



Northark

Emergency Medical Programs



EMT/PARAMEDIC STUDENT HANDBOOK POLICIES AND PROCEDURES

Program Director: Hyland McDonald, NRP

Instructors

Matthew Presley

Carissa Dunca

Table of Contents

Admissions/Testing Requirements	1
Advanced Placement	2
Program Costs/Refunds	3
Program Schedule	5
Technical Standards, Occupational Risks, Experiential Learning Policy	6
Mental and Physical Abilities	12
Grading Policy	13
Grading Scale	14
Graduation Requirements	15
Attendance Policy	17
Inclement Weather Policy	19
Classroom Dress Code	20
Classroom Policies	20
Medication Administration Policy	23
Clinical/Field Experience Policies	24
Paramedic Contact Requirements	30
Withdrawals and Readmissions	34
Tobacco Use Policy	35
Substance Abuse Policy	36
Substance Abuse Policy Release Form	38
Probation or Dismissal	39
Student Grievance/Complaints Policy	40
EMS Program Philosophy	41
EMS Course Descriptions	42
EMS Course Curriculum	45
Field Internship (Capstone)	46
EMS Program Objectives	48
EMT Terminal Objectives	49
Clinical Rotation Terminal Objectives	49
Paramedic Terminal Objectives	50
Risk Management Policy/OSHA Blood Borne Pathogens	53
Couse Content Disclaimer	54

National Registry Testing and Arkansas License	55
Witnessed Receipt of Student Handbook	55

Student Handbook

This handbook has been prepared for your use. It will be your responsibility to keep and copy the forms as needed and to maintain the handbook for reference.

This handbook is a supplement to the North Arkansas College Catalog and Student Handbook which are the primary resources of information for the student concerning student activities and academic programs. The handbook for the students of the EMS Program is a supplemental aid to the student and does not replace or preempt the Northark Catalog or Student Handbook.

The student is responsible for being informed about academic requirements, both general and specific, for the completion of the program. The faculty is available for advice, guidance, and consultation.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: ADMISSION/TESTING REQUIREMENTS

POLICY/PROCEDURE: *Requirements for Admission*

DATE REVISED: January 8, 2019 NUMBER: 1

Position Overview: Admission to the EMS Program is a selective process based on ACT/ACCUPLACER scores. Because of this process and limited student program seats, not all applicants will be accepted into the program.

Requirements for Admission to North Arkansas College

- Submit a North Arkansas College application for enrollment. This may be done online at www.northark.edu
- Submit an official complete high school transcript (seven semesters for high school seniors with the final transcript to follow after graduation) indicating date of graduation or a copy of GED scores or American Correspondence Certificate. Submit college/college transcripts.
- Submit immunization records. Provide immunization record with required MMR (including booster, second dose for measles) and current negative result TB test.
- Complete all entrance testing requirements as stated in the North Arkansas College catalog.

Requirements for admission to the North Arkansas College EMS Program

- All applicants must submit recent (within the last five years) ACT or Accuplacer scores. The applicant must score a minimum ACT score of 19 in Reading Comprehension or 83 in Reading Comprehension on the Accuplacer test. These scores are required for consideration for entry into the program.
- Upon acceptance into the program the student must complete the Arkansas Passport (CareLearning paid by college through fees.)
- Applicants to the EMT Program must be at least 18 years of age by the completion of their program.
- Applicants to the Paramedic Program must hold a valid Arkansas EMT license and BLS-HCP card.
- Submit to a Random 10 panel drug screen with results obtained by the Program Director. Fees will be paid by the College. Should there be a negative result you will be suspended from the program.
- Accepted students will be required to provide copies of immunizations for MMR, Hepatitis B or Antibody, Varicella vaccine or antibody, Tb (two step), T-Dap, Tetanus, and Influenza (October through March) .
- Accepted students must complete an application for licensure with the Arkansas Department of Health and pass a criminal background check conducted through the Arkansas Department of Health. Fees for both the application and the

background check will be the responsibility of the student. This process will be completed within the two weeks of the beginning of the program.

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS
COLLEGE EMS PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Advanced Placement</i> DATE REVISED: January 7, 2019 NUMBER: 2</p>
--

Position Overview

It is the policy of the EMS Program not to accept advance placement or core curriculum transfer students. Students must complete the entire EMT/Paramedic curriculum through the North Arkansas College EMS Program.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: PROGRAM COSTS POLICY/PROCEDURE:

Program Costs/Refunds

DATE REVISED: January 7, 2019 NUMBER: 3

Position Overview: The following are estimated costs for the program. Newer versions of textbooks and related materials will be adopted as needed. **All starred (*) items are required.**

The links below estimate how much the Paramedic Program will cost (tuition is determined in state vs out of state and in county vs out of county)

<https://www.northark.edu/cost-of-attendance/>

<https://www.northark.edu/tuition-and-fees/>

Below is the link for the North Arkansas College refund schedule:

<https://www.northark.edu/tuition-refunds>

Both EMT and Paramedic Programs

***UNIFORM**

Students will be expected to wear an appropriate uniform while in classroom, clinical and field environments. Failure to conform to the guidelines shown below constitutes being 'out of uniform' and will result in the student being asked to leave and will result in failure of that class, or clinical/field placement shift.

