

2017

PARAMEDIC PROGRAM POLICY MANUAL

CENTRAL DUPAGE
EMS SYSTEM
PARAMEDIC PROGRAM
POLICY MANUAL

2017

DR. STEVE GRAHAM
EMS SYSTEM MEDICAL DIRECTOR

TIFFANI CLAUSEN, CCEMT-P
LEAD INSTRUCTOR/PROGRAM DIRECTOR

JUSTIN WILLIAMS, CCEMT-P
EMS COORDINATOR



Paramedic Program Goals

The goal of the Central DuPage EMS Paramedic Program is to prepare students to perform as competent, entry-level EMT-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that meet state and national expectations within the profession.

Upon completion of the Program the student will be able to:

- A. Utilize critical thinking, technical abilities and problem solving skills in providing pre-hospital emergency care.
- B. Recognize, assess and safely manage the scene of a medical emergency incident (be the team leader).
- C. Document and communicate the relevant patient information to the receiving facility.
- D. Assess and initiate appropriate medical care for an adult, pediatric or geriatric patient of a medical or traumatic emergency under regional protocols or online medical control.
- E. Demonstrate the ability to reassess and modify the patient's treatment as needed by changes in the patient's condition.
- F. Document in writing the assessment and treatment of patients.
- G. Maintain professional behavior while making medical and ethical decisions.
- H. Provide appropriate emotional support to families, caregivers, and bystanders.
- I. Successfully complete the State and National Registry Paramedic licensing exams.
- J. Help the community by providing instruction on positive health practices.

Cognitive Objective: Upon successful completion of this program, the student will demonstrate a working knowledge of clinical information and related topics, relevant to the practice of pre-hospital emergency medical care.

Psychomotor Objective: Upon successful completion of the program, the student will demonstrate an ability to competently and proficiently perform all paramedic level skills.

Affective Objective: Upon successful completion of this program, the student will demonstrate attitudes and behaviors consistent with the ethics and professionalism expected of Emergency Medical Technicians. See p. 4 of this manual for a list of expected behaviors.



PROGRAM DESCRIPTION

The Central DuPage EMSS Paramedic Program is designed to provide didactic, clinical, and field experience needed to expand the EMT's knowledge to the level of paramedic. The CDEMSS program emphasizes students demonstrate strong interpersonal skills, critical thinking abilities, good decision-making, and the capacity for making quick and appropriate judgments regarding patient care. Our program will provide the student with knowledge and experience of:

- acute and critical changes in physiology
- psychological and clinical symptomology pertaining to the pre-hospital emergency medical care of the infant, child, adolescent, adult and geriatric patient
- clinical experience and practice skills related to the emergency medical care of all age and developmental stages
- ethical and legal responsibilities which they assume as both student and licensed paramedic
- empathetic treatment of a patient- both in treatment with medicine and treatment of their emotions

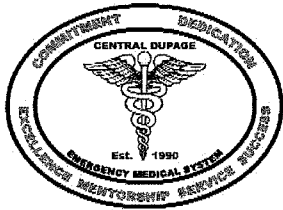
The program consists of four components: didactic instruction, skills laboratory, clinical instruction and supervised field internship. The didactic component consists of lectures, discussion and demonstrations which are presented by physicians, nurses, paramedics, firefighters, lawyers, social workers, and other subject matter experts.



STUDENT STANDARDS OF CONDUCT

The Standards of Conduct are applicable to all students on Northwestern Medicine properties, and all areas in conjunction with the Clinical/ Field Internship experience. Students are accountable for Standards of Conduct during clinical shifts, field internship, and anytime they are on the campus of a hospital or are wearing the Central DuPage EMS Paramedic Student uniform. Additionally, each student is to adhere to all student policies of College of DuPage. If any of the following behaviors occur, immediate **expulsion** from the Paramedic Program may occur under the direction of the EMS Medical Director or designee.

