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REND LAKE COLLEGE MISSION

The mission statement is the essential purpose of the college from which all college activities originate:

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

Value Statement:

In serving our students and community, we strive to be student- focused, authentic, and resourceful.

IMPORTANT

For information on your rights and responsibilities refer to the Rend Lake College Student Handbook. Located on the RLC website at <https://rlc.edu/phocadownload/Student-Forms/Student%20Handbook%202022-2023-Rend%20Lake%20College%20-%20web.pdf>

ACADEMIC INTEGRITY

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APPEAL PROCESS

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NON-HARRASSMENT AND DISCRIMINATION POLICY

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EQUAL OPPORTUNITY

Student Handbook page 5

AMERICANS WITH DISABILITIES ACT

Student Handbook page 18

FIREARM CONCEALED CARRY POLICY

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GENERAL BEHAVIOR – PROFESSIONAL ETHICS

The student is responsible for his/her behavior as both an individual and as a member of the group. Rules of behavior which are endorsed as appropriate according to high social, ethical, and moral standards are expected to be followed. As a consequence, the student is held responsible for any acts which may violate these standards. The following rules have been established to provide guidelines for proper, professional conduct:

The student is expected to conduct himself/herself in a professional manner at all times while in the College, clinical site, or while participating in program functions.

The student is expected to be courteous to patients, staff, visitors, faculty, and other students. When speaking to or about a patient, the name of the patient should be used, unless circumstances dictate otherwise.

The student is expected to be congenial to all patients. Solicitation or acceptance of tips from patients or clinical site visitors is prohibited.

Visiting with a patient during clinical hours is not permitted. Friends who are hospital patients should be visited according to hospital regulations.

The student is to consider the affairs of patients, the specific program enrolled, the College, and the clinical site confidential. Such matters are not to be discussed with other students, staff, family, faculty, or friends.

Sleeping during clinical or didactic hours is unacceptable.

Students should act as responsible adults. Cheating may result in dismissal from the program.

Personal telephone calls are not to be made or received while at the clinical site, except in the case of an emergency.

All unusual incidents concerning patients, visitors, staff, etc. must be reported to the clinical instructor and supervisor. The proper incident form must be completed, and a copy given to the program director.

Cell phones may be used at clinical sites only at scheduled breaks. Cell phones should be kept in lockers or purses turned off while students are doing their scheduled rotations. If a clinical site reports misuse of a cell phone, this will result in disciplinary action.

The following are considered examples of severe, inexcusable behavior which may result in immediate dismissal from the program:

Deliberate damage to College, clinical site or other's property

Stealing

Physical assault of another individual

Indecent or lewd conduct

Carrying a weapon on college or clinical site premises

Falsification of any information to the clinical site or college

Smoking in hazardous area or in a non-smoking area

Consumption of intoxicants while on College or clinical site property or attempting to perform duties while under the influence of alcohol or other drugs.

Falsification or misuse of College or clinical site records

Working beyond the appropriate duties of a student

Drug dealing or attempted drug dealing

Excessive absenteeism/tardiness

Sharing confidential information/violating HIPPA

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Director is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Director.

Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with program officials. The action will be documented in the student's record file and the student will be asked to sign the document to indicate their awareness of the action.

In the event a student is dismissed from the program, the student will receive a failing grade for all classes that they are enrolled in at the time of the dismissal.

STUDENT COMPLAINTS

Academic Complaints – Grade Appeal

- A. The student is expected to initiate the appeal with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting a Grade Appeal Form which can be found at www.rlc.edu within seven (7) calendar days of the informal discussion with the faculty member.
- C. The Dean shall review the complaint and speak with the appropriate parties as needed.
- D. The Dean shall respond in writing to the student within seven (7) calendar days after receiving the student's complaint.
- E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.
- F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.
- G. The decision of the Associate Vice President shall be considered final.

Academic Complaint – Non Grade Related

- A. The student is expected to initiate the complaint with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the nature of the complaint is personal, involving the faculty member directly and his/her behavior or demeanor, the student may appeal informally to the faculty member's Dean or complete a Student Complaint Form found at www.rlc.edu thereby bypassing the informal discussion with the faculty member. The student should understand anonymity cannot and usually will not be protected.
- C. The Dean shall review the complaint and speak with the appropriate parties as needed.
- D. The Dean shall respond to the student within seven (7) calendar days after receiving the student's complaint.
- E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.
- F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.
- G. The decision of the Associate Vice President shall be considered final.

III. Student Non-Academic Complaints

The Associate Vice President of Academic and Student Services shall be responsible for responding to complaints from students for non-academic (non-classroom and non-grading) issues which would fall outside of the Student Code of Conduct which is described in a later section. These issues include, but are not limited to:

- A. Refunds of tuition and fees
- B. Admission, registration and records matters
- C. Grade forgiveness
- D. Financial aid matters
- E. Advising and counseling matters
- F. Student activities and organization matters
- G. Academic and financial aid appeals
- H. Title II complaints (complaints related to discrimination based upon disabilities)
- I. Title IX complaints (complaints related to discrimination based upon protected class) Students who wish to dispute a non-academic matter related to their tenure as a student at RLC shall express these concerns as follows:

A. The student is expected to initiate a complaint with the staff member immediately responsible for the area in which the problem occurred within seven (7) calendar days of realizing the issue giving rise to the complaint. The student should request a meeting with the staff member. Both the student and the College have the right to end the informal process and begin the formal complaint process at any time. Both parties have the right to forgo the informal process and initiate a formal complaint.

B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting an Appeal Form (which can be obtained in the office of the Associate Vice President of Academic and Student Services or online at www.rlc.edu) to the Associate Vice President of Academic and Student Services. This appeal should be made within seven (7) calendar days of the informal discussion with the staff member. The Associate Vice President of Academic and Student Services will schedule a meeting with the Appeals Committee. The Associate Vice President of Academic and Student Services shall issue a response to the student within seven (7) calendar days of the meeting.

C. If the results of the Appeals Committee are unsatisfactory to the student, the student may submit a written request to the Vice President of Instruction and Student Affairs within seven (7) calendar days of receiving the committee's decision.

D. The Associate Vice President of Academic and Student Services shall issue a written response to the student within seven (7) calendar days from the date the student complaint was received.

E. The Vice President of Instruction and Student Affairs shall issue a written response to the student within seven (7) calendar days of receipt of the student's written request.

F. The decision of the Vice President of Instruction and Student Affairs shall be considered final with regard to student non-academic complaints.

STUDENT RECORDS

In compliance with the Family Education Rights and Privacy Act the following records are maintained in the specific program directors' offices:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Class room and clinical evaluations
6. Clinical rotation schedule
7. Counseling records

TRANSPORTATION

Students must provide their own transportation to and from the College and the clinical affiliates.

ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices, such as pagers and telephones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Students may not use a cellular telephone in the computer laboratory. If a cellular phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

STUDENTS WITH A COMMUNICABLE/INFECTIOUS DISEASE

Detection and control of infectious disease is accomplished to assure a safe environment for students, employees, patients, faculty, staff, and visitors. Students are encouraged to promptly visit their physician for evaluation when suffering from potential infection (ex. fever, diarrhea, skin lesions).

The student is encouraged to discuss their infectious disease status with program faculty. Rend Lake College and the program faculty will protect the privacy of individuals who are self-disclosed. The faculty will refer the student for specific education necessary to avoid transfer of disease in the clinical areas. Clinical placement will be made with the welfare and safety of the student and potential patients in mind.

Rend Lake College does not discriminate against students with infectious diseases. Students with communicable diseases will not be excluded from the program in accordance with the American with Disabilities Act.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as patients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by Rend Lake College are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

Procedure:

Students should become knowledgeable of latex allergy causes and potential signs and symptoms. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.

Immediately report to the Supervisor any actual or suspected latex allergic responses.

BLOODBORNE PATHOGEN EXPOSURE

Students should immediately report to the clinical Instructor and to the Program Director as quickly as is reasonable any exposure or suspected exposure to blood borne pathogens.

Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.