GENERAL: No cologne or perfume
 Nails trimmed neatly.
 Facial hair trimmed.

 Tattoos (Must follow clinical area rules) Face and Neck must be covered. Hair must be one color. (Highlights accepted with Natural Colors)

DRESS: North Arkansas College EMS Shirt
 Black EMS pants (ironed)
 Black belt, socks, shoes, or work boots (no cowboy boots)
 Student ID and NARMC ID (ONLY in their facility)

EQUIPMENT: Stethoscope
 Penlight
 EMS shears
 Watch (with a second hand)
 Black ink pen

***INSURANCE**

Prior to entering the clinical setting, the college will obtain a blanket malpractice insurance. Proof must be maintained by the instructor. **Cost of insurance will be paid through Allied Health Fees.**

PROGRAM COSTS

EMT Program

TEXT	ISBN	COST
* <u>Basic Life Support for Healthcare Provider</u> – American Heart Association	9781616697686	\$30.00
* <u>Emergency Care and Transportation of the Sick and Injured 12th Edition</u> Flipped Classroom.	9781284376036	\$500.00

Paramedic Program

Fall Semester

TEXT	ISBN	COST
* <u>Emergency Care in the Streets</u> Volumes 1 and 2 With Navigate 2, 9 th edition By: Nancy Caroline – Jones and Bartlett	9781284256857	677.00
<u>ACLS</u> – American Heart Association	9781616697723	50.00
<u>Emergency & Critical Care Guide</u> Informed	9781284023701	27.99

Spring Semester

TEXT	ISBN	COST
<u>PALS</u> – American Heart Association	9781616691127	40.00
<u>AMLS</u> – NAEMT	9780323071604	65.00

Summer I Term

PHTLS (10th Edition) – NAEMT

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS
COLLEGE EMS PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Program Schedule</i> DATE REVISED: July 2016 NUMBER: 4</p>
--

Position Overview: EMT and Paramedic students spend a portion of each term of their program in classroom sessions. Calendars for the program will be given to students or posted on the portal. During the remainder of the program, the students are involved in clinical or field experience rotations at various pre-approved affiliates and scheduled on FSDAP.

Essential Functions

- EMT Classes will meet Thursday throughout the semester.
- EMT Classes start at 0800 hours and end at 1700 hours each classroom day.
- Paramedic Classes will meet Tuesday and online one other day.
- Paramedic Classes will start promptly at 0800 and end at 1600.
- The times for the clinical and/or field experience rotations vary depending on availability and the student's schedule.
- Students are expected to arrive fifteen minutes early to both classroom sessions and clinical/field rotations.
- Clinical and field rotation schedules will be available for student viewing.
- Special classes will be set as needed and will be the student's responsibility to attend.

SUBJECT AREA: EMS PROVIDER OBJECTIVES
POLICY/PROCEDURE: Technical Standards, Occupational Risks, Experiential Learning Polices
DATE REVISED: 8/1/2025

Essential Job Functions and Technical Standards

1. Patient Assessment & Care

- Perform comprehensive physical assessments across the lifespan.
- Identify and respond to life-threatening conditions.
- Administer medications via multiple routes:
 - Oral
 - Intravenous (IV)
 - Intramuscular (IM)
 - Subcutaneous
 - Other approved methods
- Perform advanced airway management:
 - Endotracheal intubation
 - Surgical airway procedures (e.g., cricothyrotomy)

2. Communication & Documentation

Communicate effectively with:

Patients and families
Bystanders
Medical professionals and emergency responders

Accurately and legally document:

Patient assessments
Interventions
Responses and outcomes
Time-sensitive and legally relevant data

3. Operations

- Safely operate emergency vehicles in compliance with:
 - State and local traffic laws
 - Organizational protocols
- Maintain readiness through:
 - Inventory and upkeep of equipment and supplies
 - Participation in quality assurance programs
 - Continuing education and training exercises

4. Professional Conduct

- Follow:
 - Clinical protocols
 - Scope of practice guidelines
 - Legal and ethical standards of care
- Uphold patient confidentiality in accordance with **HIPAA**.