- Use, possession, distribution, or under the influence of alcoholic beverages.
- Use, possession, distribution or under the influence of any illegal or controlled substance.
- Cheating, forgery or forms of academic/ professional dishonesty.
- Willfully impeding, obstructing, interfering with or disrupting the performance of the Northwestern Medicine staff or CDH Paramedic Education Program staff
- Verbal abuse, assaulting, threatening, sexual harassing or endangering the health or safety of classmates, patients, any employee of Cadence Health ,Fire Department personnel, or any additional clinical or field sites
- Intentionally damaging, destroying or theft of property.
- Failing to meet the Paramedic Education Program financial obligations or furnishing false information to the program.
- Failing to maintain personal health insurance throughout the entire Paramedic Education Program.
- Failing to maintain CPR provider status throughout the entire program.
- Failure to maintain EMT-Basic license current throughout the entire program.
- Failing to maintain Heptavax, DT and other vaccines.
- Failure to keep TB screening test current on annual basis.
- Failure to update personnel records within five (5) days with the Central DuPage EMS System office. This includes current address, phone number, emergency contact person, health insurance information (name of provider, policy number and expiration date).
- Using profanity or inappropriate terms and/or phrases while in clinical or field internship components of program or while in public and the confines of the hospital.
- Failure to meet the program test or class percentage requirements.
- Disrespect towards program staff, fire departments, preceptors or hospital clinical staff
- Attendance agreement/Excessive tardiness violations during any phase of the program
- Any other disruptive or questionable behavior that the Program Staff feels violates the professional standards of the program



2017

PARAMEDIC PROGRAM POLICY MANUAL

- Lying, perpetuating rumors, or further disrespectful behaviors- AKA Conduct unbecoming a professional



PARAMEDIC PROGRAM POLICY MANUAL

Tuition

Tuition is based on hour for hour college credit by the College of DuPage. Payment is due to the college by their registration deadlines. Payment options are available through the college

Tuition refunds in full or in part, will follow the refund policy set forth by the College of DuPage. Non-payment of tuition to the College **WILL** result in the student being dropped from the program.

Financial Aid is available to any eligible student enrolled in the college for six or more eligible credits. Grants, loans, on-campus employment, veteran's grants and scholarships are aid options available to help students meet their education expenses.

If you are a veteran and are planning to use veteran's benefits, please visit our website at <http://home.cod.edu/veterans#steps> and the United States Department of Veteran's Affairs at <http://www.gibill.va.gov/>.

If a company will be paying for your tuition or you have a chargeback agreement from another community college, please contact our Third Party Billing/Chargeback representative at (630) 942-3289.

If you are planning on applying for financial aid and have not already done so, please visit our website at <http://home.cod.edu/financialAid> or contact the Financial Aid office at (630) 942-2251. It can take 6-8 weeks for processing, so if you have not already completed your FAFSA form, you may need to sign up for the standard payment plan and be reimbursed once your financial aid is processed.



RECORDS and MANDATES

Each student must maintain the following during the course:

- **EMT-Basic Licensure**- If the student is due for EMT license renewal, speak with the EMS System Coordinator for license renewal at least 90 days prior to license expiration
- **CPR Certification**- CPR certification is the responsibility of the student. The program will not renew CPR certifications.
- **Personal Health Insurance**- Must be submitted prior to the beginning of the course. If needed, College of DuPage offers student rate health insurance for all enrolled students. Contact College of DuPage for more details.

The EMS office must be notified in writing or in person within five (5) business days of any change in address, phone number, employment status, or changes in the above information



PARAMEDIC PROGRAM POLICY MANUAL

ATTENDANCE POLICY (See Appendix A for Attendance Agreement- must be signed)

Attendance is required for all didactic sessions, clinical shifts, and field internship shifts.

Didactic Sessions:

- Didactic sessions are Monday, Wednesday, and Friday 0900-1600 unless otherwise specified (**Simulation Lab days begin at 0800-1500**)
- If an illness or emergency arises, the student must notify the Lead Instructor prior to the absence or it will be considered an unexcused absence
- Permitted only two (2) excused absences for all didactic sessions
- Permitted only one (1) unexcused absence for all didactic sessions

Clinical Shifts and Field Internship Shifts:

