

**IVY TECH COMMUNITY COLLEGE
VALPARAISO PARAMEDIC/EMT
PROGRAM**



**STUDENT HANDBOOK
2018-2019**

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**IVY TECH COMMUNITY COLLEGE – VALPARAISO
PARAMEDIC/EMT PROGRAM**

STUDENT HANDBOOK

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

BOOKLET DISCLAIMER

This handbook is intended to supply accurate information to the reader. The College reserves the right to change the program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract between an applicant and the College.

POLICY DISCLAIMER

Ivy Tech Community College policies, as well as program academic and clinical policies apply to all students and faculty, regardless of site of instruction.

Table of Contents

Introduction.....	5
Accrediting Organizations	5
Philosophy	6
College General Education Outcomes	7
Program Goal and Purpose.....	7
Program Objectives.....	8
Teaching Facilities.....	8
Student Support Services.....	8
Financial Information	10
Liability Statement.....	11
School of Health Science Admission, Progression, and Graduation Policies	11
Admission/Selection.....	11
Dress Code.....	12
Attendance	12
Progression and Readmission	14
Transferring	15
Graduation	16
U.S. Immigration and Nationality Act.....	16
Student Rights and Responsibilities	17
Student Disciplinary System/Student Code of Conduct.....	17
<i>College Rules</i>	17
<i>Guidelines for Professional Conduct in Clinical/externship/internship Settings</i>	17
Student Grievance Process.....	22
Academic Honesty Statement.....	22
Grading Practices.....	23
Evaluation of Student Learning.....	23
<i>General Education Outcomes Assessment</i>	23
<i>Technical Outcomes Assessment</i>	23
Student Requirements Associated with Clinical/externship/internship Affiliation Agreements ..	24
<i>Criminal Background Checks and Drug Screening</i>	24
<i>Physical Examination and Health Records</i>	28
Essential Functions of School of Health Science Students	29
<i>Universal Standard Precautions</i>	31
<i>Confidentiality</i>	31
Social Networking and Cellphone Guidelines.....	32
Paramedic Curricula of Record	32
Course Descriptions.....	33

Course Contact Hours.....	33
Paramedic Science Cost and Fees.....	33
Region-Specific Information	33
Clinical Affiliates.....	34
Commonly Utilized Field Internship Sites.....	34
Signature Pages.....	35
Confidentiality of Information.....	36
Student Verification of Training in Universal and Standard Precautions.....	37
Permission to Disclose Personal, Confidential Information.....	38
Criminal Background Checks and Drug Testing.....	39
Acknowledgement of Receipt of Handbook.....	40

INTRODUCTION

Welcome to Ivy Tech Community College and to the Paramedic Program. This handbook has been designed to answer many of the questions you have and to serve as a guideline for both students and instructors in meeting the educational goals of the Paramedic program.

Specific program information and general college policies are discussed to help ensure understanding. These policies are in effect for the length of the EMT course or EMT-P Program. You are responsible for substituting updates to this handbook as they are distributed.

The course of study in the Paramedic Training will require flexibility in scheduling and commitment to study. The faculty is committed to your success and will provide academic guidance and support.

The Paramedic Training program offered by Ivy Tech Community College is based on the U.S. Department of Transportation EMT-EMT/PARAMEDIC: NATIONAL STANDARD CURRICULUM.

Accrediting Organizations

The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as recommended by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Valparaiso is currently in the Letter of Review stage of accreditation.

Higher Learning Commission of the North Central Association of Colleges and Schools
(312-263-0456).

Commission on the Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
www.caahep.org

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

Professionalism

Professionalism is the accountable and responsible behavior of the EMT/Paramedic that incorporates legal and ethical principles and compliance with standards of School of Health Science practice. (Assessment Technologies Institute, 2009).

Leadership

Leadership is the process by which EMTs/Paramedics use a set of skills that directs and influences others in the provision of individualized, safe, quality patient care. Leadership activities include delegation and supervision and are guided by the differentiated roles of EMT//Paramedic (Assessment Technologies Institute, 2009).

Professional Communication

Communication in the School of Health Science is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are other health care providers, the patient, significant support person(s), other members of the healthcare team, and community agencies. Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship. Therapeutic communication is an interactive verbal and non-verbal process between the provider and patient that assists the patient to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills (Assessment Technologies Institute, 2009).

Process for Patient Centered Care

The School of Health Sciences includes the provision of caring and compassionate, culturally sensitive care that is based on a patient's physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values (Assessment Technologies Institute, 2009).

Interdisciplinary Collaboration

Interdisciplinary collaboration involves the delivery of patient care, in partnership with multidisciplinary members of the health care team, to achieve continuity of care and positive patient outcomes (Assessment Technologies Institute, 2009).

Safety

Safety entails the minimization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for patients, self, and others (Assessment Technologies Institute, 2009).

Patient Education

Patient education is the provision of health-related education to patients that will facilitate their acquisition of new knowledge and skills, adoption of new behaviors, and modification of attitudes (Assessment Technologies Institute, 2009).

