

*St. Louis Community College  
Emergency Medical Services  
Programs*

*Emergency Medical Technology  
Policies and Procedures*



## **I. PROGRAM INFORMATION**

### **A. Introduction**

This course meets all the current requirements for Missouri State EMT licensure. It includes the assessment and care of the sick and injured, pediatric and geriatric emergencies, childbirth, defibrillation, lifting and moving of patients, hazardous material situations and the use of adjunctive EMS equipment.

Graduates are eligible to sit for state and national licensing boards. Positions are available with ambulance services, fire departments, hospitals, emergency communication centers and industrial medical and safety departments.

St. Louis Community College Emergency Medical Services programs have the approval of the Missouri Unit of Emergency Medical Services. St. Louis Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

### **B. Classroom Philosophy**

The St. Louis Community College Emergency Medical Technician program is a progressive program with an advanced curriculum that is designed to meet and exceed the latest national guidelines. Students often discover an intense classroom learning atmosphere associated with an effective clinical experience. An exhaustive time commitment to program and curriculum development has already transpired prior to your enrollment into this program. The program is designed with the adult learner in mind, and as such, the onus is on the student to prepare himself/herself for daily lectures, laboratory sessions and to clarify information with the instructor. It is within this atmosphere of mutual respect and student and instructor interaction that a successful learning experience will be achieved.

### **C. Classroom Discussions**

The success of each discussion session is dependent upon the preparation and preparedness of the students. Because much of the conceptual knowledge cannot be found in text, it is extremely important that the student completes the required reading prior to class so that she/he will be empowered to participate effectively in the daily discussions. Each discussion/lecture will contain many of these components:

*Background Information*

*Applicable Medical Terminology*

*Critical elements of a complete assessment*

*Application of the critical thinking process*

*Medical-Legal and Ethical considerations*

*Appropriate pre-hospital interventions*

*Practitioner empowerment and accessing of information*

*Pre-hospital issues*

### **D. Laboratory Practicum Philosophy**

Laboratory sessions are designed to reinforce existing skills and teach new ones. They are also necessary to support the application of new treatment philosophies and coordinated to illustrate didactic principles and methodology. The primary role of the adjunct instructor is to encourage and confirm the critical elements of assessment and verify 100% competency regarding safe practice. It is advised that the student prepare herself/himself in such manner that would maximize the learning process. Adjunct instructors are used regularly and extensively to facilitate student learning.

## ***E. Learning Outcomes***

1. **Upon successful completion of the course, the student will know or understand:**
  1. The importance of patient documentation and how to complete this documentation.
  2. The legal considerations in the field of emergency medicine.
  3. The use of basic airway management techniques and adjuncts and the anatomy and physiology of the respiratory system.
  4. The signs, symptoms and treatments for trauma and medical emergencies.
  5. The principles and psychomotor skills of cardiopulmonary resuscitation.
  6. Blood glucose analysis
  7. The procedures for patient assessment including patient history and vital signs.
  8. Defibrillation skills and procedures using the Automated External Defibrillator.
  9. The knowledge and skills required to properly immobilize, lift and move patients.
  10. Ground and air ambulance operations
  11. Special procedures: Hazardous materials, multiple casualty, triage, multiple agency response and Critical Incident Stress Debriefing (CISD).
2. **Upon successful completion of the course, the student will demonstrate the ability to:**
  1. Student will explain the importance of patient documentation and how to complete this documentation.
  2. Student will explain the legal considerations in the field of Emergency Medicine.
  3. Student will demonstrate basic airway management techniques and adjuncts and explain the anatomy and physiology of the respiratory system.
  4. Students will describe the signs, symptoms and treatments for trauma and medical emergencies.
  5. Student will explain the principles and demonstrate the psychomotor skills of cardiopulmonary resuscitation.
  6. Student will demonstrate how to obtain a blood glucose sample.
  7. Student will explain the procedures for patient assessment including patient history and vital signs.
  8. Student will demonstrate defibrillations skills and procedures using the Automated External Defibrillator.
  9. Student will demonstrate knowledge and skills required to properly immobilize, lift and move patients.
  10. Student will describe the criteria for air or ground transportation and identify factors involved in preparation, operations and safety.

## ***II. EMT CURRICULUM***

### ***A. Program of Study***

<b>Course Title</b>	<b>Course Number</b>	<b>Credit Hours</b>
Emergency Care, Principles & Techniques	EMT:121 H01	10

### ***B. Methods of Instruction***

A variety of teaching-learning methods are used in paramedic course and may include readings, lecture-discussion, demonstrations, audiovisual media, study guides, written assignments, concept maps, small group work, case studies, computer assisted programs, simulations, practice of paramedic skills in a laboratory setting, and providing care to patients in clinical areas.