HEALTH EXAMINATION POLICY

A health examination by a physician/certified nurse practitioner/physician assistant is required prior to being admitted to the clinical site. The completed health exam form must be submitted to the program director by the first day of class. **The student may not participate in clinical experiences until this requirement is met. This policy requires completion of the RLC Student Health Evaluation and Immunization Record. Failure to meet the requirements of this policy could result in dismissal from the program.**

AHA BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

All students enrolled in any of Rend Lake College's Allied Health Programs shall be required to obtain and maintain the **American Heart Association Basic Life Support (BLS) for Healthcare Providers** certification. For purposes of Rend Lake College student clinical rotations, **ONLY American Heart Association Basic Life Support (BLS) for Healthcare Providers** is acceptable per our hospital affiliates. The required certification must be taken through Rend Lake College each academic year, once you are accepted into a program. The certification also must be taken prior to the program's start date, unless special permission is given by the Division Dean.

ACCIDENT AT CLINICAL SITES

Patients and visitors are usually unfamiliar with hospital routines. Therefore, you must be constantly on guard to protect their safety. Many accidents are caused by unsafe acts or unsafe conditions. If you notice a potential accident hazard, report it to your clinical instructor or supervisor immediately. If you are in an accident or happen to see an accident occur, an incident report must be completed and submitted to the clinical instructor with a copy given to the Program Director. If you are injured, any treatment costs are your responsibility.

FIRE

Follow the clinical site's fire policy. In the event of a fire, remove all patients and others from the vicinity of the fire and smoke. Isolate the fire by closing all interior doors exposed to the area involved. Notify the switchboard operator and report the exact location of the fire or sound the building fire alarm at the closest fire pull station. **DO NOT ENDANGER YOURSELF!**

SMOKING

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the college. Smoking is also not permitted on clinical site grounds. *Student Handbook* page 39

YOU AND THE PATIENT

The care for those who are ill or hospitalized is provided by people, like you, who exhibit a kind interest in all persons. It is only through the efforts and cooperation of each member of the health care team that the goal of expert, scientific, and compassionate care of patients can be maintained.

Your courtesy, tact, empathy, cheerfulness, kindness, and consideration of patients, anxious relatives, and your co-workers will help immeasurably. It is our sincere desire to assist you in finding enjoyment and satisfaction as a Rend Lake College student. We are interested in your education, happiness, health, and success.

UNIVERSAL PRECAUTIONS

Guidelines have been adopted in accordance with the current consensus of the medical and scientific community that many diseases cannot be transmitted by casual body contact in the clinical setting. However, because there is a risk of contracting an infectious disease, the student should adhere to the following guidelines:

1. Sharp items (needles, scalpel blades, etc.) should be considered infectious and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as practical as possible to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or any other body fluids exists, appropriate attire should be worn. The anticipated exposure may require gloves alone, or may also require a gown, mask and/or goggles when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

CTE Success Center – Mary and George Slankard Learning Resource Center Room 142

TITLE III funds assisted Rend Lake College in establishing a CTE Success Center on campus. The Center will be a place in which students majoring in healthcare and technical education programs can seek out services. The CTE Success Center provides services such as tutoring, computers for online work, and group study areas to ensure students are successful in their vocational and educational goals, while keeping them up to date with industry's needs and demands.

Services provided in the Center include:

- One on One Tutoring Assistance
- Nurse Skills Lab
- Group Study Space
- Computer access for online coursework
- Math tutoring for technical education programs
- Quiet Study Area – LRC 114

Professional Licensure Disclosure

Students who complete this program must obtain professional licensure in order to work in the State of Illinois.

RLC's curriculum and/or Illinois license may not transfer to another state and additional course work, assessments, or licensing may be required. Rend Lake College has provided professional license information that is available on RLC's website at www.rlc.edu.

Safe/Unsafe Clinical Practices

The Allied Health Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical practice may result in implementation of the Progressive Discipline Policy outlined in the Student Handbook.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- Failure to correctly identify patient(s) prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notifications to faculty and clinical staff or supervisor

CONFIDENTIALITY STATEMENT

In general, all information regarding patients, visitors, and staff of the clinical education centers is considered confidential. As such, this information is not to be discussed by the student to anyone.

Students should refer all such requests for information from the news media to the Department of Public Relations, with the exception of inquiries regarding a patient's condition, which should be referred to the clinical site's patient information service. Any request to take photographs on clinical premises must also be referred to the Department of Public Relations.

I understand and agree that prior to attending any clinical experience, I must read and become familiar with the requirements of the Health Insurance Portability and Accountability Act ("HIPAA") regarding the confidentiality of patient information and that I must complete the final exam in the HIPAA training book. I understand and agree that I will keep patient information confidential as required by HIPAA, the policies of Rend Lake College Allied Health Department, and the policies of any clinical agency at which I take a clinical practicum. I agree that in my clinical practicum experiences, I will only seek to access patient information which is essential to perform my role as a student.

Program Name: _____

Date: _____

Signature _____



**Rend Lake College
Division of Allied Health
HEALTH AND PHYSICAL FORM**

| | |
|---|----------|
| TO BE COMPLETED BY STUDENT: | |
| Name: | |
| Street Address: | DOB: |
| City/State/Zip | Phone #: |
| Allied Health Program: Circle your program | |
| Nursing Phlebotomy Radiology Medical Coding EMT Basic Paramedic Personal Care Aide Medical Support Specialist Medical Assistant Pharmacy Tech Biomedical Technology | |

| | |
|--|---|
| TO BE COMPLETED BY STUDENT'S HEALTH CARE PROVIDER: | |
| PHYSICAL EXAMINATION: Indicate ability to perform standards described below | LIMITATIONS- Please explain any limitations if answer is "No" below. |
| Mobility: Physical abilities sufficient to move from room to room and maneuver small spaces; move freely to observe and assess patients and perform emergency care such as CPR. Ability to touch floor to remove environmental hazards if necessary. | Yes or No |
| Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective care | Yes or No |
| Hearing: Auditory abilities sufficient to monitor and assess patient needs and to provide a safe environment | Yes or No |
| Visual: Visual ability sufficient for observation and assessment necessary in the operation of equipment and care of patients | Yes or No |
| Tactile: Tactile ability sufficient for patient assessment and operation of equipment | Yes or No |
| Cognitive: Abilities to include analyzing, interpreting and carrying out provider orders, read and comprehend course materials, patient care documents and facility policies and procedures | Yes or No |
| PERSONAL HISTORY | |
| Describe any conditions (including allergies to substances normally found in a clinical setting) that could potentially impact the student's attendance and/or performance. If a student should present with any physical or cognitive limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made as determined by Disability Services. | |
| HEALTHCARE PROVIDER SIGNATURE AND/OR STAMP | |
| Following the performance of a physical exam and utilizing history and immunization information provided to me by the student, I verify the above information to be true. | |
| Signature and/or Stamp of Healthcare Provider (MD, DO, PA, ARNP) | Date: |
| Provider Printed Name: | Phone: |
| Student Name: | |

| IMMUNIZATION INFORMATION | DATE | RESULTS | |
|--|-------------|----------------|-------------|
| TUBERCULOSIS | | | |
| TST (tuberculosis skin test/PPD)- 2 step required 1st step- Date Placed: / / Date Read: / / | | Positive | Negative |
| 2 nd step- Date Placed: / / Date Read: / / | | Positive | Negative |
| CHEST X-RAY RESULTS/REPORT (if positive TST/PPD) | | Positive | Negative |
| TB SCREEN/TB symptom sheet to be done annually if positive TST/PPD | | | |
| HEALTHCARE PROVIDER SIGN: | | | |
| MEASLES, MUMPS, RUBELLA | | DATE | |
| Two MMR vaccines with dates or individual titers for each satisfy the requirement for Measles (Rubeola), Rubella (German Measles) | | RESULTS | |
| MMR VACCINES (given after 1 st birthday) | | | |
| Vaccine #1 | | | |
| Vaccine #2 (not required if born before 1957) | | | |
| TITERS | | | |
| Rubeola Titer | | Positive | Negative |
| Rubella Titer | | Positive | Negative |
| HEALTHCARE PROVIDER SIGN: | | | |
| VARICELLA (CHICKENPOX) | | | |
| Two Varicella vaccines with dates, or a positive titer | | DATE | |
| Varicella #1 | | | |
| Varicella #2 | | | |
| Titer | | Positive | Negative |
| HEALTHCARE PROVIDER SIGN: | | | |
| Tetanus/Diphtheria or Tdap within 10 Years | | DATE | |
| Tetanus/Diphtheria | | | |
| Tdap | | | |
| HEALTHCARE PROVIDER SIGN: | | | |
| HEPATITIS B (strongly recommended for healthcare workers in patient care settings) | | DATE | |
| Vaccine #1 | | | |
| Vaccine #2 | | | |
| Vaccine #3 | | | |
| Titer | | Positive | Negative |
| HEALTHCARE PROVIDER SIGN: | | | |
| HEPATITIS B Declination (to be signed by student if refusing this vaccine series) | | | |
| I understand that, due to my exposure of blood or other potentially infectious materials, I may be at risk for acquiring the hepatitis B (HBV) infection. I have been informed of the recommendation that all healthcare workers be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I could be at risk of acquiring hepatitis B, a serious disease. | | | |
| STUDENT'S PRINTED NAME: | | | DATE |
| STUDENT'S SIGNATURE: | | | |
| HEALTHCARE PROVIDER SIGNATURE: | | | |