Reference:

Assessment Technologies Institute, LLC. (2009). *Curriculum management and articulation program (C-MAP)*. Retrieved from: www.atitesting.com

College General Education Outcomes

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings.
5. Communicate effectively in written, oral and symbolic forms.
6. Exhibit quantitative literacy.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

PROGRAM GOAL AND PURPOSE:

To prepare competent entry level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The purpose of the Paramedic Science Program is to:

- Prepare the graduate to fill the role of out-of-hospital team leader and medical team member in the delivery of quality out-of-hospital health care.
- Prepare the graduate to be a productive, responsible, and upwardly mobile employee in the ever-changing EMS industry.
- Promote ethical behavior, caring and empathetic patient relations, and professionalism within EMS
- Provide a learning environment, which emphasizes quality patient care, professionalism, and a caring attitude by its faculty

PROGRAM OBJECTIVES:

- Cognitive Domain:** Upon completion of the program the students will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as basic/entry level EMT/Paramedic practitioners.
- Psychomotor Domain:** Upon completion of the program the student will demonstrate the technical proficiency in all skills necessary to fulfill the role as basic/entry level EMT/Paramedic practitioners.
- Affective Domain:** Upon completion of the program the student will demonstrate personal behaviors consistent with professional, ethical, moral and legal expectations for the EMT/Paramedic practitioner.

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to School of Health Science students. Students are encouraged to use support services available at the home campus, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of IvyLearn to enhance course delivery.

Clinical/externship/internship Facilities

Clinical/externship/internship experience is an integral part of the educational experience for all School of Health Science students. The School of Health Science programs have affiliation agreements within each regional service area.

Student Support Services

<http://www.ivytech.edu/studenthandbook/>

Advising

Ivy Tech Community College uses a faculty advisor system. On admission, each degree student is assigned a program advisor whose purpose is to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students in the School of Health Science Program may meet with their program advisor during a designated registration session as needed during each semester.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also

covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical technicians may be requested. If a student has a seizure or black out while on campus emergency medical technicians will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Career and Employment Services

The Office of Career and Employment Services is available to help you in a number of ways:

- * Employment Referral
- * Career Assessment
- * Labor Market Information
- * Occupational Reports
- * Work-Study Positions
- * Resume/Cover Letter Assistance
- * Job Shadowing
- * Practice Interviews
- * Community Employer Portfolios
- * Co-op Education Opportunities

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

All necessary transportation to clinical/externship/internship experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

Disability Services

Students admitted to the School of Health Science programs must be capable of fulfilling the Essential Functions included in this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services also will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus Disability Services Representative, Rhonda Craig, at 219-464-8514 ext 3121 to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic

term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with Disability Services if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the Disability Services office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the Disabled Student Development program at Ivy Tech Community College, please contact the Disabilities Support Office at the main campus at 812-298-2282. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

Financial Information

<http://www.ivytech.edu/financialaid/>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical/externship/internship area. Students accepted for admission to one of the School of Health Science programs will incur expenses associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Professional Rescuer (CPR) certification. Students should also anticipate costs associated with applying for licensure/certification upon completion of the program.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Many individual hospitals now sponsor tuition assistance and scholarship programs for School of Health Science students. Hospitals concerned with retaining School of Health Science staff and providing employees the opportunity for career mobility may offer tuition reimbursement as a benefit

of employment. In some areas, hospitals sponsor scholarships. In some cases, scholarships require a commitment to employment following graduation. The pattern is different among hospitals and localities. Inquiries should be directed to the local hospitals.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

LIABILITY STATEMENT

Personal liability insurance coverage is provided to all students enrolled in clinical/externship/internship courses within the Paramedic Science program(s). The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship/internship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance. This coverage does not apply to employment situations such as externships and summer employment.

The College will also maintain Commercial General Liability insurance. The limits of such insurance will be in the amount of \$1,000,000 per claim and \$2,000,000 per year, with limits of at least \$500,000 for property damage.

EMT/PARAMEDIC ADMISSION, PROGRESSION, AND GRADUATION POLICIES

Admission/Selection

ADMISSION

It is important to understand that your admission to the College is separate from your admission into the Paramedic program.

Admission Criteria for College Admission – Submitted to Admissions Department

1. Application for Admission
2. Official high school transcript or GED score sheet
3. Official college/university transcripts to insure course transfer
4. ACCUPLACER or comparable assessment scores or documentation of ability to waive the assessment
5. Registration in or completion of Academic Skills Advancement (ASA) classes required as per assessment scores with final grade of “C” or higher
6. Transfer, readmission, or international student procedures

Admission Criteria for Admission to Paramedic Sciences – Submitted to Paramedic Program Chair

Read and complete the Paramedic Science Program Application

1. Copy of current or pending Indiana/National Registry EMT certification
2. Current American Heart Association (AHA) CPR Healthcare Provider Card or Red Cross Professional Rescuer Certification Card.

3. Copy of valid Indiana Driver's License/Identification Card
4. **Successful completion of APHY 101 or equivalent transfer credit**

For all Health Sciences Students *(after admission to the program)*

1. Physical health form and immunizations completed prior to the start of clinical
2. Successful completion of background/drug check as per clinic requirement.
3. All mandatory training completed prior to clinical (including but not limited to):
 - a. Exposure and Blood borne pathogen training
 - b. HIPAA and patient confidentiality

Dress Code: Didactic and Lab

Any neat comfortable clothing in good condition suitable to do patient care scenarios that may require walking, bending, kneeling, stooping, lifting, climbing, and patient movement or carrying is acceptable. Selected outfits should be in good taste and not be offensive or unprofessional in nature.