5. Scene Management

- Coordinate effectively with:
 - Law enforcement
 - Fire services
 - Other emergency personnel
- Ensure safety through:
 - Scene evaluation
 - Use of proper personal protective equipment (PPE)
- Triage and manage multiple patients during **mass casualty incidents (MCIs)**

Technical Standards and Functional Requirements

Physical Abilities

- Lift, carry, and balance up to **125 lbs** (up to **250 lbs with assistance**)
- Perform prolonged physical activities including:
 - Standing and walking
 - Bending, stooping, squatting, kneeling, crawling, and climbing
- Possess manual dexterity to perform procedures and operate medical equipment
- Maintain:
 - **Visual acuity** to assess patients and read charts
 - **Auditory ability** to hear faint sounds and interpret equipment alarms

Cognitive and Affective Abilities

- Use critical thinking under stress
- Apply clinical reasoning and independent decision-making
- Stay emotionally composed in high-pressure situations
- Adapt quickly to evolving environments and patient conditions
- Communicate effectively in **spoken and written English**

Environmental Tolerance

- Work in a variety of conditions, including:

- Inclement weather
- Confined or hazardous environments
- Tolerate exposure to:
 - Bodily fluids and infectious materials
 - Loud noise and chemical substances
- Perform duties during:
 - Day and night shifts
 - Weekends and holidays

North Arkansas College Paramedic Program
 EXPERIENTIAL LEARNING POLICY
 North Arkansas College Paramedic Program

EXPERIENTIAL LEARNING POLICY

1. Purpose:

The purpose of this policy is to define the framework for experiential learning within the North Arkansas College (NAC) Paramedic Program. Experiential learning is an essential component of paramedic education, allowing students to integrate classroom knowledge, psychomotor skills, and professional behaviors into real-world practice through structured clinical, field, and simulation experiences.

2. Scope:

This policy applies to all students enrolled in the NAC Paramedic Program, faculty, clinical and field preceptors, and partnering clinical/field agencies.

3. Guiding Principles Experiential learning within the NAC Paramedic Program is designed to:

- Meet or exceed CAAHEP/CoAEMSP accreditation standards.
- Provide structured opportunities for students to achieve competence in the cognitive, psychomotor, and affective learning domains.
- Ensure safe, supervised, and progressive application of skills.
- Support the development of professional judgment, critical thinking, and patient centered care.

4. Components of Experiential Learning:

4.1 Clinical Rotations

- Conducted in hospital or specialty care settings (e.g., emergency departments, operating rooms, intensive care units, obstetrics, pediatrics, and other assigned areas).
- Students will engage in direct patient care under the supervision of qualified preceptors.
- Clinical experiences will include a diverse patient population and range of conditions to meet program competency requirements.

4.2 Field Internships

- Conducted with advanced life support (ALS) EMS agencies under the guidance of a designated Field Preceptor.

- Students are progressively given greater responsibility for patient care and scene management as competence is demonstrated.
- The Capstone Field Internship is the final phase, during which the student acts as the team leader on ALS calls under preceptor supervision.

4.3 Simulation-Based Learning

- High- and medium-fidelity simulations will supplement real-world experiences, particularly when certain skills or patient types are unavailable during clinical or field placements.
- Simulation will follow Experiential Learning Theory (ELT), incorporating pre-briefing, scenario execution, and structured debriefing.

5. Competency Requirements

Students must complete all minimum competencies as outlined by the program in alignment with the National EMS Education Standards and CoAEMSP Appendix G requirements, including but not limited to:

- Comprehensive patient assessments across all age groups (neonate, pediatric, adult, geriatric).
- Skills such as airway management, medication administration, cardiac monitoring, and vascular access.
- Exposure to patients with cardiac, respiratory, traumatic, medical, and special needs conditions.
- Demonstration of leadership and decision-making in emergency care.

6. Evaluation & Documentation

- Students must log all patient contacts, skills performed, and competencies in the approved electronic tracking system (e.g., FISDAP or equivalent) within 48 hours of the experience.
- Preceptors will complete performance evaluations for each shift or significant event.
- Faculty will review documentation regularly to ensure progress toward competency and address deficits promptly.

7. Safety & Professional Conduct

- Students must adhere to all program, college, and site-specific policies regarding conduct, dress code, confidentiality (HIPAA), and infection control.
- Failure to maintain patient and provider safety or professional behavior may result in immediate removal from the experiential site and possible disciplinary action.

8. Prior Learning & Advanced Placement

- The NAC Paramedic Program may grant credit for prior experiential learning only through a documented Prior Learning Assessment (PLA) process approved by program leadership.
- PLA must demonstrate that the student meets or exceeds the required competencies through verifiable records, evaluation, and/or skills testing.
- Granting of advanced placement will not compromise program quality or accreditation standards.