Rend Lake College Allied Health Emergency Medical Information

Student Information

Student's Name: _____

Gender: _____ Date of Birth: _____

Address: _____ City/State: _____

Zip Code: _____ Phone Number: _____

Health Insurance Information

Insurance Carrier: _____

Policy Holder's Name: _____ Relationship: _____

Policy I.D. #: _____ Group #: _____

Emergency Contacts

Name: _____ Phone #: _____

Name: _____ Phone #: _____

List any allergies, medications, or health conditions that may be pertinent for emergency treatment.

1. _____

2. _____

3. _____

Student's Name: _____ Date: _____

(Print)

Student's Signature: _____ Date: _____

HIPAA AND SOCIAL MEDIA

Sharing information on any social media network is a HIPAA violation. There is not to be any information regarding patients, clinical sites, their radiographs or hospital records of any kind being shared over a social media site (Facebook, twitter and any others). For example, if you take a radiograph at your clinical site, remove the patient's information and place it on Facebook that is a HIPAA violation. Even if there is no patient information on that image that still violates the HIPAA policy. Descriptions regarding any information related to a patient's care that took place at a clinical site is a violation. If a student violates this HIPAA policy, it will result in immediate dismissal of the program.

Student Signature _____ Date _____

Acknowledgment Form

- I agree to abide by the policies of Rend Lake College and the Allied Health program in which I am enrolled.
- I am aware of the clinical practicum placement policies and procedures
- I am aware of the drug testing and criminal background check requirements by the Illinois Department of Public Health (IDPH) and the Joint Commission on Accreditation of Health Care Organization (JCAHO) and I agree to abide by them.
- I am aware that neither Rend Lake College nor the affiliated clinical site will assume the cost of treatment or care for injury or any medical condition occurring during my student laboratory classes (if required) and during my clinical practicum.
- I am aware of the confidentiality requirements (patient and medical records) and will abide by them.
- I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction.
- I agree that while enrolled in the Allied Health Program I will treat my studies, labs and clinical practicum as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn not only the technical skills, but will also strive to develop a professional manner and attitude.
- I understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the program.
- I understand that I may be required to drive at least one hour one way to my clinical site due to the limited space at our clinical sites in the immediate area. Every attempt will be made to cut down on the student's driving time but certain circumstances are out of the program's control. I am responsible for my own travel arrangements and will be held accountable for arriving to clinical on time.

Student's Name: _____ Date: _____
(Print)

Student's Signature: _____ Date: _____

Clinical Externship Faculty/Staff/Student Confidentiality Agreement

The discussions, uses, and disclosures addressed by this agreement apply to any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical and nursing staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, course presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a student or faculty member to the college administrator.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Signature: _____

Date: _____

Printed Name: _____

INFLUENZA VACCINE WAIVER FORM

I understand that due to my occupational/educational exposure to the Influenza virus that I may encounter while doing class work and clinical rotations for the Allied Health Program, I may be at risk for acquiring the Influenza virus. I have been informed of the risks of infection and of the advantages of protection through the Influenza vaccination. I have been required by the Rend Lake College Allied Health program to become immunized and show written proof, or to sign a declination waiver form for Influenza vaccination due to religious beliefs or a known allergy to the vaccination. The cost of the Influenza vaccination is my responsibility.

If I choose not to obtain the Influenza vaccination due to my religious beliefs or a known allergy to the vaccination, I understand that I must abide by the clinical facilities requirements to wear protective apparel that they specify. **I also understand that a clinical site has the right to deny me access to my clinical experience there.** I understand that by not obtaining this vaccine, I continue to be at risk of acquiring the Influenza virus.

Student Signature: _____

Date: _____

ALCOHOL AND DRUG POLICY

Rend Lake College is committed to a drug and alcohol free educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship as well as be subject to random testing throughout their program. Students may also be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual's ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

Prior to enrollment in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students must agree to participate in the drug screening program.

PROCEDURE

1. **Allied Health Students and Other Required Screen Programs:**

- A. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
- B. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

2. Reasonable Suspicion

- A. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- B. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
- C. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.

3. Random Screenings

- A. Rend Lake College shall use a computer program established for the random selection of students/athletes for a drug screen.
 - B. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
4. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

Negative Screen: No action taken.

Positive Screen: Student will be dismissed from the academic or athletic program.

Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.

Adulterated Screen: Student will be dismissed from the college.

Substituted Screen: Student will be dismissed from the college.

Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine-based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Addiction

Rend Lake College recognizes that addiction is a disease that takes assistance to overcome. Rend Lake College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous treatment centers in the state of Illinois. For assistance in locating a treatment center, students will be directed to contact RLCares or the advisement department. Rend Lake College is not responsible for any costs related to treatment.

Re-Admission after Positive Drug Screening

Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of seeking treatment with a licensed substance abuse counselor within one week of removal from the program to be considered for readmission. Signed documentation by a substance abuse professional that the student has successfully completed an approved drug/alcohol rehabilitation program, as well as proof of drug screens performed as part of treatment, is required prior to readmission. For healthcare programs, a signed release by the substance abuse professional to attend a healthcare training program and clinical is also required. The student must also provide the results of a negative drug screen dated within 30 days of re-enrollment. The student must complete negative drug screenings provided randomly by Rend Lake College at least once every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Rend Lake College. Readmission to programs and extracurricular activities will be at the discretion of college officials after review of all pertinent information.

BACKGROUND CHECK POLICY

All students enrolled in an Allied Health program are required to submit to a background check. A background check is required every year at the college's expense. Rend Lake College will designate the company/agency selected to do the criminal background screening. Rend Lake College will not accept criminal background screening from any other company/agency. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

If a student has a positive background check, and the facility refuses the student access to the clinical experience at the facility, Rend Lake College will make reasonable efforts to find an alternative site with equivalent clinical opportunities for the student to complete their clinical experience. Rend Lake College DOES NOT GUARANTEE that a student with a criminal conviction and/or criminal charges will be able to complete their clinical experience. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.

MEDICAL CONDITIONS

Declaration or disclosure of medical conditions is a voluntary act. The Paramedic program is willing to make reasonable accommodations for students with documented medical conditions when the program is informed of the student's needs. If the student is unable to meet the minimum technical and/or physical standards that are required, they will be allowed to withdraw and return to a future class. Upon returning to the Paramedic program, students must present documentation from their physician indicating they are able to meet the minimum technical and physical standards of the Paramedic program.

EMT-PARAMEDIC PROGRAM MISSION

The mission of the EMT-Paramedic program is to prepare competent graduates in the art and science of pre-hospital healthcare across the lifespan. This goal is accomplished through instruction and practice of basic and advanced EMS skills; demonstration and use of critical thinking throughout the steps of the EMS process; and satisfactory evaluation of each student's performance in various clinical environments.

PROGRAM GOALS

The Illinois Department of Public Health approves the EMT-Paramedic Programs. It is the goal of Rend Lake College's program to prepare competent, entry-level paramedics in the cognitive, psychomotor, and affective learning domains. Successful graduates should have a working knowledge base that includes understanding relevant human physiology, injury mechanisms, disease mechanisms, applicable pharmacology, technical skills, the standard of care, as well as medical, legal, and regulatory guidelines as they relate to EMS.