Dress Code: Clinical and Internship

Hair: If hair is longer than shoulder length it should be kept pulled back. Males with facial hair should be neatly trimmed, please note certain clinical sites may request you to meet the same standards set for their employees.

Piercings and Tattoos: Exposed body piercings, exposed tattoos, bracelets, and rings other than engagement/wedding bands are not allowed unless the Program Chair deems them acceptable.

Uniform: All students will wear the specified uniform when performing clinical rotations. For Hospital clinical wear green scrubs with our patch and comfortable shoes. The uniform for the Field includes the Ivy Tech Paramedic Science polo, navy blue/Black EMS style pants, black shoes or boots, and black belt. At no time shall students wear attire from other EMS or Fire organizations. This will prevent misrepresentation of that organization and our school while the student is completing their clinical hours. The exception to the stated uniform policy is during surgery clinical hours, during that time students will need to arrive in uniform to the site and then change into scrubs provided by the Surgery Department.

Name Badges: Students will wear Ivy Tech badges at all times while at clinical sites, certain clinical sites may require you to wear their student badge as well. There will be a fee charged by Ivy Tech for the Paramedic specific ID Badge. There is also a fee to replace it.

Attendance

College

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College Catalog. Instructors will also supply students with a written statement at the beginning of the term, which identifies attendance expectations. These expectations will be further delineated in the individual course syllabus.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with

instructors immediately upon return in order to make necessary arrangements. Instructors will complete Student Status Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up.

School of Health Sciences Classroom, Lab, and Clinical/Externship/Internship Classroom and Lab Attendance Policy

Attendance is expected for all didactic and psychomotor skill sessions. Attendance will be kept throughout the program for all lecture and skill sessions, and will be monitored during the clinical rotations and ambulance internship phases (via clinical logs). The paramedic curriculum presents the unit objectives as stated in the National Standard Curriculum. A student must be proficient in each objective. Therefore attendance is important for instruction in each unit objective. Within the Paramedic Science Program an instructor has the prerogative of giving a student an “Unsuccessful Completion” recommendation from a course if the student misses in excess of 20% of the class. Paramedic classes are frequently divided among instructors specializing in specific program objectives. The paramedic program interprets the 20% absence rate to mean that an instructor can recommend giving a student an “Unsuccessful Completion” recommendation from a class to the Paramedic Program Chair if 20% of the instructor’s portion of the curriculum is missed. Therefore it is crucial that students maintain effective communication with instructors in regard to any necessary absenteeism.

“Unsuccessful Completion” means that the student will not be given a Letter of Course Completion necessary to take the Indiana State written EMT Exam nor will the student be given “Successful Completion” verification to NREMT for Certification at any level.

Clinical/Externship/Internship Attendance Policy

Prompt, regular attendance is expected during the clinical rotations and ambulance internship phases. Students from various health care specialties and other EMS programs use the same clinical and internship sites. Scheduling by each faculty to meet program objectives is a complex task. It becomes essential for students to demonstrate respect to these institutions by reporting on time and attending all sessions as scheduled. Because of the volume of students served, these facilities may not have the flexibility to accommodate student-initiated changes in a timely manner. Please do not jeopardize the established relationship between the College and the hospitals by tardiness and absenteeism. If a student is going to be absent for a clinical session, that student must contact the Program Chair and the EMS Site Coordinator. The student must then make arrangements to make up that clinical date. Students with a history of absenteeism, who do not complete a clinical rotation or ambulance phase on time, may **NOT** be issued a Learning Contract.

PARM 102 (EMT) students will be given only 1 opportunity to reschedule the clinical session.

Students must remain at the clinical/externship/internship site until dismissed by the instructor or preceptor. Leaving the clinical/externship/internship site early will be counted in the student’s total absence time.

Students are not allowed to leave and then return to clinical/externship/internship.

Students are responsible for tracking their own absences/tardiness times. Illness, family deaths, accidents, emergencies etc. will not be treated as exceptions. Students are encouraged to conserve absences to cover unforeseen occurrences.

Pregnancy does not preclude participation in the program. This is a decision between the student and her physician. Students must discuss potential hazards in the healthcare environment with their physicians. Keep in mind clinical/externship/internship attendance policies are not waived due to pregnancy/childbirth.

Students who develop illnesses or conditions involving limited activity must provide a physician's written statement that they are physically and mentally capable of undertaking the Essential Functions as outlined in this handbook. Students will not be permitted to participate in clinical/externship/internship without this written physician's statement.

Progression and Readmission

College Progression and Readmission Policy

Please refer to the College Catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the School of Health Science Programs must be in good academic standing according to College policy.

<https://www.ivytech.edu/files/4.19-Standards-of-Progress.pdf>

Progression in EMT/Paramedic Courses

Students who withdraw or do not successfully complete a course with a minimum grade of "D" in a required program course will not be allowed to test for Indiana or NREMT certification exams.

PROGRESSION THROUGH THE PROGRAM

Program faculty need to ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion by using the following:

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of "W", "FW", "F", or "D" where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in APPM 4.19.
2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, provided they satisfy the standards of progress as outlined in APPM 4.19.
3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any

required pre-requisite programmatic course(s) as described below before re-enrolling in the course.

- Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.
- Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.
- Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

Stop-outs

1. In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out”, and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.