9. Clinical & Field Placement Assignment

- Placement sites are assigned by program faculty in collaboration with partner agencies.
- Students may not arrange their own placements without prior program approval.
- Availability of sites and scheduling will be managed to ensure all students meet learning objectives.

10. Continuous Quality Improvement (CQI)

- Experiential learning components will be reviewed annually by program faculty, preceptors, and advisory committee members.
- Feedback from students, preceptors, and clinical partners will be used to improve site selection, instructional strategies, and competency requirements.

Approved by:

Paramedic Program Director – Hyland McDonald

Medical Director – Bryan Shearer

EMS (EMT and Paramedic) Occupational Risks

The provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include, but are not limited to, the following.

1. Violence/assaults
2. Verbal threats/aggression
3. Motor vehicle crashes
4. Infectious disease
5. Lifting injuries
6. Sprains and strains
7. Psychological trauma
8. Hazardous chemical exposure
9. Hyper/hypothermia

**STUDENT HANDBOOK POLICIES AND PROCEDURES
NORTH ARKANSAS COLLEGE**

EMS PROGRAM

<p>SUBJECT AREA: EMS PROVIDER OBJECTIVES POLICY/PROCEDURE: <i>Mental and Physical Abilities</i> DATE REVISED: July 2016 NUMBER: 5</p>
--

Position Overview: You should be aware of the mental and physical abilities required in EMS education. These same abilities will likely be needed for a successful professional career.

Requirements:

- The student must be able to observe a client accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, sense of smell, sense of hearing, and tactile sensation.
- The student must be able to work in a standing position and to walk for extended periods of time.
- The student must be able to safely lift and transfer patients. Safely moving a patient includes but is not limited to lifting and transferring a patient up to 18 inches from a bending position, then pushing/pulling/pivoting that weight up to three (3) feet. The student must be able to lift and carry a minimum of 35% of their own body weight. The student must be able to safely use patient transfer maneuvers including but not limited to lifting and transferring a patient to accomplish bed/chair/floor-to-cot and cot-to-bed transfers.
- The student must be able to apply up to 10 pounds of pressure to control bleeding sites and to perform CPR.
- The student must be able to respond and react immediately to auditory instruction, requesting, and/or monitoring equipment. The student must be able to perform auscultation without auditory impairment.
- The student must be able to perform up to 12 hours in a clinical or field environment. The student must be able to perform close and distant visual activities which may include but not be limited to people, paperwork, objects, depth and color perception. The student must be able to observe a client accurately at a distance and close at hand.
- The student must be able to discriminate between sharp/dull and hot/cold when using their hands.
- The student must be able to perform mathematical calculations without the use of a calculator to prepare medications and administer the medications.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE

- The student must be able to communicate effectively, both orally and in writing, using appropriate grammar and vocabulary.
- The student must be able to react appropriately and professionally within stressful situations.
- The student must be able to critically think and use therapeutic EMS judgement.
- Compassion, integrity, concern for others, interpersonal skills, interests and motivation are all personal qualities necessary for the EMS professional.

Should you become pregnant during the school year, you must:

- Be under the care of a licensed health care professional.
- Bring a release form from the health care professional verifying that it is safe for you and your fetus to continue in the EMS program.
- Withdraw in good standing if your pregnancy starts to interfere with your student responsibilities or if it is potentially harmful or unsafe to you and your fetus.

EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: *Grading Policy*

DATE REVISED: January 8, 2019 NUMBER: 6

Position Overview: Each student is expected to make satisfactory progress toward the completion of the program. The student will receive grade reports at mid-terms as well as the end of all terms. A student must have a 2.0 GPA in ***each*** course in order to fulfill graduation requirements and an **overall 2.0 GPA** for the entire transcript, not just the EMS courses. A higher GPA may be required in order to retain some scholarships (see Financial Aid section of the college catalog for specific scholarship requirements).

The EMT/Paramedic faculty wants students to be successful and to pass subsequent licensure examinations. For success to occur, students must learn to study, take tests, and request help when experiencing difficulty with a course. Once the need is identified, interventions should occur immediately. Students receive course average and midcourse and at the end of the course. Students are encouraged to keep up with grades and not wait until the mid-course or the end of the course to seek assistance. Recommended interventions are expected to be applied.

All previous schedule courses are prerequisites for subsequent term courses. See Course Curriculum.