At the conclusion of the program, students will be able to:

1. Participate in assessment by observing, collecting, recording, and reporting objective and subjective data in an accurate and timely manner.
2. Develop patient needs assessment and prioritize patient needs.
3. Plan care for patients utilizing established patient assessment results.
4. Implement emergency care for patients in compliance with the scope of practices as outlined in the EMS National Standard Curriculum.
5. Evaluate and document patient responses.
6. Communicate patient assessment to appropriate members of the health care team.

Upon completion of the program, application may be made to take the Illinois examination through Continental Testing Services. Graduation is not a guarantee of licensure.

MINIMUM EXPECTATIONS

To prepare competent entry-level Emergency Medical Technician-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.”

STATEMENT OF PURPOSE

The EMT-Paramedic Program offered by Rend Lake College is designed to prepare students for professional careers as EMT's and/or Paramedics in the emergency medical field. By providing pertinent learning experiences, the program enables students to demonstrate competency in the didactic, clinical, and field aspects of the profession.

The EMT curriculum involves 9 credit hours of didactic, clinical and field work. The Paramedic curriculum involves a total of 45 credit hours; 28 credit hours of didactic, 8 credit hours of lab, 4.5 credit hours of clinical experience and 4.5 credit hours of field experience. The curriculum is designed in accordance with the guidelines set forth by the Illinois Department of Public Health. The assessment procedures include written and oral exams, assignments, laboratory experiments and a competency-based clinical education plan.

Upon successful completion of the requirements of the program, the student is awarded a Rend Lake College Occupational Certificate and is eligible to apply to take the Illinois exam and national certifying examination of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Rend Lake College is an accredited institution as granted by the North Central Association of Colleges and Schools.

PROGRAM ACCREDITATION STATUS

The Rend Lake College paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Commission on Accreditation of Allied Health Education Programs
9355-113th St. N. #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Curriculum Guide

| | | <u>Semester Hours</u> |
|---|---------------------------------------|-----------------------|
| Pre-Requisite: | | |
| EMT 1250 | Emergency Medical Technician | <u>9</u> |
| | | 9 |
| <u>EMT-Paramedic Certificate – 45 credit hours</u> | | |
| Summer Semester | | |
| EMTP 1260 | Paramedic Services I | <u>6</u> |
| | | 6 |
| Fall Semester | | |
| EMTP 1262 | Paramedic Services II | 12 |
| EMTP 1272 | Paramedical Clinical I | <u>3</u> |
| | | 15 |
| Spring Semester | | |
| EMTP 1263 | Paramedic Services III | 12 |
| EMTP 1273 | Paramedic Clinical II | <u>3</u> |
| | | 15 |
| Summer Semester | | |
| EMTP 1264 | Paramedic Services IV | 6 |
| EMTP 1274 | Paramedic Clinical III | <u>3</u> |
| | | 9 |
| <u>EMT-Paramedic AAS Degree – 68 credit hours</u> | | |
| Fall Semester | | |
| ZOO 1105 | Anatomy and Physiology I | 4 |
| ENGL 1101 | Rhetoric and Composition I | <u>3</u> |
| | | 7 |
| Spring Semester | | |
| ZOO 1106 | Anatomy and Physiology II | 4 |
| HECO 1202 | Health Care Terminology | 3 |
| PSYC 2101 | Intro to Psychology | 3 |
| COMM 1101 | Principles of Effective Communication | <u>3</u> |
| | | 13 |
| Summer Semester | | |
| EMTP 1260 | Paramedic Services I | <u>6</u> |
| | | 6 |
| Fall Semester | | |
| EMTP 1262 | Paramedic Services II | 12 |
| EMTP 1272 | Paramedical Clinical I | <u>3</u> |
| | | 15 |
| Spring Semester | | |
| EMTP 1263 | Paramedic Services III | 12 |
| EMTP 1273 | Paramedic Clinical II | 3 |
| EMTP 1250 | Dosage & Calculations | <u>3</u> |
| | | 18 |
| Summer Semester | | |
| EMTP 1264 | Paramedic Services IV | 6 |
| EMTP 1274 | Paramedic Clinical III | <u>3</u> |
| | | 9 |

Each EMTP course must be completed with a grade of “C” or better to meet program requirements.
Refer to current catalog for specific course descriptions,
which include prerequisites for each course.

EMT-P Faculty and Staff

Kim Wilkerson

Associate Vice President of CTE and Student Support
(618) 437-5321 Ext. 1775
wilkersonk@rlc.edu

Bria Robinson

Dean of Allied Health
(618) 437-5321 Ext. 1777
robinsonb@rlc.edu

Dezaraye Rogers

Allied Health Admin Assistant
(618) 437-5321 Ext. 1251
rogersd@rlc.edu

Dr. Christie Foster

Paramedic Program Medical Director
(618) 437-5321 Ext. 1418
fosterchristie1@gmail.com

Robert Hyman

Paramedic Program Director
& EMS Regional Coordinator
(618) 437-5321 Ext. 1419
robert_hyman@outlook.com

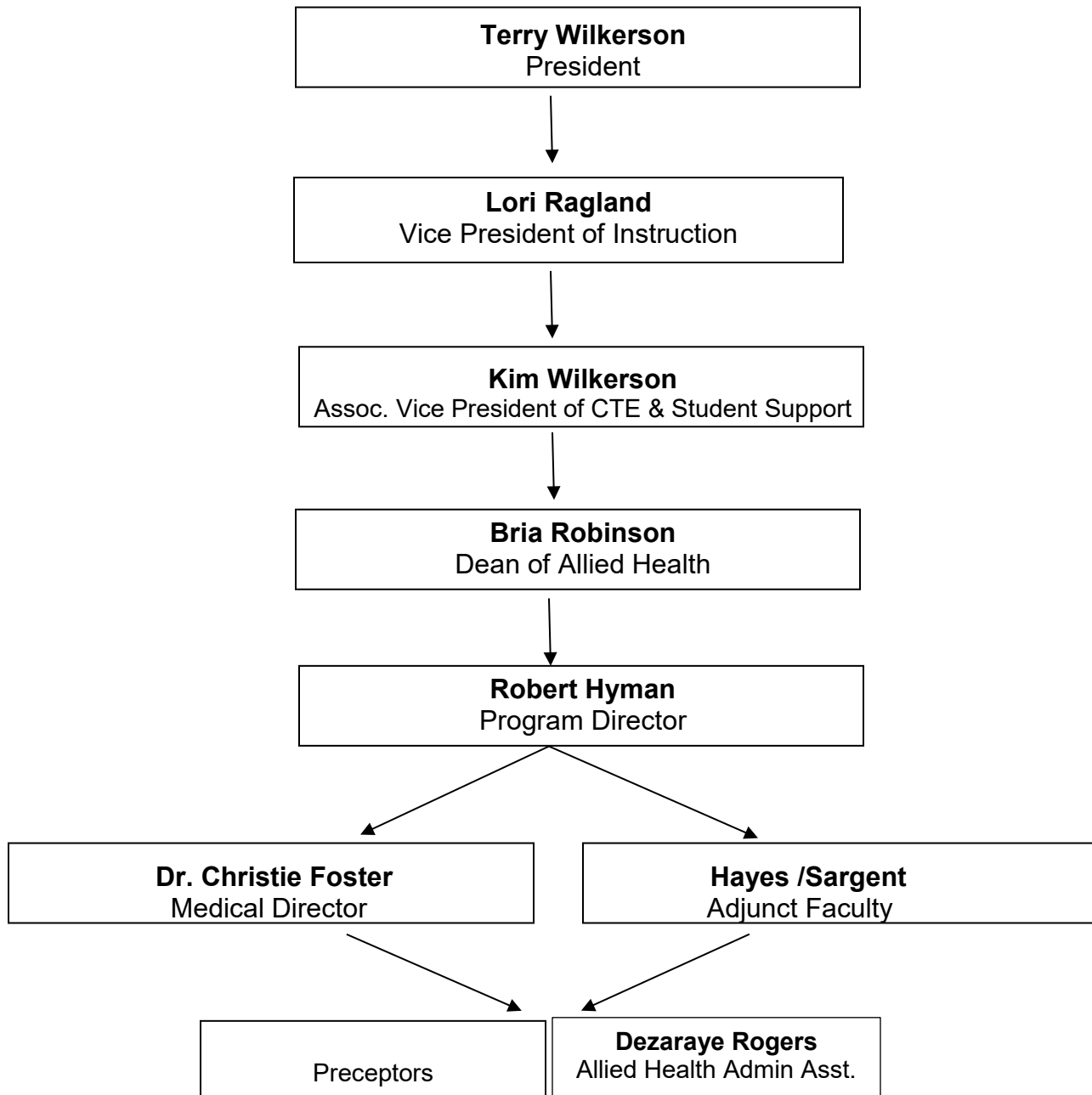
Kevin Sargent

Paramedic Part-Time Faculty
& Clinical Coordinator
(618) 437-5321 Ext. 1418
kevkev652@gmail.com

Donny Hayes

EMT Part-Time Faculty
(618) 437-5321 Ext. 1418
d.hayes@nre.com

Organizational Chart



EMT-PARAMEDIC PROGRAM PHILOSOPY

The philosophy of the Rend Lake College EMT-Paramedic Program is in accordance with the college and program mission statements. Every student is viewed as a unique individual with inherent worth. Cultural diversity is embraced.