Program Re-Entry

Paramedic

Re-entry into the Paramedic program will be allowed only for students who have failed a course, received an incomplete grade due to personal illness, extreme family circumstances, military service, or were unable to begin the program as detailed above.

Re-entry applicants will be tested and evaluated to prove that they are competent in both the cognitive and motor skills areas relevant to the Paramedic program up to the time of departure and must have the requisite certifications (CPR, Advanced Trauma Certification, ACLS, PALS, AMLS, etc.) commensurate with that level of progress in the course.

Transferring

College

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar at your home campus for specific information or questions related to transfer of general education credits.

Movement within the Ivy Tech System

Movement within the Ivy Tech system is based on the following:

- Clinical/externship/internship space availability
- Good academic standing with a cumulative GPA of 2.0 or higher

Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.
 - These include: Completion of all Graduation Requirements in FISDAP for patient contacts, the National Registry Portfolio requirements, participation in case study reviews with the Medical Director, and all other requirements listed on the CoAEMSP Terminal Competency Form (can be found on the CoAEMSP website) that must be signed by Program Director and Medical Director.
- Complete an application for graduation

U.S. Immigration and Nationality Act

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment

(A) IN GENERAL

Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(b) Qualified alien:

For purposes of this chapter, the term “[qualified alien](#)” means an alien who, at the time the alien applies for, receives, or attempts to receive a [Federal public benefit](#), is—

- (1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [[8 U.S.C. 1101](#) et seq.],
- (2) an alien who is granted asylum under section 208 of such Act [[8 U.S.C. 1158](#)],
- (3) a refugee who is admitted to the United [States](#) under section 207 of such Act [[8 U.S.C. 1157](#)],
- (4) an alien who is paroled into the United [States](#) under section 212(d)(5) of such Act [[8 U.S.C. 1182\(d\)\(5\)](#)] for a period of at least 1 year,
- (5) an alien whose deportation is being withheld under section 243(h) of such Act [[8 U.S.C. 1253](#)] (as in effect immediately before the effective date of section 307 of division C of [Public Law 104–208](#)) or section 241(b)(3) of such Act [[8 U.S.C. 1231\(b\)\(3\)](#)] (as amended by section 305(a) of division C of [Public Law 104–208](#)),
- (6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [[8 U.S.C. 1153\(a\)\(7\)](#)] as in effect prior to April 1, 1980; [[11](#)] or
- (7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

The reputation of the college and the college community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the college are expected to conduct themselves in a mature, dignified, and honorable manner.

While enrolled at the college, students are subject to college jurisdiction. The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, is not in the best interests of the student, other students, or the college. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the following college rules of conduct. In the Code of Student Rights and Responsibilities, the term “student” is used to refer to a currently enrolled student, a group of students, a prospective student or a group of prospective students.

<https://www.ivytech.edu/studentcode/>

STUDENT DISCIPLINARY SYSTEM/STUDENT CODE OF CONDUCT

College Rules

All Ivy Tech students are expected to abide by the College rules of conduct. Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. A full description of the student disciplinary system may be found in the College Catalog: <http://ivytech.edu/schools/course-catalog.html>

Guidelines for Professional Conduct in Clinical/Externship/Internship Settings

Expectations for student behavior in clinical/externship/internship settings are governed by agency affiliation agreements and health care ethical codes of conduct. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System as described in the College Catalog: <http://ivytech.edu/schools/course-catalog.html>

Guidelines for Professional Conduct

PURPOSE: This information is presented to students by the faculty to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even in the student role, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for a student nurse and respectful of the confidentiality of information provided to you as a part of your clinical/externship experience. As a student, you are bound by the Ivy Tech Code of Student Rights and Responsibilities. This document is available at <https://www.ivytech.edu/studentcode/>

Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the entire program rests upon the performance of our students. Read the following with great care, and count on it to serve as your

guide. Realize that if these guidelines are not followed, continued participation in the program may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with one of your instructors.

As a student, you are held accountable for the rights and responsibilities as established by the College, as well as practices of safe, professional and ethical conduct as outlined in this document. The faculty integrates these guidelines into the School of Health Sciences programs' curricula with the intention of modeling the standards of professional performance and the expected roles and behaviors in practice upon graduation. Record of incidences will be maintained by the Dean or appropriate designee and will have a collective effect until the point of graduation.

Clinical/externship affiliating agencies have the right to prohibit students from participating in clinical/externship experiences based on unprofessional behavior. If a student is excluded from participating in clinical/externship experiences at a clinical/externship site, the student may not be able to complete course and program requirements, resulting in a failing grade for the course and possible removal from the program.

The Faculty has divided expectations of professional conduct into three groups, which are outlined on the following pages. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a professional in a work setting. These actions are listed at the end of each category. Students may be removed immediately from the clinical/externship experience pending further investigation of an alleged infraction in these guidelines.

GROUP I

THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.

The following thirteen points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.
2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical/externship sites. If suspected of being under the influence in the clinical/externship area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical/externship area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.
3. You will adhere to state and federal confidentiality laws, including but not limited to HIPAA and clinical/externship affiliate confidentiality policies and procedures. You will maintain confidentiality about all aspects of the clinical/externship experience; this includes confidentiality for all patients, fellow students, clinical/externship affiliate employees, physicians, and operations of the clinical/externship affiliating agency. If there is a situation that arises that requires disclosure of

information by law, you must seek out guidance from your clinical/externship faculty member or the dean of health sciences before proceeding with that disclosure.