Essential Functions

- Students are required to maintain a scholastic average of a 2.0 GPA (“C”) in each course. All prerequisite courses must have a 2.0 GPA (“C”) average to enter subsequent courses.
- The course in which the student is unsuccessful must be repeated.
- Failure to complete any course with at least a 2.0 (“C”) will prevent the taking of subsequent courses due to prerequisite requirements.
- A student may apply to reenter when the failed course is offered again if space is available and preadmission criteria is met.
- If a course is not reentered within one (1) calendar year of the first day of the last semester attended, the entire program must be repeated.
- A student must complete the entire program within two (2) years of the initial entry date, or the student will be required to repeat all the courses.

GRADING SCALE

The following grading system will be utilized to evaluate students:

LETTER

QUALITY

**STUDENT HANDBOOK POLICIES AND PROCEDURES
NORTH ARKANSAS COLLEGE**

GRADE	PERCENT	POINTS
A	89.5 – 100	4
B	79.5 – 89.4	3
C	69.5 – 79.4	2
D	59.5 – 69.4	1
F	0 – 59.4	0

Status Conditions – Non-Grade Designations

I	Incomplete	Not Computed
W	Withdrawal	Not Computed
AU	Audit	Not Computed
NR	Not Reported	Not Computed

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Graduation Requirements*
DATE REVISED: July 29, 2019 NUMBER: 7

Position Overview: Students eligible for graduation may qualify for one (1) of three (3) academic credentials to be awarded by North Arkansas College. These credentials are:

- EMT Program Certificate of Proficiency
- Paramedic Program Technical Certificate
- Paramedic Program Associate of Applied Science EMS – Paramedics

Criteria for each of these three credentials are listed below in the Essential Functions section.

Essential Functions Certificate of Proficiency in Emergency Medical Technician

- Completion of application to graduate from the college.
- Completion of all requirements set by the college.
- Completion of all course and clinical/field work with a minimum of “C” or higher
- A student must have a 2.0 GPA in **each** course in order to fulfill graduation requirements and an **overall 2.0 GPA for the entire transcript**, not just the EMS courses.
- Clinical/Field documentation must be completed and turned in on or before the due dates.
- Criminal Background Check has been completed and submitted per the Arkansas Department of Health requirement.
- The National Registry of Emergency Medical Technicians (NREMT) documents have been completed online.
- The Arkansas application for licensure is completed according to Arkansas State Department of Health protocol along with the fees for application
- Students must clear all charges against their accounts before graduation.
- ☐ **It is the responsibility of the student to make certain all requirements for graduation have been met.**
- ☐ **Must make minimum of 75% of each unit exam before moving forward in the class. The student will have two Chances for each exam.**

Technical Certificate in Paramedics

- Completion of application to graduate from the college.
- Completion of all requirements set by the college.
- Completion of all course and clinical/field work with a minimum of “C” or higher
- A student must have a 2.0 GPA in **each** course to fulfill graduation requirements and an **overall 2.0 GPA for the entire transcript**, not just the EMS courses.
- Clinical/Field documentation must be completed and turned in on or before the due dates.
- Criminal Background Check has been completed and submitted per the Arkansas Department of Health requirement.
- The National Registry of Emergency Medical Technicians (NREMT) documents have been completed online.
- The Arkansas application for licensure is completed according to Arkansas State Department of Health protocol along with the fees for application.
- Students must clear all charges against their accounts before graduation.
- **It is the responsibility of the student to make certain all requirements for graduation have been met.**
- **Students must make a minimum score of 75% on each unit exam before moving forward in the class. The student will have two attempts to meet the minimum score.**

**STUDENT HANDBOOK POLICIES AND PROCEDURES
NORTH ARKANSAS COLLEGE**

Associate of Applied Science in EMS-paramedics

To qualify for this degree, the student must complete the requirements for the Technical Certificate in Paramedics and an additional 26 hours of General and Allied Health Education courses.

These courses include:

Area of Study	Hours Required	Course Number	Course Title
English	6	ENGL 1013	English I
		ENGL 1023	English II
		ENGL 2023	Technical Report Writing
Lab Science	8	BIOL 2214	Anatomy & Physiology I
		BIOL 2414	Anatomy & Physiology II
		MAT 1011 & 1012	Mathematics for Career & Technology I & I
Math	3	MAT 1123	Mathematics for Career & Technology III
Social Science	3	PSYC 1103	General Psychology
		MM 1303	Principles of Sociology
Computer Applications	3	CIS 1103	Introduction to Information technology
Allied Health	3	ALDH 2003	Pharmacology

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: *Attendance Policy*

DATE REVISED: June 2019 NUMBER: 8

Position Overview: EMT/Paramedic faculty believe that for student success to occur, students should attend all scheduled classes and clinical days. Absences affect a student's progress and success in a course and can be a major factor in obtaining a job after completion of a student's program of study.