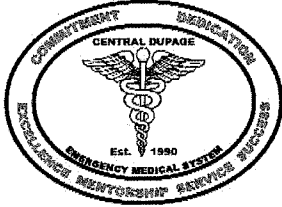
- Clinical shifts will be scheduled electronically. Should a student need to change or cancel a shift, the student must obtain approval from the Clinical Coordinator or Program Director prior to the shift. If this is not completed prior to the shift and the student is a “no show”, this will be considered an unexcused absence
- If an illness or emergency arises, the student must notify the Clinical Coordinator or Program Director prior to the absence or it will be considered an unexcused absence
- Permitted only two (2) excused absences for the clinical and field shifts
- Unexcused absences are NOT permitted

An Excused absence includes:

- Family emergency
- Personal emergency
- Illness (WITH A DOCTORS NOTE)
- Any situation which is approved with the instructor prior to absence

An Unexcused absence includes:

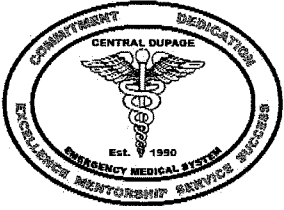
- Failure to attend class
- Illness without a doctor's note/Lead Instructor or Program Director permission
- Failure to attend scheduled clinical time or field shift without prior notice
- Absence without the above excused reasons
- Leaving early without permission from didactic, clinical or field internship
- (3) tardies without prior notice- tardies in general are not tolerated



DRESS CODE

Central DuPage Health represents professionalism to its patients, family members, customers and the community. The Paramedic Student is a representative of the hospital and Central DuPage Emergency Medical Services System. As a representative the student/field intern should reflect professionalism, present a well-groomed appearance, comply with infection control standards, and patient/employee safety. All students are to wear the appropriate uniform for class, clinical and field internship.

- **Hygiene** - Daily use of deodorant, understated makeup and fragrances, clean hands, nails and hair are basic requirements. Perfume and cologne are not to be worn. Excessive nail length, nail artwork or nail jewelry is not appropriate. Men will be clean shaven at all times. No beards are allowed in any of the fire houses at any time.
- **Jewelry** - Limited to a watch and wedding ring if appropriate. It is recommended not to have any stones or jewelry in the ring as there is a possibility for it becoming damaged or lost.
- **Piercings**- No piercings may be visible to the naked eye (excluding ears) and must be removed prior to any classroom, clinical and/or field time. Ear piercing is limited to 1 stud per earlobe. Any further visible piercing must be approved by the Program Director. If not approved, piercing must be removed.
- **Hair**- Hair styles are to be conservative, clean and well kept. Women must have hair secured off the shoulders. Men must have a conservative haircut around the ears and short at all times.
- **Tattoos**- At times, any visible tattoo must be covered up when determined appropriate by the host clinical site and/or the host field site. It is advised to always bring clothing to cover any visible tattoos each time a clinical/field site is visited. Inappropriate tattoos- swearing, nudity, gang signs, etc. will not be tolerated and must be covered at all times.
- **Name Badges**- Central DuPage Hospital and COD badge **MUST BE WORN AT ALL TIMES** at the level of the shoulder or chest in the classroom, clinical and during field internship.
- **Hats** – No hats shall be worn while in the hospital at any time. Winter hats may be worn while in field internships, at the discretion of the host department. If a winter hat is allowed, it must be a plain, navy blue hat.



PARAMEDIC PROGRAM POLICY MANUAL

UNIFORM

Students must wear their uniform to class, clinical, and field internship sites.

SHIRT:

- Program uniform polo shirt
- Tucked in at all times
- Clean, pressed
- No stains, holes, missing buttons
- Only a Navy Blue or White T-shirt may be worn underneath the uniform polo shirt- No other colors will be allowed. A host clinical/field site may request ONLY a navy blue T-shirt underneath the mandated uniform polo.

PANTS:

- Dark blue work trousers with a plain black leather belt
- Clean, pressed, undamaged
- No stains, holes

FOOTWEAR:

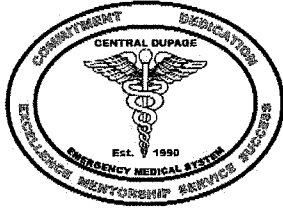
- Clean, sturdy, flat, closed toe and heel black leather shoes or boots must be worn.
- Navy blue or black socks. White socks may be worn with boots.