EMS: EMS is defined as both an art and a science. Compassion is a cornerstone of EMS care delivery. The EMS philosophy is based on Charles B. Gillespie, M.D., EMT Oath which was also adopted by The National Association of Emergency Medical Technicians in 1978. Dr. Gillespie states that as EMS professionals, we will honor the physical and judicial laws, consider for the benefit of patients, and abstain from whatever is deleterious and mischievous. That EMT's will go into the honors of EMS to benefit the sick and injured never revealing what we see or hear in the lives of our patients unless required by law. As EMT's we will also share our medical knowledge with those who may benefit from what we have learned and serve unselfishly to make a better world for mankind.

Health: Health is considered to be the successful integration of life's challenges, which leads to optimum functioning at that particular moment.

Community: EMS Professionals must be able to cope with an increasingly changeable, dynamic environment. The faculty strives to prepare EMS personnel who can accept this challenge. The community affected by EMS expands to areas beyond the immediate geographical region. Students at Rend Lake College accept an obligation to contribute to their community.

Client: Client is viewed in the broad sense as encompassing individuals and groups. Clients use adaptation to cope with change and maintain health. Since EMS personnel assist with this process, students will be introduced to processes for acquisition of these skills. As students move through the curriculum, the focus shifts to clients with more extensive needs.

Learning: The EMS program is based on adult learning theory. The goal is the preparation of competent, caring healthcare workers. The teaching-learning process operates within the cognitive, affective, and psychomotor domains. EMS education involved the integration of knowledge and experience. Critical thinking is an integral part of EMS process application. It involves accepting responsibility and accountability for decisions while upholding ethical and legal standards. Learning is affected by such factors as motivation, prior experiences, and learning style. The program remains committed to practice oriented education.

ADVISORY BOARD

OBJECTIVES

The advisory board's purpose is to evaluate and make recommendations concerning all program aspects including curriculum, staffing, clinical sites, equipment, and clinical experiences.

- Evaluate program content, goals, and objectives.
- Assist in the establishment of proficiency standards of students.
- Assist with obtaining current instructional materials and equipment.
- Suggest general clinical/didactic criteria necessary for graduates.
- Assist by serving as a guest presenter or part-time instructor.
- Assist with the supply of trade journals and professional readings for student use.
- Make recommendations concerning equipment and facility needs of the program.
- Suggest development of new courses to meet program needs.
- Identify health agency resources for utilization in the education and training process.
- Interpret employment needs for graduates.

ADVISORY BOARD MEMBERS

- Program Director
- Medical Director
- EMS Regional Coordinator
- Current Student
- Graduate
- Faculty
- Sponsor Administration
- Hospital/Clinic Representative
- Physician
- Public Member
- Employer of Graduates
- Police/Fire Services
- Key Governmental Official

ROLE OF THE PRECEPTOR

The preceptor is employed by the hospital or ambulance company who is responsible for the student's clinical and field education. This person has responsibility for:

1. Conducting an orientation program for the students.
2. Maintaining liaison between the Rend Lake College EMT-Paramedic Program and the clinical/field site.
3. Conducting conferences with students on clinical matters, responsibilities, and problems.
4. Assisting students during clinical education to achieve competencies.
5. Conferring with the department staff on student related issues.

TEACHING TECHNIQUES

A combination of teaching/learning techniques is used during your enrollment.

The following is a listing of these techniques:

- Brain storming- all didactic and lab courses
- Demonstration/performance- all laboratory sessions
- Discussions- all didactic and lab courses
- Guest speakers-various topics
- Role/play- all laboratory sessions
- Simulation- all laboratory sessions
- Critical thinking - all didactic and lab courses, clinical and field experience

ADMISSION REQUIREMENTS

All students wishing to enter the EMT-Paramedic program must meet the following requirements:

- Submit a completed Rend Lake College application form.
- Submit a completed EMT-Paramedic application form.
- Provide proof of graduation from an accredited high school or submit proof of having successfully completed the GED exam.
- Submit official transcripts from all high schools (or official GED test scores) and postsecondary institutions attended.
- Be at least 17 years of age.
- Attend an advisement meeting with Program Director.
- Successfully complete appropriate prerequisites with the grade of “C” or better.
- Applicants must have no documented findings of abuse, neglect or misappropriation of property listed on the Illinois Department of Public Health Registry.

Upon notification of conditional acceptance:

- Submit to and pass a background check.
- Successfully pass a test dealing with the Health Insurance Portability and Accountability Act (HIPPA).
- Accept provisions of the Rend Lake College Substance Abuse Policy. Students may be required to submit to a drug screening test as per policy.
- Provide proof of sound health as certified by a physician, physician assistant, or a nurse practitioner.
- Provide documentation of health screenings and immunizations as required by clinical/field facilities.
- Demonstrate current competency in American Heart Association Healthcare Provider CPR.

Applicants who have a reprimand placed on an EMT Basic license may be denied admission to the paramedic program. A written explanation and interview with the division dean will be required to gain admission to the program.

TECHNICAL ABILITIES AND SKILLS REQUIRED FOR THE EMT-PARAMEDIC PROGRAM

In order to handle the job responsibilities and tasks assigned to students in the EMT-Paramedic Program, students must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to seventy-five (75) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
5. Demonstrate auditory acuity.
6. Withstand unusual sights and smells.
7. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
8. Concentrate and pay attention to detail.
9. Perform fine motor skills with both right and left hands.
10. Adapt to irregular working hours as well as ability to stay over shift as necessary.
11. Respond quickly and in an emotionally controlled manner in emergency situations.
12. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
13. Recognize that work environment will include exposure to diseases and toxic substances.
14. Able to problem solve using conceptual, integrative, and quantitative reasoning skills.

I have read and understand the above non-academic requirements and believe that I am able to meet these standards.

Student Signature

Date

STUDENT LIABILITY INSURANCE AND HEALTH INSURANCE

Students are required to have on file a copy of their health insurance coverage.

Rend Lake College EMT-Paramedic Program students are provided liability insurance through Rend Lake College. The liability insurance fee is a mandated fee that is added onto all clinical courses. All incidents must be reported as soon as possible to the clinical/field preceptor, program director, and clinical coordinator.

ACADEMIC POLICIES AND PROCEDURES

Advanced Placement/Experiential Learning Credit Policy

Advanced placement credit or experiential learning credit will not be given to a student in for core paramedic courses (EMTP).

Transfer Policy for EMTP courses

Rend Lake College will accept transfer credit from post-secondary institutions which are accredited by the Higher Learning Commission or comparable regional accrediting associations. Rend Lake College will not accept transfer credit for core EMTP courses.

GRADING SCALE

A=90-100

B=80-89

C=70-79

D=60-69

E=50-59

CLINICAL EVALUATIONS

- It is the student's responsibility to make arrangements with the individual instructor for work the student may have missed.
- Clinical evaluations written by supervising instructors are discussed with the student in conference and retained in the student's file for future reference
- The student must receive a "Pass" in each clinical area. If the clinical grade is not at "Pass" level, it will result in a failure of the entire course.

- Probation/Termination (See probation subheading for examples of violations which will result in probation/termination).