### ***C. Syllabus subject to change***

The course syllabus will be furnished to students by the instructor. Please be advised that it is subject to change by the instructor at any time as necessary.

### ***D. Adjunct Instructors/Guest Speakers***

Adjunct instructors and guest speakers may be used during the course at the discretion of the lead instructor. Classroom policies and procedures and routine will be adhered to as if the primary instructor were present.

## **III. LEARNING RESOURCES**

### ***A. Assistance/Tutoring***

Instructors are always available for answering questions and clarifying information. As a courtesy, please do not contact instructors after 10 p.m. or before 8 a.m. Tutoring may also be available and will be coordinated through the instructor and EMS Programs Coordinator.

### ***B. Instructional Resources***

EMT students have access to the campus library for reference books and current journals. Computers are available in the computer lab.

## **IV. PROGRESSION AND RETENTION**

### ***A. Evaluation/Grading***

#### ***Grading***

Students must score a minimum of 75% on modules and the EMT final. Students who score less than 75% will be allowed remediation and to retake the failed module test one time. Any student scoring below 75% on any module exam twice or the EMT final will not be allowed to continue with the program. You may remediate **only two** (2) module exams in this manner. Remediation will take place immediately prior to the meeting of the next scheduled class time following the regular module exam. These tests will be given as dictated by the instructor.

A 75% overall average grade will be required to complete the class. The 75% overall average is also necessary to assure student eligibility for National Registry practical and written testing. Grades will be calculated as such:

- a. 75% of the student's grade will come from the module and final written exams (900 points)
- b. 15% from practical skills (180 points)
- c. 10% from quizzes and clinical (120 points)

Grading scale is as follows:

90 – 100% = A

80 – 89% = B

75 - 79% = C

68 - 74% = D

<68% = F

### **Grade Profiles**

#### Grade F

F level work shows only a minimal level of understanding of what critical thinking is, along with the development of some, but very little, critical thinking/clinical decision making skills and abilities. This level of work, by the end of the course, shows only occasional critical thinking/clinical decision making skills and frequent unscientific thinking. Most assignments are completed poorly. The student with F-level course-work demonstrates little evidence that they are “reasoning” through assignments in a scientific manner. Often, the student merely seems to be “going through the motions” of the assignment, carrying out the form without displaying motivation or enthusiasm of that becoming a student.

F level work rarely shows any effort to take charge of any ideas, assumptions, inferences and/or intellectual processes. In general, this level work lacks discipline and clarity. In F level work, the student rarely analyzes issues clearly and precisely, almost never formulates information clearly and rarely distinguishes the relevant from the irrelevant. The F level student also rarely recognizes questionable assumptions and almost never clarifies key concepts effectively. They frequently fail to use proper language and are able rarely to identify competing points of view. The F level student almost never reasons carefully from clearly stated premises or recognizes important implications and consequences. This level of work does not demonstrate good scientific reasoning and problem-solving skills and frequently exhibits poor reasoning and problem-solving skills.

#### Grade D

D level work shows a slight increase from F level work in all areas.

#### Grade C

C level work demonstrates some, but inconsistent achievement in grasping what critical thinking is, along with the development of modest critical thinking skills and abilities. At the end of the course, C level work illustrates some emerging critical thinking skills, but also pronounced weaknesses as well. Though some assignments are reasonably well done, others are poorly done; or at best, mediocre. There are more than occasional lapses in reasoning. Though critical thinking terms and distinctions are sometimes used effectively, sometimes they are used quite ineffectively. Only on occasion does C level work display a mind taking control of its own ideas, assumptions, inferences, and intellectual processes.

Only occasionally does C level work display intellectual discipline and clarity. The C level student only occasionally analyzes issues clearly and precisely, formulates key questionable assumptions, clarifies concepts effectively, uses language in keeping with educated usage, identifies relevant competing points of view and reasons carefully from clearly stated premises, or recognizes important implications and consequences. On the whole, C level work demonstrates only modest and inconsistent scientific reasoning and problem-solving skills and sometimes exhibits weak reasoning and some problem-solving skills.