SWEATSHIRT:

- Optional
- Dark navy blue Program sweatshirt only

Any Clinical department that requires the use of scrubs will have the scrubs available to the students prior to the beginning of the shift. Failure to return the scrubs will constitute theft and the student will be immediately dismissed from the program.

During Field Internship, the host fire department may require a variation on the above approved uniform policy. At that time, the requirements from the FD take precedence above the Programs uniform policy



MEDICAL ISSUES, ILLNESS, INJURY

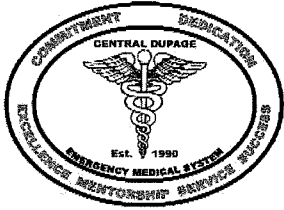
Health physicals, immunizations, background checks and drug screens must be completed prior to entry into the program following COD application guidelines. Students may be subject to additional drug screening if drug use is suspected.

Injury- If a student sustains an injury or infectious disease exposure in class, clinical setting, or during field internship, an injury report must be completed. The Program Director and Lead Instructor **MUST** be notified immediately. The student must then report to the Emergency Department, private physician, or seek treatment according to individual employer policy for evaluation prior to returning to any classes, clinical, or field internship shifts. A written injury report must accompany the student on return and be given directly to the Program Director or Lead Instructor.

Communicable Disease- Students are required to report to the EMS Manager if they are diagnosed with a reportable communicable disease. Reportable communicable diseases are those disease defined by the Illinois Department of Public Health to be contagious, infectious, communicable and dangerous to the public health. A student shall be permitted to remain in the classroom whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others.

Non-reportable communicable disease such as a cold or flu, will be determined on an individual basis.

Pregnancy- If the student becomes pregnant, she must notify the Program Director. Individual situations will be reviewed by the Program Director based on the timing in class. Pregnant students are not allowed on an ambulance. Due to the complexities of the education, clinical shifts, and field internship, the System will allow a student who becomes pregnant to return the following year.



CLINICAL INTERNSHIP

Clinical rotations are designed to enhance the didactic component, to increase the student's understanding of the care of the patient, improve communication and assessment. Each clinical area will be started once the didactic portion of the subject matter has been presented in class. Clinical preceptors will be assigned for each area. Typically, the student can anticipate the following type of clinical preceptors:

- RN with at least 1 year experience in the specialty area
- Physician
- Respiratory therapist
- CDEMS System paramedic assigned by faculty

All students must be under direct supervision for all skills performed. At no time may a student perform an assessment, skill, procedure, or medication administration without the direct supervision of the clinical preceptor. Should this be violated, the student will be placed on clinical probation and must meet with the Program Director and EMS Medical Director prior to any further clinical rotations. If the behavior persists, the student will be excused from the program.

Scheduling- All clinical scheduling will be handled by the Clinical/Field Coordinator or designee by an electronic program. Students are responsible to manage their own schedule. Once a student signs up for a clinical shift and it is entered into the calendar, the student is committed to the shift. If the student made an error or wants to remove the shift, a trade must be completed with another student. Failure to obtain a trade, get permission from the Program Director/Clinical Coordinator in advance, or show up to the assigned shift will result in an unexcused absence. Any trades must be coordinated through the Clinical Coordinator. Please refer to the Attendance policy for excused and unexcused absences for the clinical areas.

Clinical Forms- Upon completion of each clinical shift, an evaluation form must be completed and verified by the clinical preceptor. The student will be evaluated on cognitive, psychomotor skills and professional behavior based on the clinical objectives for that designated clinical area. Clinical documentation into the electronic database must be completed within 24 hrs of the clinical shift or the student will not receive credit for the time, assessments, or skills during that shift.

Unsatisfactory Evaluations- If a student receives any complaints about performance or behavior during a clinical shift, the Program Director will be notified. The student will be placed on clinical probation for poor clinical performance, and criteria for remediation will be specified in the action plan. The evaluation will be reviewed in detail with the student upon meeting with the Program Director.



FIELD INTERNSHIP

The goal of the field internship is to provide the student an opportunity to apply the didactic and clinical knowledge to the pre-hospital setting. Students must demonstrate safe and competent assessment and treatment skills during their internship. Students will be evaluated on their ability to problem solve and make sound treatment decisions within their knowledge base.