Institutional Policy: STUDENT ATTENDANCE POLICY

Education at the college level requires active involvement in the learning process. Therefore, students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. Additionally, it is the responsibility of faculty to advise their classes, in writing, of their attendance and makeup policies, as well as keep an accurate record (on Portal) of attendance.

Consistency among faculty in the handling of absences plays a vital role in promoting student success. Therefore, all syllabi will include information based on the following:

Students are expected to attend all class meetings and officially withdraw from courses they are no longer attending. Faculty will not be responsible for withdrawing students.

As a rule, missing more than 15% of scheduled class meetings (six class hours in a traditional 3 credit lecture course, proportionately more in classes with laboratory, studio, or clinical components) constitutes excessive absence. In online classes, a student's failure to participate for a period greater than two weeks constitutes excessive absence. Instructors in online courses will monitor attendance based on participation in the class as evidenced by turning in assignments, participation in discussion boards, e-mail, or other formal contact.

Students must consult the course syllabus for the attendance policy set by individual instructors, and it is the student's responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible.

However, students who miss classes due to participation in Northarks extra-curricular activities shall not be penalized (counted absent) if they adhere to individual instructor's make-up policies for such an action. Therefore, instructors are then required to provide, in

writing, a make-up policy for students who may be absent because of extra-curricular activities.

Absences based on extra-curricular activities should be based on the following:

- Away games (faculty should be presented with times of departure)
 - Trips associated with student lead associations like PBL, HOSA, and SKILLS

Not included would be activities such as:

- On-campus practices
- On-campus meetings
- Students should schedule classes around on-campus activities.

Program Policies

- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class or leave early. This policy re-enforces that punctuality and regular attendance to class is the hallmark of the accountability part of our ICARE ideals. We believe that being on time to class is an act of courtesy toward your teachers and fellow students and a cornerstone of professional behavior.
- In the event of a tardy/absence, it is the student's responsibility to contact the Class president or the instructor **prior** to the time the course is set to begin. Contact phone numbers will be provided and are available on the course syllabi.
- **Students who fail to notify the instructor of a tardy or absence prior to the start of class time will be considered a "No Call/No Show" and will be subject to Affective Domain counseling. In accordance with health care facility and ambulance service policies and recommendations, students will be dropped from the program if a total of three (3) "No Call/No Show" events occur during the program.** Tardies are an interruption to class; therefore, The Classroom door will be locked 10 minutes after the start of class and 5 minutes after each break.
- "Tardy" is defined as arriving late to class or leaving early or leaving class unnecessarily.
- This includes leaving early for and returning late from a break. If a student is Tardy, it shall be recorded on the student's attendance record and will count as time missed. The classroom clock will be used as the guide for all arrival and dismissal times.
- The student is encouraged to arrive to each class at least 10 minutes early. If a student is tardy three (3) times, they will be subject to affective domain counseling. If a student is tardy five (5) or more times, **they will be subject to permanent dismissal from the class.**
- Time missed will count in 15-minute increments.
- Students will not be allowed to attend class or clinical if their temperature measures 99.8° F or higher. Students who are ill must notify the class president or instructor of the absence prior to the start of class.

- Attendance for students receiving financial aid benefits will be subject to review by financial aid office.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Inclement Weather Policy*
DATE REVISED: May 2016 NUMBER: 9

Position Overview: The EMT/Paramedic faculty want students to be safe in the event of inclement weather. It is up to the individual student to determine whether to attend class when the school is open but where the student lives is experiencing inclement weather.

Essential Functions

In the event the weather is so severe that the school administration feels life and property may be in danger, the Director of Maintenance or his/her designee may cancel classes until weather conditions improve.

- If there is snow or ice in your place of residence:
- Check the Northark website (www.northark.edu) for information regarding the closure of the campus.
- Call the Northark's Snow line at 870-743-7669 concerning the closure of the college.
- If no announcement has been made within an hour prior to the beginning of your class or clinical/field shift, assume that school is being held and you should try to attend.
- When making your decision to attempt to travel to Northark College, students are reminded to use common judgement to remain safe due to inclement weather.
- Radio and TV Stations
- Students are encouraged to check the Northark website (www.northark.edu) for school closures. Individual campuses may be closed due to localized weather events.
- If a student determines that weather is so severe in their area that they should not attend school even when their campus is open, that student must notify their class president or the program director of their absence prior to the beginning of class.
- Paramedic classes will never be closed (only change venue). If the student cannot make class, then the student should contact the instructor for a Teams meeting room number.
- Continuation of learning is expected even if the campus is closed. It is the student's responsibility to attend in person or online for alternate assignments through the Northark Portal system. Instructors may post assignments or tests regardless of the status of the campus. Each student will be responsible for work posted through this avenue.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Classroom Dress Code*
DATE REVISED: January 9, 2019 NUMBER: 10

Position Overview: The EMS Program is a professional educational program with an objective of developing an EMS provider that will adhere to the standards and principles of the profession. To meet this objective, students are taught the attributes of professionalism, which include dress code policies, throughout the program. Professional attire is a requirement of the medical facilities and ambulance services utilized by our program. These affiliates have recommended a dress code policy.