#### Grade B

B level work represents demonstrable achievement in grasping what critical thinking is; along with the clear demonstration of a range of specific critical thinking skills or abilities. B level work at the end of the course is, on the whole, clear, precise and well-reasoned, though with occasional lapses into weak reasoning. On the whole, critical thinking terms and distinctions as well as medical terminology are used effectively. The work demonstrates a mind beginning to take charge of its own ideas, assumptions,

inferences, and intellectual processes. The student often analyzes issues clearly and precisely, often formulates information clearly, usually distinguishes the relevant from the irrelevant, often recognizes key questionable assumptions, usually clarifies key concepts effectively, typically uses language in keeping with educated usage, frequently identifies relevant competing points of view, and shows a general tendency to reason carefully from clearly stated premises, as well as noticeable sensitivity to important implications and consequences. B level work displays good scientific reasoning and problem solving skills.

#### Grade A

A level work demonstrates real achievement in grasping what critical thinking is, along with the clear development of a range of specific critical thinking skills or abilities. The work at the end of the course is, on the whole, clear, precise, and well-reasoned, though with occasional lapses into weak reasoning. In A level work, critical thinking terms and distinctions are used effectively. The work demonstrates a mind beginning to take charge of its own ideas, assumptions, inferences, and intellectual processes. The A level student usually analyzes issues clearly and precisely, usually formulates information clearly, usually distinguishes the relevant from the irrelevant, often recognizes key questionable assumptions, usually clarifies key concepts effectively, typically uses language in keeping with educated usage, frequently identifies relevant competing points of view and shows a general tendency to reason carefully from clearly stated premises, as well as noticeable sensitivity to important implications and consequences. A level work displays good scientific reasoning and problem solving skills. A level work consistently performs at a high level of intellectual excellence.

#### Incomplete

An incomplete is given at the discretion of the instructor if the student has had difficulties completing the required clinical time. If the clinical time is not completed due to the student's delay in obtaining the necessary immunizations, background check and drug test, an incomplete will not be issued. In the event that a student receives an incomplete, the student will have one semester to complete the necessary requirements.

### ***B. Class Attendance***

Students are expected to attend all classes on a regular and prompt basis. The state of Missouri requires 100% attendance in all approved programs. There will be no excused absences. St. Louis Community College has established the following policy regarding attendance in its EMS Programs. If an unavoidable absence occurs, the student is responsible for the material they missed. The maximum number of these types of absences will be two (2) per semester. If, for reasons beyond your control, you do miss a session, you will be required to make up that session. How you make up the session will be at the discretion of your instructor. This may be in the form of a test, outlining the chapter missed or writing a paper. **Any student not making up a missed session or being absent more than three days will receive an "F" for the semester.** There will be no exceptions to this policy. This policy will be strictly enforced and is in place to ensure that St. Louis Community College meets all requirements as required by the State of Missouri, Department of Health and Senior Services – Unit of Emergency Medical Services. Disruptive sleeping in class is considered an absence. One verbal warning will be given prior to this behavior being deemed an infraction.

An attendance sign-in sheet will be provided at the beginning and end of every class for each session. It will be the student's responsibility to sign his or her name on the attendance record. Students will not be allowed to sign for another student. Any student caught forging another student's signature will be dropped from the course.

Students must attend the class that he or she has signed up for. Only on extreme circumstances with the approval of the course coordinator will a student be allowed to attend another class. Both instructors must agree to allow the student to attend a different session.

Any student missing a clinical for which he or she has signed up for will be considered absent. This absence will count the same as being absent on a regular class day.

### **C. Clinical Observation and Policies**

Some degree and certificate programs offered by the college require students to obtain clinical or other field experience as part of their coursework. Students with criminal convictions or illegal drug use may have difficulty progressing in these programs. Healthcare facilities, educational institutions and other field experience settings may mandate that a criminal background check and/or drug screening check (at the student's expense) be conducted prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experience, thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact an academic advisor or the program coordinator for further details.

In addition to class sessions, students must observe emergency procedures for a minimum of 48 hours in 8 – 12 hour blocks in a hospital emergency department and/or ambulance service. Clinical may be scheduled after completion of the assessment lesson and must be completed by the 8<sup>th</sup> Module Exam. Students who do not complete the clinical rotations by the 8<sup>th</sup> Module Exam will receive an "I" (incomplete) for the class and will not be able to take the National Registry Exam. **The EMT instructor will coordinate and schedule clinical times for the student.**

Students will be required to take a clinical documentation form to the clinical site. After completion of the clinical shift, the student must have the form signed by a clinical supervisor to verify attendance. At the completion of 48 hours and 5 patient contacts, the student must give the documentation form to the EMT instructor. **If you lose the form you will have to complete all clinical that were lost.** If the student fails to complete clinical by the 8<sup>th</sup> module exam, he/she will be reviewed by the instructor for successful course completion.