The student will have three phases to complete.

Orientation- The student will complete a minimum of 1 eight hour shifts for orientation. The goal of this time is ambulance and equipment familiarization, to gain understanding of the fire department/911 setting, review of the department policies/procedures, and observation of the roles of each person on all types of calls. Completion of this time is meant to ensure the student is prepared to start as a team member on the first shift during the Field Internship.

Team Member- Initially, the student will start in the role as team member. The student will be expected to perform skills, assessments, radio reports, and most aspects of patient care as directed by the Field preceptor.

Team Lead- The student will be approved for this by the Field preceptor and the Program Director/Lead Instructor. The goal of this time is to enhance the student's confidence in directing all aspects of pre-hospital care.

Supervision- The student will be supervised by the assigned preceptor or the secondary preceptor. The Field preceptor is required to have direct supervision of the student at all times during the call. The student is NEVER allowed to replace a licensed paramedic or department member.

Field Completion- The paramedic intern is required to obtain a minimum amount of hours, patient types and assessments, and team lead calls. See the Matrix (located in Program Syllabus) for breakdown of specific requirements. All required hours must be completed in consecutive 24 hour shift blocks. Failure to meet the required time or call type will result in the student needing to complete additional shifts or simulated experiences when applicable. The Field Preceptor will be required to complete a comprehensive final evaluation form as verification the student has met the requirements of the field internship. The Field Preceptor **MUST** approve the student for completion of the Field Internship. **The Field Internship and all requirements for graduation MUST be completed prior to the end of Section IV. If these requirements have not been met by the end of Section IV, the student will fail out of Section IV and therefore must repeat all phases of the paramedic program.**



PARAMEDIC PROGRAM POLICY MANUAL

Unsatisfactory Evaluations- If a student receives any complaints about performance or behavior during a shift, or is removed from the Field Internship site, the Program Director will be notified.

1. Student is immediately placed on probation and an investigation will be completed.
2. At the discretion of the EMS Medical Director and the Program Director, the student will be dismissed from the program OR may require a change in assignment. An action plan will be developed by the EMS Medical Director and Program Director.

Probation Status- At the completion of the minimum hours, if either preceptor believes the student does not meet the criteria for "Entry Level Paramedic":

1. Student is immediately placed on probation.
2. At the discretion of the EMS Medical Director and the Program Director, the student will be dismissed from the program OR be required to complete additional shifts in order to graduate. An action plan will be developed and the amount of shifts required will be determined by the EMS Medical Director and the Program Director.
3. Should the student refuse to perform the requirements indicated by the action plan, the student will be removed from the program.
4. Should the student still not meet the criteria for "Entry Level Paramedic" at the completion of the action plan, the student will be removed from the program.

Hours- The student is required to work an assigned (24) Hour shift for a minimum of 600 hours total (25 shifts). At no time is the student allowed to leave the station for personal business. Failure to complete an entire (24) hour shift will result in an unexcused absence.

Station Rules and Policies- All fire departments have specific rules and guidelines regulating accepted behaviors for students/riders. Each student will be made aware of each department policies and procedures during the orientation shift(s). Failure to follow department policies or expectations will result in probation. Please refer to the **Probation Status** above.

Documentation- Documentation of shifts, skills, patient care reports, and evaluations will be completed on the electronic program the Paramedic Program is using. Students will be required to complete patient care reports with instruction of the preceptor. All reports will be submitted electronically. The student will be required to enter the shift completion with assessments, skills, etc within 24 hours of completing the shift.



Grading

The program is divided into 4 sections. The student must maintain a GPA of at least 80% in each didactic section. Each section, the student will begin with a clear grade. Assignments, quizzes, and division exams may assume a variety of forms including multiple choice, matching, fill-in-the-blank, essay, and oral presentations.