Essential Functions

- The EMS Program has guest speakers and visitors from time to time. Our goal is to portray to the community an environment of professionalism and pride in our chosen career.
- The faculty wants students to be proud of their appearance and profession. Students are expected to look, act, and always talk professionally.
- Students are expected to be neat, clean, and maintain good hygiene.
- Classroom attire will consist of Black EMS or tactical style pants, boots, and Shirt. Keep in mind that, as you practice EMS skills, you may be required to be on the floor, lift others off the floor, or carry simulated patients and/or equipment for long distances. Your attire must be appropriate for any of these activities.
- Appropriate underclothing must be worn. This means bras for women and underpants for both genders.
- Violation of the dress code policy will result in disciplinary action. Examples of disciplinary action include, but are not limited to:
 - Being sent home to change clothes.
 - Counseling
 - Dismissal from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Classroom Policies*
DATE REVISED: July 2015 NUMBER: 11

Position Overview: In addition to all institutional policies as stated in the Student Handbook, the following classroom policies are required. EMT/Paramedic students are

expected to exhibit professional behaviors whether in the classroom or at the clinical/field setting. The Code of Ethics for EMTs applies to any setting in which the student may be involved.

Essential Functions

- Classes are to be promptly attended. Students are expected to be on time and prepared for each class meeting and clinical/field assignment.
- The classroom door may be locked at the start of class. Students will be allowed to enter the classroom when the instructor opens the door. Time not in class counts as time missed.
- Written assignments must be handed in on time. Late work will be recorded as a zero (0) in the grade book.
- The Program Director may choose to accept late assignments due to extenuating circumstances. Students should expect at least a one letter grade reduction for any work (including clinical and field documentation) turned in past the published due date.
- Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in pencil or black ink only.
- Students are responsible for material missed. The student is responsible for requesting any hand-outs from the class missed.
- Students who are listed as “No Call/No Show” on their attendance card are not eligible to make up any graded work missed. This includes classwork, homework, quizzes and tests.
- If a student is unable to take an exam in a course at the regularly scheduled
- time, the student must **personally** talk to either the course instructor or the program director prior to the time the course begins to decide to take the test. Any test taken outside the normally scheduled time will be scheduled and administered at the discretion of the course instructor or program director.
- Availability of test results will be dependent on completion of the test by all students scheduled to take the test.
- Computerized testing may be used via the college testing program, Northark Canvas. Students will be expected to know their student ID number and password for access to the college program. Exam guidelines will be discussed with each course syllabi.
- Student grades will be kept current through the college grade book program, Canvas. Every effort will be made by the instructors to post grades in Canvas as soon as possible following grading of assignments. □ Not all tests will be scheduled or announced. ‘Pop’ quizzes may be given at any time and will count as part of the student’s grade.
- Tests may be given with a scantron answer sheet. It is the student’s
- responsibility to ensure completeness of the test and that proper erasures on the answer sheet occur. If the student makes an error and erases a response to choose a different option, to avoid discrepancies as to which answer is the final answer, the student must place the letter of the final answer selected at the end of the row on the right-hand side of the scantron form.

- Tests may have a time limit for completion.
- There will be no “extra credit” assignments. The grade a student earns will be the grade the student receives.
- Handwriting should be legible. If the instructor cannot read the assignment, the assignment will not be graded, and the student will receive a zero (0) for that assignment.
- Students should treat each other, instructors, and staff with respect. Be aware of how your classroom/clinical behavior affects others. Students are required to conduct themselves in an adult professional manner.
- Language should be always professional. Refrain from side conversations. Be attentive to whoever is speaking whether it is the instructor or a fellow student.
- Sleeping in class or disturbing other students by carrying on private
- conversations may result in the student being asked to leave the classroom. Continued instances of sleeping in class or disruptive behavior may result in permanent dismissal from the program.
- Students should meet bathroom needs at the scheduled break times. It is disrespectful and disruptive to classmates to leave class during exams or class activities.
- The EMS Program is housed in a **scent free** building. **No** perfumes, colognes, or perfumed soaps/lotions/hair products may be worn in the building. Please be aware of scented detergents or fabric softener odors as well. You may be sent home if you come into the building wearing scented products. If you are sent home for this cause, the time missed will result in time counted against attendance.
- Food is allowed in the classroom or skills laboratory (not the computer lab) if its presence is not a disruption to the flow of class activities. Non- alcoholic beverages in closed, unbreakable containers with a securable lid may be brought into the classroom/skills laboratory (not the computer lab). No open containers will be allowed.
- Respect the property of others.
- Clean up after yourself.
- Rooms should be left in the arrangement in which they were found. Beds, tables, and chairs should be returned to their original positions. When not being used for other activities, bed-over tables should be returned to their positions over the beds.
- The beds in the skills laboratory are for learning experiences and not for personal use. **Do not lie on the beds.**
- The skeletons and mannequins available for teaching purposes are expensive and should not be played with, posed, or abused. Any student found destroying these pieces of equipment may be held financially responsible for any damage incurred.
- Children are not allowed to accompany a student to class.
- Students are not eligible for wages for clinical and/or field rotations. These experiences are a part of the educational process.
- Cell phones brought into the classroom must be set on vibrate mode only.
- Students are encouraged to make phone calls and answer messages during break time. The student is encouraged to discuss the possibility of an emergent phone call