- a) You will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b) You will not remove or photocopy any part of the patient/client or clinical/externship records.
 - c) You will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d) You will destroy any notes you have taken to enable you to provide care for your patient according to the clinical/externship affiliate policy and will not carry those notes outside of the clinical/externship agency if they contain any patient identifiers.
 - e) You are expected to follow guidelines in the program Student Handbook with regard to social media, cell phones, email or other electronic media.
4. You will follow College policy regarding disruptive behavior, sexual/physical/verbal harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, personnel in cooperating agencies, peers, and faculty.
 5. You will not falsify any component of the written or oral patient/client record.
 6. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
 7. You must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical/externship setting.
 8. You will not abandon or neglect patients/clients requiring health care.
 9. You will not leave the assigned clinical/externship unit during assigned clinical/externship hours without permission and without providing for safe patient hand-off.
 10. You will not perform any technique or procedure, including administration of medication, for which you are unprepared by education or experience and/or without faculty approval.
 11. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical/externship site.
 12. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere, including clinical/externship practicum sites.
 13. You will not cheat on papers, tests, or other academic works including clinical/externship practicum assignments.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

ACTION: If non-compliance in **any** of these areas becomes evident, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may include: continued enrollment in the clinical/externship course with additional requirements stipulated and an appropriate reduction in the clinical/externship grade as determined by the clinical/externship evaluation tool, administrative withdrawal and failure of the clinical/externship course, a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to another program nor to a program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical/externship course.

GROUP II

THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. You must follow rules/regulations pertaining to the occupational area and/or clinical/externship affiliate policy.
2. You must refrain from smoking or using other tobacco products in restricted areas.
3. You will not solicit, vend or distribute literature, written or printed material in the clinical/externship setting without proper authorization.
4. You will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

These four items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a health care field.

ACTION: Any behavior not meeting the expectations listed above would result in a written status warning report for the first incident and will impact the clinical/externship/externship grade. The student would be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.

In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, a written status report or other documentation

will be prepared and the student will be required to meet with the Chair and/or Dean. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may include: continued enrollment in the clinical/externship/externship course with additional requirements stipulated and an appropriate reduction in the clinical/externship grade as determined by the clinical/externship/externship evaluation tool, administrative withdrawal and failure of the clinical/externship course, a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to another program nor to a program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical/externship course.

GROUP III

THIS CATEGORY IS SPECIFIC TO MEDICATION ADMINISTRATION:

NOTE: Administration of medication without faculty approval is addressed in Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical/externship faculty member will still be considered a medication error on the part of the student.
2. You will ensure that medications are administered on time and in accordance with patient care plans.
3. You will follow correct medication procedure as summarized in the “Six Rights” listed below:

SIX RIGHTS

- Right Patient
- Right Medication
- Right Dose
- Right Time/Date
- Right Route
- Right Documentation

4. You will be prepared to verbalize knowledge of medications and the relationship to the patient.
5. You will calculate proper medication dosage or safe dosage in the clinical/externship area.
6. You will calculate and prepare, but not dispense or administer medications until verified and directly supervised by a licensed/certified professional qualified to dispense or administer medications. You will report any medication error to your clinical/externship faculty member

or clinical/externship agency staff nurse/preceptor immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical/externship agency policies are followed.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

Medication errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the school supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent future errors and will be expected to participate as requested in any root-cause analysis conducted by the clinical/externship agency. However, repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student's status in the program.

ACTION: Every medication error will be documented on a student status form and will impact the clinical/externship grade. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty, and initiate precautionary measures to make certain that it does not happen again. In the event that there are three (3) or more documented student status forms for medication-related errors, **occurring at any point throughout the student's enrollment in the program**, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may include: continued enrollment in the clinical/externship course with additional requirements stipulated and an appropriate reduction in the clinical/externship grade as determined by the clinical/externship evaluation tool, administrative withdrawal and failure of the clinical/externship course, and a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to another program nor to a program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical/externship course and subsequent infractions will be subject to the same process as described above.

STUDENT GRIEVANCE PROCESS

Please refer to the Code for Students Rights and Responsibilities found on campus connect for further details. <https://www.ivytech.edu/studentcode/>

ACADEMIC HONESTY STATEMENT

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these

materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

GRADING PRACTICES

Unless otherwise announced/posted, the EMT/Paramedic Program will use the following grading scale:

94-100	A
86-93	B
80-85	C
75-79	D
0 – 75	F

*Note – The Paramedic Science Program also utilizes a weighted grade calculation in lecture/lab classes, where your homework accounts for 10 %, test, quizzes, and papers account for 60 %, and the Final Exam accounts for 30 % of your overall grade. Clinical courses have a unique grading system that will be explained in the syllabus for that course. This is explained when each course begins as part of the syllabus familiarization discussion.

EVALUATION OF STUDENT LEARNING

General Education Outcomes Assessment

Graduates' skills in several general education areas are assessed to determine whether they meet the learning outcomes defined for general education and whether their performance with respect to these outcomes has improved during their period of enrollment at the College.