Homework/Projects/Quizzes- 40% of section grade

Exams- 60%

Grading Scale

A- 90-100%

B- 80-89.99%

C- 70-79.99%

D- 60-69.99%

F- <60%

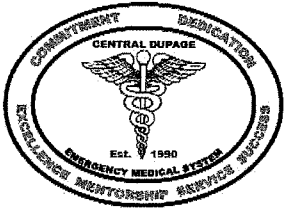
All grades will be totaled and submitted to the College at the end of each semester (see Syllabus for all beginning/end semester dates). Each semester grade will be entered in to each student's college transcripts.

Clinicals

All clinicals are graded on a pass/fail basis. Should a clinical be completed with an "Unsatisfactory" grading from clinical preceptor, the student will be required to meet with the Lead Instructor. At this time, the student will be evaluated. Corrective action may be required including re-doing the clinical rotation, remediation, and/or dismissal from the program. All clinicals must be successfully completed to obtain an alphanumeric grade for the associated Section.

Field Internship

All ride shifts are graded on a pass/fail basis. Should a ride day be completed with an "Unsatisfactory" grading from the field preceptor, the student will be required to meet with the Lead Instructor. At this time, the student will be evaluated by the Lead Instructor. Corrective action may be required including re-doing the field rotation, remediation, and/or dismissal from the program. All ride shifts must be successfully completed to obtain an alphanumeric grade for the associated Section.



Examination

It is required to pass every test with an 80% or better.

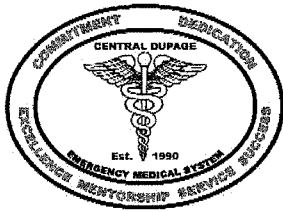
Any student scoring less than 80% on an Examination:

- Will be placed on probation
- Student will be given the opportunity to review the test in extent
- Must retake the examination within one (1) week from the date the original exam was issued. The retake day/date will be revealed day of original exam and will be on a Tuesday or Thursday (so as to not interfere with class time)
- Withdrawal from any outstanding clinical rotations until the retake examination has been successfully completed
- The retake exam will cover the same material, but will not be the same exam. The student **must** pass the retake exam with a score of 80% or higher.
- The retake score will be the documented score for grading purposes

Only one examination may be retaken throughout the year. Subsequent chapter exams must all be passed with a score of 80% or better. Failure to meet this requirement will result in immediate dismissal from the program.

SKILL AND PROCEDURE TESTING

1. Students must be present for all skill and procedure exams/testing.
2. Any student with an unexcused absence will not be permitted to take the exam and will be dismissed from the program.
3. Practical skills exams will be graded on a *PASS/FAIL* basis. Each test station must be successfully challenged to successfully complete the examination.
4. The student will be allowed to re-challenge each testing station a maximum of **two (2) attempts** can be made per skill to obtain a passing grade. A *PASS* must be achieved by the second attempt to remain in the program.



MIDTERM EXAMINATION

The midterm exam will be given prior to the student entering the Field Internship and therefore will test your knowledge of Region 8 SOP's. The midterm consists of a didactic and practical exam.

Didactic- The exam will include multiple choice questions, scenarios, and ECG interpretation. Students must pass with a score of $\geq 80\%$. If a score less than 80% is achieved **AND** the student has not yet used their 1 (one) retake, then a retake test date will be scheduled within 1 week of the original exam. The retake must be passed with an 80% or better. The retake score will be the score of record.

** The practical exam may not be challenged until the midterm test is passed with an 80% or better.

Practical Exam- The Practical simulation exam may be performed in any of the following scenes: SIM MAN in the hospital clinical lab, the Street Scene Simulation Lab at College of DuPage, or the classroom at Central DuPage Hospital. The Practical exam is Pass/Fail. The evaluation panel will include a minimum of two (2) people (the Medical Director, Lead Instructor, adjunct faculty, system paramedics). All evaluators must agree to pass the student based on the specific written criteria for the exam. Students will have this criteria prior to the exam. The criteria will include items that are life-threats or critical steps which the student **MUST** achieve or this will result in an immediate failed attempt.