CLASSROOM EVALUATIONS

- It is the student's responsibility to make arrangements with the individual instructor for work the student may have missed. In courses offering make up exams, the tests must be given on the student's first day back to school at the end of the regularly scheduled class.
- All assignments, unit tests, return demonstrations, and final examinations are included in the final grade.
- Answers on exams may be challenged only by following the directions on the Exam Question and Answer challenge form as provided.
- An average of 2.0 ("C") must be maintained in each course in the program.
- In the event a student fails a course, must withdraw or is suspended, the student may repeat the problem course(s) to raise the average only one time. If unable to raise the average to 2.0 the entire program must be repeated.
- A student may receive an "I" indicating an incomplete for unfinished work in a course, provided the work was incomplete because of circumstances determined by the instructor and program director to be unavoidable. A student who receives an "I" must complete the requirements of the course by the end of the next semester (excluding summer term) in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade. If the student does not complete the course requirements by the deadline, the student shall receive a grade of "E".

CLINICAL/FIELD EDUCATION

Clinical/field education allows the student to apply theoretical principles, patient care and procedures to practical experience. The student's role at the clinical/field setting is to learn and practice with licensed EMT-Paramedic professionals. Students will not at any time in the clinical or field setting be substituted for staff.

Clinical/field education will be scheduled by the student with the affiliating facilities and approved by the program faculty. While the student is at the clinical/field site, he/she must observe and perform the regulations and policy and procedures imposed by the affiliated facility. An assigned schedule of experience will be followed closely.

When performing clinical/field duties, the student is under supervision by a staff member in charge of the area. If any operational or problems arise, the preceptor/supervisor should be contacted. As a student, you are expected to cooperate with the personnel at all times. If any problems arise about the performance of a task that seems unreasonable, you are to report the incident to the clinical/field preceptor who will be responsible for handling the matter.

CLINICAL/FIELD REPORTING FORM

All students' clinical/field hours will be verified by the use of a clinical/field reporting form at each clinical/field site. **Falsification of student attendance records may subject the students involved to immediate dismissal from the program.**

ATTENDANCE POLICY

Attendance in lecture, lab, and clinical classes is essential for success in the program. Each student's cumulative record of attendance (present, absent, tardy) will be maintained by the faculty. Classroom attendance is critical to your success. Students

It is the student's responsibility to contact the instructor prior to a missed class. Specific instructions as to contacting the instructor will be discussed by the individual instructor during orientation to the course and clinical information. Failure to contact an instructor prior to an absence indicates a lack of responsibility. A "no call, no show" is not acceptable. **You are allowed three absences during the semester.**

In case of tardiness, it is the student's responsibility to contact the instructor. Three tardies or early checkouts in the classroom are equal to one-hour absence in that course. The definition of tardy is arrival within 15 minutes of the scheduled start time. If the student is requested to leave a clinical site, that will be considered an absence of three (3) hours.

Bereavement, jury duty, military duty and hospitalization (including emergency room visits) will be handled on an individual basis. Documentation may be required in some instances. Illnesses of three days or longer will require documentation of a physician's visit.

If a student leaves clinical due to hospitalization of spouse, parent or child, the course of action will be at the discretion of the program director.

Excessive absenteeism and/or tardiness may result in dismissal from the program.

THIS ATTENDANCE POLICY IS FOR CLASSES AND CLINICAL/FIELD SITES AND SUPERCIDES ALL SYLABI IF THEY HAVE NOT ALREADY BEEN CORRECTED TO READ AS ABOVE.

BEREAVEMENT DAYS

Bereavement days will be handled at the discretion of the program director. The program director grants these days for immediate family (spouse, child, parent, grandparent, great-grandparent, sibling, step-parent, step-sibling, and child of sibling.). Any bereavement in excess of one a year will be handled at the discretion of the program director. Written or verbal falsification of a family member's death will be immediate dismissal from the program.

DRESS CODE

- The student uniform includes: watch with a second hand, note pad, and a black pen. Students are required to wear a pressed RLC EMT or Paramedic uniform shirt, black EMS pants or dress pants, socks, and nice, clean shoes. Dress codes and grooming regulations of the participating clinical facilities will be respected and followed. Shoes of the open-toe or clog style are not allowed.
- The complete uniform should be worn in the clinical areas and community service projects.
- While in uniform, student's hair must be clean and neatly styled in a manner not hazardous to patient care. Long hair must be up any time the student is in uniform.
- Shorts must not be worn to any clinical or community service project.
- Students must be conservative in the use of cosmetics. Clear or light pink nail polish is acceptable. Fingernails should be short. Students are not permitted to wear false/acrylic nails or nail wraps.
- Students should guard against offensive body/breath odors by bathing frequently and using unscented deodorants, hair sprays, etc. Perfumes/colognes should be avoided since they may not only be offensive but may also trigger an allergic response in some patients.
- Jewelry allowed in the clinical setting is limited to: one pair of small post earrings in the earlobes, a watch and a wedding/engagement ring. No other visible jewelry in body parts is permitted.
- Food, drinks and gum is not permitted on nursing units. Breath mints only are allowed.

BEHAVIOR

PROFESSIONAL EXPECTATIONS

- Students are required to attend classes/clinical labs/campus labs
- Students are to be primarily focused on course/program objectives
- Students must notify faculty prior to scheduled clinical and class if an absence must occur, unless it is an emergency
- Students are expected to maintain high standards of academic honesty and integrity in accordance with the academic code of the college
- Students are expected to conduct themselves as mature, honest, ethically sensitive and responsible persons

BEHAVIOR OFFENSES

- Disregard of proper dress and/or personal hygiene
- Tardiness
- Inconsiderate treatment of patients, classmates and faculty
- Unexcused absences from class or clinical
- Unethical conduct as defined by Code of Ethics section
- Violation of confidential nature of EMT/patient relationship
- Abusive treatment of others, including physical/psychological abuse of another person; and abuse/damage/misuse of another's property
- Possession of illegal weapon
- Illegal, indecent or obscene conduct
- Falsifying records
- Disruption of the regular and essential operations of the college
- Giving of unauthorized information to another person or receiving of unauthorized information from another person prior, during or after any type of examination
- Use of unauthorized sources for answers prior, during or after any examination or assignment
- Obtaining or providing without authorization questions or answers from any examination prior to or after the time of the examination
- Actions in a manner which impinges on the rights of others
- Discrimination against others (students, staff, faculty, clients, etc.) on the basis of race, age, sex, sexual orientation, religion, national origin, marital status, physical disability, mental, sensory or physical handicap, or veteran status

Depending on the facts and circumstances, potential disciplinary action for violation of professionalism behavior standards may include but is not limited to immediate dismissal from the clinical area and/or a failing grade in the course.

GRADUATION REQUIREMENTS

- Successfully meet requirements of the declared curriculum and achieve a grade of "C" or better for all EMTP courses.
- Complete at least half of the required hours as a Rend Lake College student.
- Submit a graduation application to Student Services.
- Pay all fees.

NOTE: No more than 25% of the credit hours needed, can be earned by examination, including Proficiency credit, CLEP Credit, Advanced Placement Credit or any combination of credit by means other than classroom attendance.

LICENSURE

The following information is given as a general guideline for students who plan to become licensed with the State of Illinois after graduation. Students should be aware that the State of Illinois is solely responsible for the licensing of EMTs and that the State, at its sole discretion, may change licensure requirements, including those involving examinations. Students are responsible to ensure that they are familiar with all prevailing licensure requirements. Students must understand that graduation from the program does not insure the right to take state test.

PROBATION AND DISMISSAL

Depending on the facts and circumstances of each situation, potential outcomes for violation of the discipline policy while enrolled in EMT-Paramedic courses may include, but are not limited to probation or immediate dismissal from the clinical area and/or a failing grade in the course. While an effort will be made to permit a student to continue in the program, faculty have a responsibility to protect the public. Also, by contractual agreement, clinical agencies reserve the right to terminate use of its facilities by a particular student when necessary to maintain its operation free from disruption and to ensure quality of client care. If no reasonable accommodation can be made at another clinical agency, then, the student will be dismissed from the program.

A student who engages in clinical behavior that compromises the safety of patients, students or staff and that demonstrates a lack of professionalism or critical thinking may result in probation. Nothing contained herein shall limit the right of the college to dismiss a student for misconduct which is deemed serious enough to warrant dismissal.