Students who arrive at clinical sites late or leave early may have their clinical disapproved. Only under extreme circumstances may a student cancel a clinical. Instances such as documented illness or death of an immediate family member are acceptable. The student must contact the supervisor of the clinical site and the EMT Instructor. Upon arrival at the clinical sites, students must report to a supervisor. Clinical site policies, rules and regulations will be strictly enforced and must be followed by the EMT student at all times. Your conduct is important. A clinical site may suspend, restrict or terminate the clinical privilege of any student or even an entire class based on a student's inappropriate conduct. Clinical rotations are for observation only. Skills such as CPR, bleeding control, and vital signs will be allowed. Students are not allowed to perform any skill for which they have not received instruction and training in the EMT classroom. **Any student caught performing skills that exceed their level of training will be dropped from the program immediately.**

Before attending any clinical, students are required to complete the American Data Bank Background Check, 5 panel drug screen, Missouri Employee Disqualification List (EDL) registration, Department of Mental Health Disqualified Registry Form and Request for Child Abuse or Neglect Form. Students are required to sign a release provided by the college which provides the student's consent to the release of the criminal background results to the college and the clinical facility. Students bear the financial responsibility for any costs related to these requirements.

#### ***D. Tardiness***

A student is considered tardy if she/he arrives more than 15 minutes late for class. Arriving more than 30 minutes late will be considered an absence. Leaving class early without permission from the instructor will be considered as one absence. A student who accrues 3 tardy days within a semester will be charged with one absence and must meet with the instructor to discuss the issue. Written documentation of this counseling session will be placed in the student's file. Continued tardiness will be considered as grounds for dismissal from the program. In the event that a student arrives late on the day of a quiz or examination, the student will be required to wait until the quiz or exam is completed to enter the classroom. He/She will not be allowed to take the quiz or exam and will forfeit all applicable points.

#### ***E. Homework***

Homework will be given at the discretion of the instructor. It may include multiple types of assignments.

#### ***F. Quizzes and Examinations***

Quizzes and examinations are produced and administered by the instructor. Quiz and examination material will be derived from textbooks, lectures, class discussions, recommended and required texts and journal material. Students should be prepared to have a quiz on a daily basis in class. Examinations will consist of both current and comprehensive material.

#### ***G. Problems or Grievances***

If a problem arises during the didactic or laboratory portion of the program, the student should contact the instructor immediately. If a student is unsatisfied with that response, the student should then contact the EMS Programs Coordinator at St. Louis Community College. If the problem is still not resolved, then the student may file a grievance as per St. Louis Community College policy.

#### ***H. Dismissal/Withdrawal***

If a student decides they do not wish to continue in class, they are required to initiate their own withdrawal. **Instructors CANNOT withdraw students from the course.** If an instructor dismisses a student based on attendance, module exam grades or other reasons, **the student is STILL responsible and required to initiate a withdrawal from the course at admissions and registration.** Failure to withdraw will result in a grade of "F".

#### ***I. Requirements for Successful Completion***

To be eligible to take the Practical and National Registry Examination, a student must have successfully completed all portions of the EMT program. **All of the following are required for successful completions of the program:**

- 1. The student must receive a minimum of 75% on each module exam.** If a student receives below the required 75%, the student will be given a remediation exam to raise the score to 75%.
2. 48 hours of clinical with a minimum of 5 patient contacts
3. All skill practice sheets
4. All skill competencies
5. 4 hour Automated Defibrillator class
6. Attend well-being of the EMT class
7. Complete all 8 module exams and the EMT final with a minimum score of 75%.



8. HIPPA training
9. Sexual harassment tutorial (copy of the certificate must be given to the instructor)
10. Completed criminal record check and drug test
11. NIMS IS-700

### ***Eligibility for Practical and National Registry Examination***

Upon successful completion of the EMT program the student will be eligible schedule and take the Practical examination and the National Registry written examination.

## **V. PROFESSIONAL CONDUCT**

### **A. Scholastic Dishonesty**

The EMS Programs will not accept or tolerate scholastic dishonesty. Anyone who is a party to scholastic dishonesty as defined below will be disciplined.

*Scholastic Dishonesty* is defined as misconduct including, but not limited to, plagiarism, cheating and collusion.

Plagiarism is presenting the words or ideas of someone else as your own without proper acknowledgment of the source.

If you don't credit the author, you are committing a type of theft called plagiarism.

When you work on a research paper you will probably find supporting material for your paper from works by others. It's okay to use the ideas of other people, but you do need to correctly credit them.