Most recently, the College has used the Collegiate Assessment of Academic Proficiency (CAAP) exam to identify skills in Math, English, Scientific Inquiry and Critical Thinking. CAAP is used at many colleges around the country. Each associate degree graduate will take two of the four modules possible. This test is administered during the capstone course. Capstone courses represent the culminating experiences in the student's program.

At this time the CAAP exam is being replaced. Students in this program may or may not be required to complete a similar exam prior to graduation.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

STUDENT REQUIREMENTS ASSOCIATED WITH

CLINICAL/EXTERNSHIP/INTERNSHIP AFFILIATION AGREEMENTS

Student clinical/externship/internship experiences are arranged by program faculty and affiliation agreements obtained with affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support. All activities required in the program must be educational and students must not be substituted for staff and should always be a third person on/during ambulance clinicals/internship.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

Purpose

Requiring criminal background checks and drug screenings ensures students meet the same standards as health care facility employees. This will also provide consistency for Ivy Tech School of Health Science and School of Nursing programs. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope

This policy applies to all students who will have direct patient contact within a health care facility or laboratory, or other setting where health care is provided, as well as students who do not have direct patient contact but engage in practice based learning within a setting where health care is provided.

Definitions

Practice-based learning: as applicable to this policy, any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Drug Screening: technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Policy

Criminal background checks and drug screenings will be required for all currently enrolled clinical/externship/internship students and newly admitted students in School of Health Science and School of Nursing programs. Completion of a criminal background check and drug screening are required for admission and/or clinical/externship/internship placement in School of Nursing and

School of Health Science programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical/externship/internship as specified by the program. Additional criminal background checks and/or drug screenings may be required in programs for students enrolled in clinical/externship/internship courses for multiple semesters.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, are not exempt from the drug testing and background check requirements in this policy.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical/externship/internship sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical/externship/internship placement or who are withdrawn from enrollment in a clinical/externship/internship course due to site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Science or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical/externship/internship at one site, up to two more attempts will be made to place the student at other clinical/externship/internship sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical/externship/internship affiliates. The College will provide clinical/externship/internship sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical/externship/internship sites will have access to the secure web-based results.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse/fail to comply with the background check and drug screening will not be eligible to enroll in clinical/externship/internship courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

The background check will include the following elements (additional elements may be added if required by the clinical/externship/internship site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).

- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical/externship/internship site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical/externship/internship site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check and drug screening for a Health Sciences or School of Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or School of Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical/externship/internship affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical/externship/internship affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical/externship/internship) at their discretion.

- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.

If a student is found to be ineligible for clinical/externship/internship placement at any time during the program, the student will be withdrawn from the clinical/externship/internship course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical/externship/internship assignments and designated individuals at clinical/externship/internship sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical/externship/internship sites is given for the purpose of clinical/externship/internship placement. In the event that a student is prevented from enrolling in and/or completing a clinical/externship/internship course or courses due to the results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences and School of Nursing file for seven (7) years.

Procedures for Determining Eligibility for Clinical/Externship/Internship Placement

1. Eligibility for Clinical/Externship/Internship Experiences with Affiliating Clinical/externship/internship Agencies

Clinical/externship/internship sites have the right to refuse any student for clinical/externship/internship placement. Policy at clinical/externship/internship sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical/externship/internship. In the event there are positive findings on any portion of the criminal background check, a primary clinical/externship/internship site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical/externship/internship site will not allow the student to participate in clinical/externship/internship at that site, the program chair will contact up to two additional clinical/externship/internship sites offering the same type of clinical/externship/internship experience, if available, to attempt to place the student. If these attempts do not result in a clinical/externship/internship site placement for the student, the student will be notified that s/he may not enroll in clinical/externship/internship courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

2. Eligibility for Clinical/Externship/Internship Experiences in Campus-Based Clinical/Externship/Internship Services

Certain School of Health Science and School of Nursing programs, including Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the

patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the Criminal Background Check or Drug Screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Deans and the Vice Chancellor for Academic Affairs.

Positive Drug Screen

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

Criminal Background Check

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Physical Examination and Health Records

A physical examination is required prior to enrollment in the program to identify health status and accommodation needs. The student's health care provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of School of Health Science Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical/externship/internship institutions and the Indiana State Department of Health. Submission of the health records occurs after the student is selected for admission, but prior to the start of the first School of Health Sciences course. In addition to health records submitted at the time of admission to the School of School of Health Sciences, students will be

required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Essential Functions of EMT/Paramedic Students

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Essential Function	Description	Examples
Observation	<p>Use of senses:</p> <p>Ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions and safely administer pre-hospital emergency care.</p>	<p>Identify color changes in skin and/or sclera locate veins to start IV's (EMT-P only) Regulate and monitor equipment (monitors, oxygen tanks, suction units, etc.) Eye-hand coordination to insert airways and set traction Identify and differentiate: heart, lung, and breath sounds Identify traffic sounds/signs Identify potentially hazardous conditions palpate body parts</p>
Communication	<p>Ability to communicate effectively/accurately with fellow students, faculty, dispatch, patients, and members of the health team. Skills include verbal, written, and non-verbal abilities consistent with effective communication.</p>	<p>Identify / interpret non-verbal communication</p> <p>Prepare run reports</p> <p>Understand oral and written policies: instructions, procedures, signs</p>
Intellectual / Conceptual / Judgment	<p>Ability to identify, assess, and comprehend conditions surrounding patient situation to come to appropriate conclusion or corrected action. Ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of pre-hospital care.</p>	<p>Medication calculation (both) and administration IV medications (EMT-P only)</p> <p>Recognize and initiate</p>