TIER I VIOLATIONS

Students who engage in activities which represent serious violations of patient safety and/or professionalism are subject to immediate dismissal from the program. These activities include, but are not limited to the following:

- Any action that compromises patient safety
- Breach of confidentiality of patient information, personal information or professional information
- Testing positive for illicit drugs or tampering with substance abuse testing procedure
- Falsifying records
- Termination of student use of facility by clinical partner
- Abuse (verbal/emotional/physical)
- Multiple violations of Tier II offenses: students who accumulate any three violations of Tier II offenses will be dismissed from the program.

- The procedures for probation and dismissal shall be as set out in the student's rights and responsibilities handbook.

TIER II VIOLATIONS

These are violations which, while serious, are deemed capable of being remedied. Tier II violations include, but are not limited to the following:

- Medication Errors (the six rights)
- Monitoring of labs
- Monitoring of hemodynamic status
- Recapping a needle
- Failure to use safety devices properly
- Profanity
- Failure to identify patients prior to care/treatment
- Failure to report patient condition (failure to report change in patient status, failure to relay significant messages)
- Failure to monitor patient (failure to assess, document, take appropriate action or reassess patient)
- Failure to prioritize patient care
- Improper adherence to dress code
- Improper disposal of sharp instrument or medical waste
- Failure to perform satisfactorily (inadequate preparation for clinical setting, patient testing or procedures)
- Performing invasive procedure without nurse presence or permission
- Failure to perform procedure without knowledge base/ability as defined by the Illinois National Standard Curriculum of NHTSA
- Inappropriate communication with patient, physician, nurses, family, peers
- Compromising patient care
- Failure to complete or oversee care in timely manner
- Eating or drinking in hallway or nurses' station
- Failure to use least restrictive or inappropriate restraint (improper use of bed rails, failure to apply safety device(s), leaving patient unattended)
- Failure to use appropriate measures of infection control (failure to use and/or remove gloves when appropriate, failure to recognize contamination of sterile field, lack of personal hygiene)
- Failure to use safety measures as appropriate

UNSAFE CLINICAL OR FIELD PERFORMANCE

An instructor may temporarily remove a student from a clinical or field situation if it is determined by the preceptor or instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical or psychological well-being of the other students, clinical or field employees, patients or clients. If feasible, a temporary removal of a student from a site should be communicated orally and in writing simultaneously. The reasons for the removal actions should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removals should be followed by a written communication as soon as possible. All such incidents must be reported to the Program Director, the Division Dean, and the Associate Vice-president of Career-Technical Education and Student Support as soon as possible. Any student removed from a clinic or field site may be readmitted to that class and another site only by the Associate Vice-president of Career-Technical Education and Student Support.

CHEATING

Cheating of any form will not be tolerated. Instances of academic dishonesty will be grounds for a failing grade in that course or courses and possible probation or dismissal from the program or college. A more detailed listing of further academic policies and regulations is contained in the Rend Lake College Student Handbook

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the EMT-Paramedic program for various reasons whether academic or personal. Students wishing to re-enter the program should complete the following procedure. A letter must be written to the Program Director stating reasons for withdrawing and requesting re-entry at a later date. Students obtaining a grade lower than a "C" in any EMT-Paramedic course must re-take the course. A letter requesting re-entry is required.

RE-ADMISSION

An individual wishing to re-enter the EMT-Paramedic program for the purpose of repeating a failed course(s) or to merely complete the program after dropping out of the program (for whatever reason) must meet the criteria listed below:

- The student must submit, in writing, to the Program Director a request for re-entry into the program.
- The student must make an appointment with the Program Director to discuss the upcoming re-entry.
- The student must be willing to take course work whenever and wherever available. The student may be offered a position in the next class on a first-come, first-served basis according to the re-entry list and based on the courses needed to graduate.
- Depending on the circumstances, the student may be placed on probation upon re-entry and must meet the criteria for removal from probation. Clinical probation is not removed though the end of the program. Academic probation is removed by simply increasing numerical grades.
- The student must provide the Program Director with the appropriate and necessary health form, inoculation forms, and proof of current CPR certification.

- The student must be willing to do proficiency and competency examinations if required.
- Students who return for a course involving clinical in the Paramedic program must enroll in a Clinical Skills Review (1 credit hour) for a review of clinical procedures. Clinical Skills Review may be taken for credit one time.
- The student may return to the program to complete requirements. If unsuccessful in completing the program at the second attempt, it will be necessary for the student to repeat the entire program.
- The student will not be allowed re-admission if they were dismissed from the program due to disciplinary action.

COMPLAINT POLICY

Students who have a concern /complaint about any situation related to the EMT-Paramedic Program are directed to document the concern/complaint with a complaint form. The RLC EMT-Paramedic Student Handbook contains the complaint form; there is also a printed form available in the program director's office. RLC is dedicated to resolving all issues that may have a negative impact on the EMT-Paramedic program.

APPEAL PROCESS

Appeal of decisions involving the suspension of a student from a clinical or field situation for reasons of unsafe performance are to follow the appeal process as stated in the College Student Handbook and in this EMT-Paramedic Handbook under "Student Academic Complaint".

DEPARTMENT STANDARDS

STUDENT RESPONSIBILITIES

- Professional appearance is required. Students will comply with the policies of the clinical and field sites on dress code and grooming.
- Use good work ethic.
- Be responsible and careful with all equipment and materials.
- Be respectful, professional and dignified.
- Attend and participate in all scheduled activities.
- Consult with your staff technologists, floor supervisors, preceptors and/or the College for related help on problems.
- Observe and participate when able with the clinical and field site staff.
- Read EMS professional literature when available.
- Attendance and punctuality are important in all healthcare fields. These demonstrate responsibility and dependability which are two of the most important personality traits that employers require.

PERSONAL APPEARANCE

- Uniforms should be clean, neat and pressed.
- Hairstyle should be conservative and reasonably short. Long hair touching the shoulders should be tied back neatly.
- Fingernails should be short, clean, and neutral in color if painted. No artificial nails.
- Cosmetics may be used in moderation.
- No jewelry except for wedding bands and wristwatches.
- Students may smoke or chew gum only in areas designated and never while working with a patient.
- Tattoos must be covered.
- Facial hair should be neat and trimmed.
- Use good personal hygiene.

WORK ETHIC

- Personal calls, electronic devices and internet usage are prohibited.
- Be polite, respectful and professional at all times.

DISCIPLINE

- Promptness, efficiency and skill must be carried out according to routine directives or instruction.
- Follow instructions from proper authority.
- Seek advice when in doubt.
- Breach of discipline, unethical or unbecoming conduct, etc., will be dealt with according to hospital/college policy.

PATIENT CONSIDERATION

- Always handle patients with proper care and consideration.
- Always address patients discretely by surname and title to confirm identification and introduce yourself as an EMT-Paramedic student.
- Always check patient identification bands to assure proper identification.
- Introduce the doctor to the patient when appropriate.
- Always use clear and proper patient communication.

- Always use universal precautions and safety precautions.
- Keep conversations with patients brief and inform them as to what they are required to do. Be politely evasive when answering questions from the patient (or relatives) regarding their condition or findings on the images or the diagnosis. It is the attending physician's responsibility to inform the patient of these matters.

MISCELLANEOUS

- Complaints of any nature should be submitted in writing. Request a student concern form.
- Suggestions which might lead to improvements in the EMT-Paramedic program are welcomed and will be given full consideration.
- When relaying messages or instructions to others, especially patients or staff, be concise, complete and above all patient, realizing that what is well known to you may be new and strange to someone else.
- Be interested in keeping the site clean and efficient by reporting any deterioration, breakages, malfunction of equipment or depletion of supplies that come to your notice. This will facilitate prompt repair and re-stocking.
- Do not leave the site for coffee or lunch breaks if the department will be left unattended by sufficient personnel. If you are out for a break and others are waiting their turn, be as brief as possible.
- Try to exercise moderation in all things and maintain a proper balance between your duties, recreation, and rest.
- Always do the "reasonable" thing, i.e. avoid extremes.