When you quote people -- or even when you summarize or paraphrase information found in books, articles, or Web pages -- you must acknowledge the original author. It is plagiarism when you:

1. Buy or use a term paper written by someone else.
2. Cut and paste passages from the Web, a book, or an article and insert them into your paper without citing them. **Warning!** It is now easy to search and find passages that have been copied from the Web.
3. Use the words or ideas of another person without citing them.
4. Paraphrase that person's words without citing them.

### Academic Integrity Statement

St. Louis Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity. Advancing the principles of academic integrity is essential because doing so enhances academic discourse, the quality of academic work, institutional operations and the assessment of educational goals.

Observing academic integrity involves:

- Maintaining the standards of the college's degrees, certificates, and awards to preserve the academic credibility and reputation of the college;
- Communicating expectations, best practices, and procedures in order to promote the principles of academic integrity and ensure compliance;
- Providing environments, instruction, and access to resources necessary for maintaining integrity in learning;
- Taking responsibility and personal accountability for the merit and authenticity of one's work;

- Giving proper acknowledgement and attribution to those who directly contribute to a project, or whose work is used in the completion of a project;
- Recognizing what compromises academic integrity, whether intentional or unintentional (plagiarism, cheating, uncivil behavior, etc.).
- It is the shared duty of faculty, students and staff of the college to understand, abide by and endorse academic integrity.

### ***B. Student Conduct***

Professional and adult behavior is expected at all times throughout the program. Inappropriate or unprofessional behavior reflects upon yourself, the program, the hospital, your classmates and your instructor. It is essential that you conduct yourself in a manner that reflects the high standards that represent this program and the Paramedic profession. Incidents of inappropriate behavior will be handled according to the program disciplinary policy. The standards of professionalism will be set by the program officials and not the student.

From time to time, situations will present themselves which are not covered by the specific language found in these policies and procedures. In these circumstances, the students and faculty will be guided by their best judgment, best practices, professional ethics and the intent found within these policies and procedures.

Students are expected to handle all equipment with care. Equipment shall be placed in its proper place prior to dismissal of the class. Students found cheating, abusing, stealing or deliberately damaging equipment will be disciplined per college policies and regulations. Any damaged equipment should be reported to the instructor immediately.

### ***C. Patient Confidentiality***

Any patient information heard or elicited during the student's clinical rotations is confidential. Discussion of any patients may take place with an instructor or preceptor only for educational or stress management purposes, and must be done in a private setting, out of hearing of others not involved. Any discussion of patient information in the open or public setting is prohibited. Examples of patient information include names, addresses, insurance or social security numbers, driver's license information, or any other information that might identify an individual.

### ***D. Hazing***

Hazing is strictly prohibited. Hazing is defined as:

Any actions which seriously imperil the physical well-being of any student

Activities which are by nature indecent, degrading, or morally offensive

Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude

### ***E. Uniforms***

A professional appearance is mandatory at all times. Several clinical sites also have strict guidelines on student appearance and hygiene. As a result the following uniform policy will be followed while performing clinical rotations.

Shirt – navy blue, short or long sleeve polo shirt with the appropriate program logo embroidered. Order forms will be distributed in class.

Tee shirt – optional, plain white without designs or statements.

Pants – navy blue pants or slacks.

Black boots/shoes – must be all black in color and ideally protect the wearer from the many hazards faced in EMS

Black belt – plain leather with plain silver buckle or hook/loop fastener. If a holster is worn it must be black leather and carry no more than three items.

Socks – required, must be black if visible

Brassieres – required at all times for female students

It is recommended that each student have a second uniform with them on clinical rotations for use in the event the first uniform gets contaminated by blood or other bodily fluids.

Nametags – St. Louis Community College nametags will be worn at all times in the classroom, laboratory and clinical setting. These nametags may be obtained at the Student Center. The nametag is to be worn with the name visible attached to the left collar. The ID is the property of the St. Louis Community College and must be surrendered upon request. The ID may be confiscated for violations of the uniform policy, professionalism or other issues related to ethical or moral behavior. Students will not be permitted to participate in clinical while the ID is in the possession of the Paramedic program.

Grooming/Hygiene – Hair must be clean, neatly groomed and of a natural color. Length must not fall below the bottom of the collar while standing. Female students are permitted to wear their hair up. The hair style must be neat and professional. Beards of any kind are not permitted. Mustaches must be neatly cleaned and must not fall over the upper lip. Sides must not extend more than  $\frac{3}{4}$  inch past the corner of the mouth nor drop more than  $\frac{1}{4}$  inch below the corner of the mouth. Sideburns must be neatly trimmed and cannot extend more than  $\frac{1}{2}$  inch below the ear canal. Strong perfume or aftershave is not permitted. Makeup, if worn, should be subtle. Students may be removed from the classroom or clinical site for poor hygiene (strong body or breath odors, including tobacco, failure to shave, unkempt hair).

