition, I am aware that if I do not maintain a final class average grade of 70 percent, I cannot continue in the class and take the final exam. I also realize that I will be given the option to join the next class. In order to be signed off for the North Carolina or National Registry Exams, I must have a passing grade of 70 percent overall for the class, successfully complete field and clinical experiences, and pass the final exam with a 70 percent.

Signature

Date

Printed name

This page intentionally left blank

Academic Affairs – EMS Education SOCIAL MEDIA GUIDELINES

The use of social media by EMS students can be beneficial to promote professional networking, exchange of ideas and knowledge, discussion of EMS-related topics, evidence-based practice, research and education. These benefits enhance student learning and promote professional relationships and conduct. However, the student must understand that with these benefits comes responsibility for social media use.

Social media includes web-based services that allow individuals to connect and communicate with other individuals or groups in various geographical locations. Forms of social media include but are not limited to, texting, blogging, chat rooms, video, social networking, and podcasting. Although the use of smart phones, tablets, and computers with access to the internet is allowed in the health care facility, it is beneficial for the EMS student to use caution with these devices and avoid inappropriate use that can be viewed as unprofessional or unethical conduct. Inappropriate use of social media includes inaccurate information, breach of patient confidentiality and privacy, and comments about health team members, faculty and other EMS students.

In order to minimize risks when utilizing social media, the EMS Education Department of SPCC has adopted the following guidelines. The student will:

1. Maintain patient privacy and confidentiality at all times.
 - a. No transmission of patient related images (photos) or patient information.
2. Limit use of cell phones, smart phones, tablets, computers, or any electronic communication devices with internet access to EMS-related practice, research, and education.
3. Refrain from posting on either a personal page or site any disparaging remarks about faculty, the healthcare team, and other EMS students, even if the individual or group is not identified. This includes threatening, harassing, embarrassing, profane, obscene, sexually explicit, racially derogatory, and homophobic or other offensive remarks.
4. Avoid online social contact with patients or former patients.
5. Refrain from stating personal opinions as being endorsed by any faculty or the college
6. Immediately report any breach of confidentiality or privacy and any inappropriate use of social media to appropriate EMS Education faculty.

Violation of any of the above behaviors may result in disciplinary action and possible dismissal from the EMS Education Program.

References

ANA. (2011). *Principles for social networking and the nurse*. Silver Spring.
NCSBN. (2011). *White paper: a nurse's guide to the use of social media*. Chicago.

.....

I, _____, have read and understand the above policy.
(print name)

Signature _____

Date _____

This page intentionally left blank

South Piedmont Community College

Emergency Medical Services (EMS) Education Program

I have read and understand the SPCC Emergency Medical Services (EMS) Student Handbook. My signature below indicates I hereby agree to abide by these rules and regulations.

Student Name (Printed) _____

Student Signature _____ Date _____

Lead Instructor _____

EMS Program Director _____

This page intentionally left blank



L. L. Polk Campus

Mail: PO Box 126, Polkton, NC 28135
680 US 74, Polkton, NC 28135
704.272.5300 or 1.800.766.0319

Old Charlotte Highway Campus

Mail: PO Box 5041, Monroe, NC 28111-5041
4209 Old Charlotte Hwy., Monroe, NC 28110
704.290.5100 or 1.800.766.0319

Lockhart-Taylor Center

514 N. Washington St., Wadesboro, NC 28170
704.272.5300 or 1.800.766.0319

Tyson Family Center for Technology

Mail: PO Box 5041, Monroe, NC 28111-5041
3509 Old Charlotte Highway, Monroe, NC 28110
704.290.5100 or 1.822.766.0319

www.spcc.edu