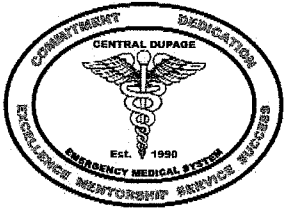
The student is allowed ONE additional attempt to pass the practical examination for a total of 2 attempts. If the practical is not successfully completed after the 2nd attempt, the student will be placed on probation. A determination will be made by the Lead Instructor, Program Director, EMS Medical Director, and EMS System Coordinator:

- the student is competent to proceed to the Field Internship
- requires remediation
- or be dismissed from the program

FINAL EXAMINATION

The final examination will include multiple choice questions, scenarios, and ECG interpretation. Students must pass with a score of $\geq 80\%$. If a score less than 80% is achieved **AND** the student has not yet used their 1 (one) retake, then a retake test date will be scheduled within 1 week of the original exam. The retake must be passed with an 80% or better. The retake score will be the score of record.

Failure to pass the final exam with at least an 80% will result in immediate dismissal from the program.



PROGRAM PROBATION STATUS

There are three types of probation a student may be placed on: Academic, Attendance, and Behavior.

A Student may be placed on Academic Probation for:

- Failure to maintain an 80% in the program
- Failure of an exam
- Failure of the midterm on the first attempt
- Failure of the Final Exam on the first attempt
- Failure to complete any clinical rotation
- Repeated "Unsatisfactory" ratings
- Failure to complete the field internship with initial assigned preceptor due to failure to meet objectives

A Student may be placed on Attendance Probation for:

- Failure to meet the attendance policy guidelines
- Excessive tardiness
- Leaving early from scheduled didactic, clinical, or field shifts

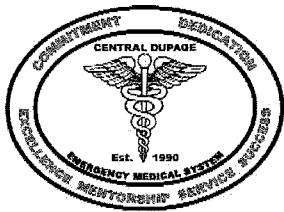
A student may be placed on Behavior probation for:

- Failure to abide by the written policies of guidelines
- Complaints from any hospital staff member or fire department personnel
- Failure to abide by fire department or clinical department guidelines
- Disrespect towards fellow students, staff, patients, or caregivers
- Any other behavior that violates objectives stated within the established policy

Formal Notification-

Probation will be a contract including the requirements or behavior modification necessary to continue with the program. This contract will be signed by the student, the Program Director, Lead Instructor, and EMS Medical Director. A signed copy will be kept in the student's file and a copy will be given to the student.

The probation requirements are to be met as stated in the contract. The student will be discharged from the Paramedic Program if the contractual agreement is not met in its entirety. **Formal Notification is not required. Failure to receive a formal notification will NOT prevent the student from being failed from the program.** All policies within



PARAMEDIC PROGRAM POLICY MANUAL

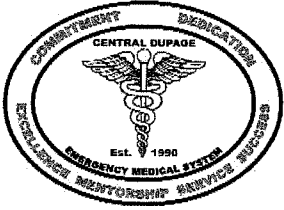
this document are to be adhered to. Failure to abide by the policies within this document will result in dismissal from the program regardless of formal notification.

IMMEDIATE DISMISSAL FROM THE PROGRAM

The student will be immediately dismissed from the program for any of, or combination of the following:

- The student exceeds absences during the entire program. Refer to attendance policy
- (2) exams falling below an 80% or failure to achieve the minimum score for the retake examination
- Any quiz or homework assignment falling below 80%
- The student fails to achieve *PASS* the practical skills examinations within 2 attempts
- The student fails to achieve a passing grade on the final written examination
- The student violates a Standard of Conduct or similar act of misconduct. Refer to Standards of Conduct
- The student fails to meet the requirements of probation as agreed to in the co-signed contract
- The student is dismissed from host Fire Department for "conduct unbecoming" a professional
- The student is unable to successfully "PASS" any clinical rotation
- The student is unable to successfully "PASS" field internship

At the discretion of the EMS Medical Director other acts may be considered for program dismissal. If the student believes the dismissal violates the policy, he/she may request a grievance hearing.



GRIEVANCE HEARING

A grievance may only be filed if dismissal or impending dismissal from the program is imminent or has occurred AND the student believes the dismissal is not in accordance with the program policies and standards.

The student requesting the grievance hearing must submit the request in writing to the Program Director within twenty-four (24) hours of receiving official dismissal correspondence. The student's request must be hand delivered or sent by certified mail to the Program Director.