Jewelry and Bodily Decoration – No jewelry may be worn at any time during clinical rotations with the exceptions of watches, wedding bands, approved necklaces (worn inside shirt) and medical alert bracelets. Visible body piercing is not permitted. Female students may wear one stud earring per ear. Dangling or hoop earrings are not permitted. Tongue studs are not permitted. All tattoos must be covered by the uniform, bandages, or smudge resistant make-up.

Cold or Wet Weather – A navy blue uniform jacket or coat, without any patches is permissible.

Wearing the Uniform – Whenever students are wearing the EMS programs uniform they are to wear it properly. At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a clinical.

Failure to follow the Uniform Policy – Failure to comply with this policy shall result in dismissal from the class or clinical for the day, will be counted as an absence and handled according to the program disciplinary procedure.

Uniforms are not required for the classroom. Certain off campus sites, however, may require the student to be in uniform or to wear a name tag identifying the student. Clothing should not be inappropriate or distracting to the conduct of the classroom. Clothing should be appropriate for practice on multiple surfaces such as floors. Instructors have the ability to restrict participation if inappropriate attire is worn. Make-up of missed practice opportunities will be at the instructor's discretion.

## **VI. HEALTH AND SAFETY GUIDELINES**

### **A. Substance Abuse, Intoxication and Impairment by Medication**

The St. Louis Community College EMS Programs maintains a drug-free program. Students, both while in class or on clinical rotations. The manufacture, sale, distribution, dispensation, possession or use of alcohol, controlled substances, intoxicants or by abusing or overdosing prescription or non-prescription over the counter medications, during class or at program functions are prohibited except as permitted by law. Students violating these policies are subject to disciplinary action, which may include removal from the program and/or referral for criminal prosecution.

Students suspected of impairment by medications, both legal and illegal will be evaluated by college police and EMS Program personnel. In the event the student is deemed impaired, the student will face disciplinary action up to and including dismissal from the program and criminal prosecution.

### ***B. Tobacco Use***

The college is committed to providing an environment that is safe and healthy. Use of tobacco products is prohibited on all college property and in all college vehicles, as well as off campus class sites. There will be no designated smoking areas within the property boundary.

### ***C. Injuries***

Injuries rarely occur in the EMT program, but the potential exists during skills practice or clinical. District policy states that each student is responsible for their own medical needs and the St. Louis Community College District assumes no financial or other responsibility for treatment as a result of injury to a student during participation in the EMT program. In the event of injury or exposure, please notify the course coordinator or clinical supervisor.

### ***D. Sexual Harassment***

St. Louis Community College is committed to providing an academic and work environment that is free from sexual harassment. In keeping with this commitment, the college prohibits sexual harassment of any member of the college community. Sexual harassment in any form, including verbal, written, physical or visual harassment will not be tolerated. Sexual harassment may include, without limitation, unwelcome sexual advances, attempts to coerce any member of the college community into a sexual relationship or to punish such persons for refusing to submit to sexual advances, or conduct of a sexual nature which creates an intimidating, hostile or offensive academic or work environment.

Any member of the college community who has a sexual harassment complaint may obtain redress through administrative procedures of the college. The college will respond to sexual harassment complaints promptly and in an equitable manner.

All information regarding complaints of sexual harassment is confidential and will be revealed only to those directly involved with the investigation and/or resolution of the complaint. Breaches of confidentiality may result in disciplinary action. Retaliation against anyone who brings a complaint of sexual harassment is prohibited.

A student or employee of the college found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the college or termination of employment.

### ***E. FERPA Statement***

The Family Educational Rights and Privacy Act (“**FERPA**”) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day St. Louis Community College (“*College*”) receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

For more information about records and information that may or may not be disclosed and other information regarding the confidentiality of student records, please see Section G.11 of the College Administrative Procedures.

o More information: [http://www.stlcc.edu/Document\\_Library/FERPA-Notification.pdf](http://www.stlcc.edu/Document_Library/FERPA-Notification.pdf)

## **VII. STUDENT SERVICES AND COLLEGE POLICIES**

Students may refer to the St. Louis Community College Catalog, “Fact Finder and Student Handbook of St. Louis Community College” and the “Semester Schedule of Classes” for general information on student services.