		<p>interventions per patient status delivery and delegation of care</p> <p>Identify changes in client's condition and initiate appropriate interventions in a timely manner</p>
Motor	Ability to bend, reach, pull, push, stoop and walk, as well as, perform functions requiring fine motor skills.	<p>Lift 50 lbs. by self</p> <p>lift, position and move equipment</p> <p>Administer emergency treatment in all weather conditions</p> <p>Fasten masks and straps splint and bandage</p> <p>Perform CPR</p> <p>Touch, palpate and percuss</p> <p>Manipulate equipment</p>
Emotional / Coping	Ability to determine the mental health necessary to safely engage in the practice of pre-hospital emergency care.	<p>Avoid demonstrating personal stress or frustration when interacting with others</p> <p>Demonstrate professional standards of practice under stressful and ideal conditions</p>
Behavioral	Ability to engage in activities consistent with safe pre-hospital practice without demonstrated behaviors of addiction to, abuse, or dependence on alcohol or drugs that may impair behavior of judgment.	<p>Accept responsibility for actions in delivery of pre-hospital care</p> <p>Remain drug free in class and at the clinical sites</p>

Universal Standard Precautions

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because School of Health Sciences' students may have direct contact with blood or other body fluids, the School of Health Sciences' is required to

provide annual training in Universal Standards to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical/externship/internship or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Confidentiality

As part of their affiliation with clinical/externship/internship agencies, students enrolled in clinical/externship/internship courses are required to comply with Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place.

Written information, such as care plans, patient care notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should contain only the patient's initials and never the patient's name or any other identifying information.

DO NOT DISCUSS CLINICAL/EXTERNSHIP/INTERNSHIP EXPERIENCES in any public place. Confidentiality of patients, staff, faculty and students is to be maintained at all times. Patient information or clinical/externship/internship situations should never be discussed in public places or on social networking sites even if the patient is not referred to by name.

Photocopying of any patient records or removal of patient records from the clinical/externship/internship facility is expressly forbidden.

Photography of any patient or clinical/externship/internship situation is strictly prohibited.

Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.

SOCIAL NETWORKING (FOR EXAMPLE FACEBOOK, TWITTER, AND SNAPCHAT) AND CELL PHONE GUIDELINES

Students shall not use online social networking to harass, threaten or discriminate against other students, faculty, staff or any member of the public.

Text, photos, e-mails or videos that are demeaning or insulting to others may not be used/posted.

Personal information about students, faculty, staff or clinical/externship/internship sites may not be shared on networking sites without written permission from all parties involved.

Computers and cell phones are not to be used during class or clinical/externship/internship time for social networking, texting, e-mailing or other recreational use.

Students should be aware that information posted on these sites that violates the Guidelines for Professional Conduct outline in this handbook, may result in disciplinary action up to and including expulsion from the program. Furthermore, such violations can place the student at risk for civil and criminal penalties.

Paramedic Curricula of Record

GENERAL EDUCATION			
####APHY	101	Anatomy and Physiology I	3
APHY	102	Anatomy and Physiology II	3
ENGL	111	English Composition	3
MATH 1XX		Math 118, 123, 136 or higher level Math Course	3
IVYT	1XX	Life Skills Elective	1-3
PSYC/SOC	1XX	Social or Behavioral Ways of Knowing Elective	3
COMM	101	Fundamentals of Public Speaking	3
Or			
COMM	102	Introduction to Interpersonal Communications	3
		General Education:	18-21
PROFESSIONAL-TECHNICAL			
####PARM	102	Emergency Medical Technician	7.5
PARM	111	Preparatory	3.0
PARM	112	Pre Hospital Pharmacology	3.0
PARM	115	Airway/Pt. Assessment	3.5
PARM	116	Clinical Application 1	1.5
PARM	200	Trauma	3.0
PARM	210	Medical 1	5.0
PARM	213	Medical 2	5.0
PARM	215	Special Considerations	3.5
PARM	216	Clinical Application 2	1.5
PARM	219	Clinical Application 3	1.5
PARM	220	Operations	2.5
PARM	221	Ambulance Internship	6.0
		Professional-Technical:	47.5
		Total:	66.5-68.5
	####	Courses must be successfully completed prior to admittance to the Paramedic Program	

School of Health Sciences Course Descriptions

Official College-wide Course Outlines of Record (COR) are available on the College Web site. In addition to course number, title, credit and contact hours, the COR includes the prerequisite and co-requisite requirements, the catalog description, major learning objectives, and a topics list.

PARM Course Contact Hours

Lecture: 1 credit = 1 contact hour Lab: 1 credit = 2 contact hours Clinical/externship/internship:
1 credit = 3 contact hours

PARAMEDIC SCIENCE FEES

Tuition 2018/2019(In State) (Spring 2019 Rate)

Tuition cost \$141.00 per credit hour & \$60.00 Technology Fee per semester. There are also consumable fees associated with some courses in the program.

Books

The college uses an estimation of \$40.00 per credit hour.

Other Fees

These fees include items such as physicals, immunizations, background check and drug testing, stethoscope, uniform, and various certifications that are obtained during the program. The estimated cost of these items roughly \$600.00 depending on the individual student's needs.