If approved for grievance the grievance board may consist of the following CDH representatives:

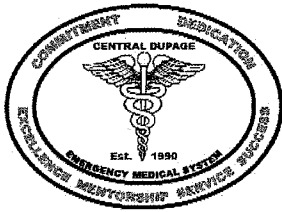
1. EMS Medical Director
2. EMS System Coordinator
3. ED Clinical Director
4. ED Medical Director
5. ED Clinical Advanced Practice Nurse

The grievance board will convene within a five (5) working day period following notification of a grievance hearing request. The student requesting the grievance hearing will have forty-five (45) minutes to present his/her case to the board. The Program Director will have equal time to present. The grievance board will vote to sustain the dismissal or reverse the dismissal. Majority vote rules with the EMS Medical Director maintaining veto privileges. If the dismissal is reversed, the student will be reinstated to the program and held accountable for all materials missed during the grievance process.

The grievance board will only convene once. The EMS Medical Director and Grievance Board's decision is binding for the stated dismissal violation.

If a student has been dismissed from class AND has filed for a grievance hearing, the student will be withdrawn from all didactic, clinical, and field internships until final determination is made.

If the grievance board overturns the dismissal, the student will have equal time that was missed, to make up any outstanding classroom, clinical, or field work. This includes extending past the final date of class.



2017

PARAMEDIC PROGRAM POLICY MANUAL

DISCLAIMER

The Program Director reserves the right to make any changes in the Course Syllabus or this Policy and Procedure Manual.

Requests of changes to this policy manual must be made in writing by the student and submitted directly to the Program Director.

This policy was developed, reviewed and agreed upon by the EMS Medical Director and the Paramedic Program Director



EMS Medical Director
Dr. Steve Graham



EMS Lead Instructor/Paramedic Program Director
Tiffani Clausen

*** DISCLOSURE***

A signed copy of this manual will be kept on file with the Central DuPage EMS System Coordinator. Copies of this signature page may be requested in writing from the CDEMSS Coordinator.

Appendix A**ATTENDANCE AGREEMENT**

As of today I am advised of the attendance agreement for the Central DuPage Paramedic Class. Attendance is required for all didactic sessions, clinical shifts, and field internship shifts.

Didactic Sessions:

- Didactic sessions are Monday, Wednesday, and Friday 0900-1600 unless otherwise specified
- If an illness or emergency arises, the student must notify the Lead Instructor prior to the absence or it will be considered an unexcused absence
- Permitted only two (2) excused absences for all didactic sessions

Clinical Shifts and Field Internship Shifts:

- Clinical shifts will be scheduled electronically. Should a student need to change or cancel a shift, the student must obtain approval from the Clinical Coordinator or Program Director prior to the shift. If this is not completed prior to the shift and the student is a "no show", this will be considered an unexcused absence
- If an illness or emergency arises, the student must notify the Clinical Coordinator or Program Director prior to the absence or it will be considered an unexcused absence
- Permitted only two (2) excused absences for the clinical and field shifts

An Excused absence includes:

- Family emergency
- Personal emergency
- Illness (WITH A DOCTORS NOTE)
- Any situation which is approved with the instructor prior to absence



2017

PARAMEDIC PROGRAM POLICY MANUAL

An Unexcused absence includes:

- Failure to attend class
- Illness without a doctor's note/Lead Instructor or Program Director permission
- Failure to attend scheduled clinical time or field shift without prior notice
- Failure to attend mandatory class sessions
- Leaving early without permission from didactic, clinical or field internship
- (3) tardies without prior notice

Print Name : _____

Sign Name: _____

Date: _____

Witness by Faculty: _____



2017

PARAMEDIC PROGRAM POLICY MANUAL

Appendix B

ACKNOWLEDGEMENT OF PARAMEDIC PROGRAM POLICY MANUAL 2017

I, _____ have received a copy of the Paramedic Program Policy Manual 2017. I have read and understand the policies as stated. I agree to abide by the policies stated in this manual until the completion of this program. I further understand that if any changes are made to the policy manual, I will be given a written copy, and I must sign an acknowledgement of receipt and understanding of any and all policy changes.

Print Name : _____

Sign Name: _____

Date: _____

Witness by Faculty: _____