### **A. Access Office – Disability Support Services**

The Access office disability support service has been designated by the college as the primary office to guide, counsel and assist students with disabilities. If you receive services through the access office and require accommodations for this class, make an appointment with me as soon as possible to discuss your approved accommodations needs. Bring your instructor notification memo provided by the access office to the appointment. I will hold any information you share with me in strictest confidence unless you give me permission to do otherwise.

If you have not made contact with the access office and have reasonable accommodation needs (volunteer note taker, extended time of tests, seating arrangements, etc.), I will be happy to refer you. The access office will require appropriate documentation of disability.

If you have a disability and do not request accommodations, the use of the access office services is voluntary.

The Access office is available to assist students with disabilities.

Students should make an appointment with you to discuss their accommodation needs.

All information will be held in the strictest confidence.

o More information: [http://www.stlcc.edu/disAbility/Access\\_Office/Students/Index.html](http://www.stlcc.edu/disAbility/Access_Office/Students/Index.html)

### **B. Student Rights and Responsibilities**

#### **1. Academic Appeals**

Students' academic rights and responsibilities are listed in the Fact Finder and Student Handbook of St. Louis Community College. A student may appeal an alleged violation of his/her academic rights by following the proper procedure for academic appeal.

## **2. Non-Academic Appeals**

Students' non-academic rights and responsibilities are listed in the Fact Finder and Student Handbook of St. Louis Community College. Students are expected to comply with the responsibilities and follow the proper procedures as identified in the Fact Finder and Student Handbook of St. Louis Community College for alleged violations of his/her rights or responsibilities. Disciplinary actions involving alleged violations of a student's responsibilities will follow the procedure.

A copy of the Fact Finder and Student Handbook of St. Louis Community College can be obtained on campus from the Office of Campus Life.

### Academic Appeals Procedure

#### Academic Appeal Procedures Checklist

Please see the Academic Appeals section of the Student Handbook for detailed information about the steps below.

A student may appeal an alleged violation of his/her academic rights in accordance with the following procedures:

Step 1: Make a verbal or written request for an individual conference with your instructor within 10 working days of the incident/dispute.

Step 2: If the matter is not resolved, within 10 working days of your meeting with the faculty member, make a written request for a conference with the appropriate department chair/program coordinator.

Step 3: If the matter is still not resolved, within 10 working days, appeal to the Division Dean, in writing.

Step 4: If still no resolution, appeal, in writing, within 10 working days, to the Vice President for Academic Affairs using the Student Appeal Form.

Based upon the nature of the appeal, the Vice President for Academic Affairs will investigate the matter and will issue any decisions/actions taken in writing according to Step 4 of the Academic Appeal Procedures detailed in the Student Handbook.

Note: In appeal cases not involving a final grade, the vice president for academic affairs' decision will be final. When the appeal involves a final grade, if the Academic Appeals Hearing Committee is convened, the committee's decision will be final.

## **VIII. GENERAL INFORMATION**

### **A. Enrollment**

Enrollment must be completed prior to the first class day of the semester. Enrollment is solely the responsibility of the student. Any student failing to enroll prior to the semester will not be allowed to attend, be subject to disciplinary action, and even termination from the program.

All students must produce a paid receipt and proof of enrollment prior to the first scheduled class day of the semester.

### **B. American Heart Association BLS for Healthcare Providers CPR**

The student is required to remain current in Healthcare Provider CPR throughout the entire EMT program.

### ***C. Drug Screen and Criminal Background Procedures***

Satisfactory results for the criminal background check and drug screen are required by clinical agencies. Hospitals and other healthcare facilities mandate that a criminal background check and drug screening check be conducted prior to placement in a clinical setting. Students not passing these checks will not be able to complete the Paramedic program due to being prohibited from participating in the clinical setting thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact an academic advisor or the program coordinator for further details.

### ***D. Immunizations***

Students must submit documentation of a current (within one year) negative TB test and MMR vaccination or immune status prior to beginning clinicals. (NOTE: If born after 1959, must have had an MMR after 1985.) Documentation of a Hepatitis B vaccination (or waiver) is also required. An up-to-date tetanus is also recommended. Immunizations are available from your local health department.

### ***E. Sexual Harassment Prevention Tutorial***

The St. Louis Community College offers a Preventing Sexual Harassment Online Tutorial. This tutorial is a self-directed learning tool created to assist you in understanding the laws and the college's policy prohibiting sexual harassment. It can be accessed at: [https://users.stlcc.edu/sh\\_tutorial/default\\_start.htm](https://users.stlcc.edu/sh_tutorial/default_start.htm). If you experience difficulty accessing the tutorial, contact the Admissions/Registration office at your campus.