PROGRAM CODE OF ETHICS

The student is responsible for his/her behavior as both an individual and as a student of Rend Lake College. Rules of behavior which are endorsed as appropriate according to high social, ethical, and moral standards are expected to be followed. As a consequence the student is held responsible for any acts which may violate these standards. The following rules have been established to provide guidelines for proper, professional conduct:

- The student is expected to conduct himself/herself in a professional manner at all times while at the college, hospital, or field site while participating in program functions.
- The student is expected to be courteous to patients, staff, visitors, faculty, and other students. When speaking to or about a patient, the name of the patient should be used, unless circumstances dictate otherwise.
- The student is expected to be congenial to all patients. Solicitation or acceptance of tips from patients or hospital visitors is prohibited.

- Visiting with a patient during clinical and field hours is not permitted. Friends who are hospital patients should be visited according to hospital regulations.
- The student is to consider the affairs of patients, the EMT-Paramedic program, the College, the field site, and the hospital confidential. Such matters are not to be discussed with other students, staff, family, faculty, or friends.
- Sleeping during clinical, field, or didactic hours is unacceptable.
- Students should act as responsible adults. Cheating may result in dismissal from the program.
- Personal telephone calls are not to be made or received while at in class, at the field site or hospital, except in the case of an emergency.
- All unusual incidents concerning hospital patients, visitors, staff, etc. must be reported to the clinical or field preceptor and supervisor, the proper incident form must be completed and a copy given to the program director.
- Cell phones should be kept in lockers or purses turned off at clinical and field sites and only used during scheduled breaks.
- If a clinical or field site reports misuse of cell phone, this will result in an incident.

The following are considered examples of severe, inexcusable behavior which may result in immediate dismissal from the program:

- Deliberate damage to college, clinical/field site, or other's property
- Stealing
- Physical assault of another individual
- Prior conviction of a felony
- Indecent or lewd conduct
- Carrying a weapon on college or clinical/field site premises
- Falsification of any information to the college or clinical/field site
- Smoking in a hazardous area
- Consumption of intoxicants while on college or clinical/field site property or attempting to perform duties while under the influence of alcohol or other drugs.
- Falsification or misuse of college or clinical/field site records
- Working beyond the appropriate duties of a student
- Drug dealing or attempted drug dealing
- Excessive absenteeism/tardiness

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Director is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Director.

Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with the EMT-Paramedic faculty. The action will be documented in the student's record file and the student will be asked to sign the document to indicate their awareness of the action.

In the event a student is dismissed from the EMT-Paramedic Program, the student will receive a failing grade for all EMT-Paramedic classes that they are enrolled in at the time of the dismissal.

EMPLOYMENT WHILE IN THE PROGRAM

An EMT may practice in the field ONLY AT THE LEVEL WHICH THEY ARE LICENSED. Student status does not authorize the student to perform skills not covered by their licensure.

STUDENT CLINICAL/FIELD EVALUATION

Rend Lake College

STUDENT: _____ DATE: _____ MIDTERM OR FINAL

SEMESTER: _____ GRAD YEAR _____

This evaluation will identify the student's awareness of their strengths and weaknesses to help develop their personal, professional, and technical abilities in clinical education.

Directions: Evaluate the student at his/her semester/education level for each of the areas below with a 0, 1, 2, 3 or 4

4= Exceptional, student exceeds expectations

3= Above what is expected

2= Acceptable given experience to date

1= Minimally acceptable/Needs improvement

0= Not acceptable/Not applied yet

A. Personality/Professional Relations

- _____ 1. Adheres to dress code, hygiene and conduct.
- _____ 2. Uses appropriate vocabulary.
- _____ 3. Punctual, attends on assigned dates, and conforms to clinical requirements.
- _____ 4. Uses available time effectively.
- _____ 5. Student shows good, professional judgement.
- _____ 6. Relates to staff, physicians, and patients in a professional manner.
- _____ 7. Appreciates and accepts guidance from staff.
- _____ 8. Does not let personal life interfere with professional obligations.
- _____ 9. Ability to work with others and share the workload.
- _____ 10. Obtains and documents all pertinent information regarding patient and follows HIPPA regulations.
- _____ 11. Student demonstrates proper oral communication skills.

B. Performance

- _____ 1. Demonstrates initiative to start and complete exams when capable.
- _____ 2. Performs consistent quality/quantity of work for education level.
- _____ 3. Offers assistance and stays motivated.
- _____ 4. Shows confidence and responsibility.
- _____ 5. Applies acquired knowledge and theories.
- _____ 6. Utilizes critical thinking skills for overall performance.

Comments

PRECEPTOR: _____ DATE: _____

STUDENT: _____ DATE: _____

PROGRAM FACULTY INTIALS _____

CLINICAL SITES

Franklin Hospital
201 Bailey Lane
Benton, IL 62812

SSM Health St. Mary's Hospital
400 N. Pleasant Ave.
Centralia, IL 62801

Marshall Browning Hospital
900 N. Washington St.
DuQuoin, IL 62832

Massac Memorial Hospital
28 Chick St.
Metropolis, IL 62960

Crossroads Community Hospital
6 Doctors Park Road
Mt. Vernon, IL 62864

SSM Health Good Samaritan Hospital
1 Good Samaritan Way
Mt. Vernon, IL 62864

Washington County Hospital & Rural Clinic
705 S. Grand St.
Nashville, IL 62263

Sparta Community Hospital
818 E. Broadway
Sparta, IL 62286

FIELD SITES

Abbott EMS
301 E. Park St.
Benton, IL 62812

Jackson County Ambulance Service
520 N. University Ave.
Carbondale, IL 62901

Lifestar Ambulance Service
940 N. Elm
Centralia, IL 62801

Litton Ambulance Service
808 S. 17th St.
Mt. Vernon, IL 62864

Pinckneyville Ambulance Service
508 S. Main St.
Pinckneyville, IL 62274

Marion County EMS
113 S. Jefferson
Salem, IL 62881

West Frankfort Fire Department
201 E. Nolen St.
West Frankfort, IL 62896

**REND LAKE COLLEGE
EMT-PARAMEDIC PROGRAM
CONCERN/COMPLAINT FORM**

| |
|-----------------------------|
| Student's Name: |
| Clinical/Field Site: |
| Date: |

Nature of Issue: (use reverse side if necessary)

| | | |
|---|------------|-----------|
| Have you attempted to resolve the issue? | YES | NO |
|---|------------|-----------|

If yes, when: _____ (date)
Describe how you attempted to resolve the issue (use the reverse side if necessary).

If no, describe what you feel would be an appropriate solution?

| | |
|--------------------|-------|
| Student Signature: | Date: |
|--------------------|-------|

PLEASE RETURN FORM TO PROGRAM DIRECTOR OR INSTRUCTOR FOLLOWING COMPLETION

FOR ADMINISTRATIVE USE ONLY:

Action Taken:

| | |
|--------------------------------|-------|
| Signature of Program Official: | Date: |
|--------------------------------|-------|

Exam Question and Answer Challenge Form

Read and follow all instructions on form completion. Failure to submit the form with complete information within the specified time period will result in a loss of opportunity to challenge the exam question/answer.

Directions:

1. Fill in all blanks completely and thoroughly
2. Provide an explanation of the challenge you are submitting
3. Provide 3 documented sources with references so that the instructor may refer to these sources in responding to the challenge.
4. Return the completed form to the instructor who administered the exam within 48 hours from reviewing the key.
5. The instructor will respond to your challenge within 5 days of submission.

Course: _____ Instructor: _____

Date of Exam: _____ Exam Number: _____

Question/Answer Being Challenged:

_____ Explanation of

Challenge:

Sources Supporting Your Explanation With References (Must Provide Three):

Student's Signature: _____ Date: _____

TECHNICAL ABILITIES AND SKILLS REQUIRED FOR THE EMT-PARAMEDIC PROGRAM

In order to handle the job responsibilities and tasks assigned to students in the EMT-Paramedic Program, students must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to seventy-five (75) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
5. Demonstrate auditory acuity.
6. Withstand unusual sights and smells.
7. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
8. Concentrate and pay attention to detail.
9. Perform fine motor skills with both right and left hands.
10. Adapt to irregular working hours as well as ability to stay over shift as necessary.
11. Respond quickly and in an emotionally controlled manner in emergency situations.
12. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
13. Recognize that work environment will include exposure to diseases and toxic substances.
14. Able to problem solve using conceptual, integrative, and quantitative reasoning skills.

I have read and understand the above non-academic requirements and believe that I am able to meet these standards.

Student Signature

Date