Region-Specific Information

PARAMEDIC AND ADMINISTRATIVE STAFF

Program Medical Directors:

Dr. Vish Rao

PH # (219)983-8300

Ivy Tech Community College:

Paramedic Science Program Chair

Jeff Lawley

PH # (219)464-8514

School of Health Sciences Dean

Lora Plank

PH# (219)464-8514

Clinical Affiliates

➤ Porter Regional

Commonly Utilized Field Internship Sites

- Porter EMS
- Superior Ambulance
- InHealth
- South Haven Fire Department
- Starke County EMS
- Valparaiso Fire Department
- Hobart Fire Department

SIGNATURE PAGES

Student Name _____

Date of Program Entry _____

CONFIDENTIALITY OF INFORMATION
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES

Students are required to comply with Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information.

All information that you learn about a patient is considered to be confidential information. Confidential information may NOT be discussed in any public place, such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, practice nurse's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or any other identifying information.

Confidentiality extends to any and all operations of the clinical/externship/internship affiliating agency. **DO NOT DISCUSS ANY HOSPITAL EXPERIENCES** in any public place, whether or not you refer to patient information. This includes discussion of clinical/externship/internship experiences in any social media format.

Photocopying of any client records or removal of client records from the clinical/externship/internship facility is expressly forbidden.

I hereby acknowledge that I have received instruction related to Federal HIPAA regulations and patient confidentiality. I agree to comply with all Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. I understand that violations of privacy regulations/policies may result in immediate dismissal from the program, as well as civil and criminal penalties.

Student's Printed Name

Student Signature

Date

**STUDENT VERIFICATION OF TRAINING IN UNIVERSAL AND STANDARD
PRECAUTIONS
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES**

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because School of Health Science students may have direct contact with blood or other body fluids, the School of Health Science Program is required to provide annual training in Universal Standards. This form will be retained in the School of Health Sciences office as documentation of training in Universal/Standard Precautions.

I realize that instruction requires that I safely and accurately perform invasive procedures such as injections/drawing blood/starting intravenous fluids during the laboratory and clinical/externship/internship components of my program. I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical/externship/internship environment. Likewise, I am aware of the dangers inherent with giving and receiving injections. I acknowledge the need for 100% use of Universal and Standard Precautions and sterile technique when performing parenteral procedures.

Therefore, my signature below verifies that I have had training and instruction on Universal and Standard Precautions and that I accept responsibility for consistent application of Universal and Standard Precautions, consistent application of sterile techniques, handling syringes and other sharp equipment only as instructed, and practicing injections in the lab setting only under the supervision of faculty.

Student's Printed Name

Student Signature

Date

Further, I accept responsibility for allowing classmates in my program, under faculty supervision in the learning laboratory, to practice parenteral procedures on me. I understand that this is not a mandatory requirement.

Student's Printed Name

Student Signature

Date

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES PROGRAMS**

PERMISSION TO DISCLOSE PERSONAL, CONFIDENTIAL INFORMATION

I do hereby grant permission to authorized persons in Ivy Tech Community College, including School of Health Science Program faculty, to comply with requests for information for evaluative purposes by others acting on my behalf in such matters as: the ATI Comprehensive Assessment, Program Accreditation Bodies (CoAEMSP, CAAHEP) and Remediation Program, employment references, admission to other colleges, and/or securing financial aid, scholarships, honors, or awards.

I understand and agree that enrollment in the School of Health Science program requires my participation in clinical/externship/internship educational activities at certain health care provider locations, including but not limited to hospitals, School of Health Science homes, physical rehabilitation centers and other health clinics. I further understand that such clinical/externship/internship locations require proof of immunity to certain infectious illness, tuberculosis screening, documentation that I am capable of performing essential School of Health Science functions, criminal background checks, and drug screening. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical/externship/internship locations as may be necessary for my participation in said health care related instructional program.

I further authorize acquisition of performance data from the agency that employs me as a paramedic. I understand that this data will be used by the school for curriculum evaluation and will be kept confidential.

Finally, I understand that this authorization extends indefinitely and may be revoked at any time by providing written and signed notice to Ivy Tech Community College. I understand that refusal to authorize release of this information may result in my inability to participate in clinical/externship/internship experiences and may result in withdrawal from the School of Health Science program.

Student's Printed Name

Student Signature

Date

Ivy Tech Community College – Valparaiso
Paramedic Science Program

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG TESTING must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Paramedic Science program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them. As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”*** Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate. **Students are required to report any new arrests or charges after the initial background check.**

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student. ******Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months. Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.******

Student's Printed Name

Student's Legal Signature

Program

Date

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES
PARAMEDIC PROGRAM**

PRINTED NAME: _____

CURRENT ADDRESS: _____

CURRENT PHONE NUMBER: _____

STUDENT IDENTIFICATION NUMBER: **C** _____

DATE OF PROGRAM ENTRY: _____

I HAVE RECEIVED A COPY OF THE SCHOOL OF HEALTH SCIENCE PARAMEDIC PROGRAM STUDENT HANDBOOK AND HAVE BEEN GIVEN AN OPPORTUNITY TO ASK QUESTIONS RELATED TO THE CONTENTS.

Student Signature

Date

Email address: _____@ivytech.edu