### ***F. HIPAA***

Students will be required to complete the Health Insurance Portability and Accountability Act (HIPAA) training. The instructor will document completion of this training.

### ***G. Social Networking Sites***

Any social network sites such as FaceBook, MySpace, YouTube, Twitter, etc. are not acceptable venues for commentary, pictures or descriptions of this training. Students are prohibited from using these sites to comment on or document this training, instructors or other students. Failure to comply with this expectation may result in dismissal from the training.

### ***H. Equipment***

Students are required to obtain a college ID and a St. Louis Community College clinical shirt. Other items not required but highly recommended are a stethoscope and a penlight.

### ***I. Textbooks***

The instructor may add or encourage additional textbooks as needed.

### ***J. Notebooks***

Students are encouraged and expected to take notes during class. This helps the student to get the most out of class and to prepare for examinations and review all material presented.

### ***K. Change of Information***

Students are responsible for notifying their instructor and clinical coordinator in the event of a change in their mailing address and/or phone numbers. Failure to do so may result in missed work or scheduling complications.

#### ***L. Cell Phones, Pagers and Electronics***

Cell phones are not to be used in the classroom, laboratory or clinical settings. All cell phones, pagers and other electronic devices must be set to silent to avoid distraction. Cell phones or other devices with internet access will not be permitted during tests, quizzes or exams. While on clinical students may use their cell phones following the site policy. They are not to be used when involved in any patient contact. Audio or video recording in class may only be done with the permission of the instructor. No recording is permissible while performing clinical shifts.

#### ***M. Firearms***

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on college property (including college buildings, grounds, leaser or owned by the college, college athletic fields and parking lots), or in any college van or vehicle, or at college-sponsored activities. Firearms, visible or concealed, are likewise prohibited in vehicles, which are on college property, or on college-leased property, or on the property of a college-sponsored activity. No college official or employee may give consent under Missouri statute for any person, other than a licensed police officer, to carry a concealed firearm into any college facility, property, or activity.

#### ***N. Parking***

Students must park in the authorize spaces only. While on campus students will park only in the student parking areas. When off campus, students will follow that sites parking policy. Failure to comply will be handled according to the program disciplinary policy.

#### ***O. Inclement Weather***

In the event of inclement weather, class will not be held if St. Louis Community College has cancelled all classes. Students are advised to listen to the appropriate radio and television stations for closings.

#### **Closing Procedures**

St. Louis Community College will remain open except under very severe weather conditions. Official announcements will be broadcast on KMOX-AM (1120) Radio, and television Channels 2, 4 and 5. On television, announcements are broadcast as early as possible at the bottom of the screen. Severe weather announcements are announced by campus.

You can sign up for text alerts of closings and other emergency information by texting "follow STLCCAlert" (without the quotes) to 40404 - or follow @STLCCAlert on Twitter. Only "alerts" messages will be sent. All other communications will be sent from @STLCC.

Updates also will be posted on the home page of the STLCC website and on the main page for each campus as well as a broadcast email when feasible. Below are the procedures for school closing and delayed schedule.

#### **COLLEGE IS CLOSED**

Means all classes are canceled for the day. No classes or labs, library, student center, writing center or any other service will be open. Classes in the evening also are canceled.

#### **COLLEGE IS NOT CLOSED BUT IS ON delayed SCHEDULE**



If a delayed schedule is announced, the location will delay opening until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day.

In the absence of any announcement, students should assume the college is operating on its normal schedule.

Severe weather closing announcements are also available by calling any campus at the numbers below.

Florissant Valley: 314-513-4949

Forest Park: 314-644-9463

Meramec: 314-984-7669

Wildwood: 636-422-2653

#### ***P. Non-Discrimination Statement***

St. Louis Community College is committed to non-discrimination in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. For information, contact: Dr. Franklyn Taylor, Vice President, Student Affairs, STLCC-Forest Park, 5600 Oakland Ave., St. Louis, MO 63110-1316, 314-644-9009, ftaylor65@stlcc.edu.

#### ***SUMMARY***

Students are expected to be well-prepared for all didactic, laboratory and clinical sessions. The student is held to the standard of an Emergency Medical Technician and must adhere to the policies of the St. Louis Community College. The instructor reserves the right to add any additional class policies or requirements.

We will work really hard over the next semester, but we will have a good time as well. The instructors and staff at the St. Louis Community College are always available to provide assistance and guidance as necessary.