with the instructor prior to the beginning of class so arrangements can be made to handle that call.

- A student may be counted absent for three (3) hours if/when any of the following events occur:
 - The student's cell phone rings while the student is in class and it is not the college's emergency notification system.
 - The student is noted reading or answering a text message on any type "smart" device during class time.
 - The student leaves class to answer their phone other than during break time.
- Students may not access phones or other 'smart' devices during exams.
- All policies of the North Arkansas College Student Handbook will be followed.

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE
EMS PROGRAM SUBJECT AREA: EMS PROGRAM OBJECTIVES**

POLICY/PROCEDURE: *Medication Administration Policy*
DATE REVISED: July 2016 NUMBER: 12

Position Overview: The EMS Paramedic Program faculty want students to be safe when engaged in patient care during clinical and field internship rotations.

Essential Functions To ensure both the student's safety and that of the patient, the faculty presents the following guidelines:

- Always have and use a current drug book. Look up medications and verify proper dosage, side effects, indications, and contraindications prior to giving any medication.
- Medications may be given after the student has successfully passed the Preparatory course (EMS 1102).
- Students are expected to follow the Six Rights of Medication Administration.
- Verify physician orders or standing orders with the medication record prior to giving any medication.
- Prepare medication in a manner that follows clinical or service protocol.
- Check patient allergies before giving medications. If there is no notation in the allergy section of the medical record, STOP and be sure to obtain an allergy history prior to administration of any medication.
- Know the medication's various names, correct dosage ranges, method of administration, how the medication works, side/adverse effects, and pre-assessments and post-assessments to be done.
- Verify patient identity by asking their name and date of birth and checking the given information with the ID bracelet (if applicable).
- If a patient questions a medication or states it is different than one taken at home, STOP and recheck the medication order and patient history. Verify the order again before proceeding to administration of the medication.
- Carefully and promptly document medication administration. Notify the preceptor immediately if an error occurs. Assess the patient for effects of the error. Make sure an incident report is filled out and the Clinical Coordinator is notified.
- A medication error is defined as:
 - Incorrect Medication ○ Incorrect Dose ○ Incorrect Route ○ Incorrect Time
 - Incorrect Patient ○ Incorrect Documentation ○ Medication Omitted ○ Failure to Identify Patient ○ Failure to Check Orders
 - Failure to Perform Pre-assessments and Post-assessments.
- When a medication error occurs, the student will stop giving medications immediately. The clinical coordinator will counsel, immediately, if possible, with the student regarding what was done, the six (6) rights of medication administration, and

how to avoid medication errors in the future. Documentation of the error will be placed in the student's file along with the incident report from the clinical/field internship site.

- When a medication error occurs the following actions toward the student will take place:
 - First medication error – Documented Clinical Occurrence and Counseling
 - Second medication error – Probation from the Paramedic Program
 - Third medication error – Dismissal from the Paramedic Program
- Failure to correctly follow medication administration guidelines and the policies stated above will result in documented student counseling.
- The student who does not comply with medication administration policies will be subject to dismissal from the program.

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE
EMS PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Clinical and Field Experience Policies*
DATE REVISED: August 2017 NUMBER: 13

North Arkansas College – Paramedic Program
Policy: Clinical Rotation Experience Policy and Procedure
Program Director: Hyland McDonald
Medical Director: Bryan Shearer
Purpose

To provide clear guidelines for the assignment, participation, documentation, and evaluation of clinical rotations in the Paramedic Program, ensuring all students meet the required competencies in accordance with national and state standards.

Scope

This policy applies to all students enrolled in the Paramedic Program at North Arkansas College who are participating in assigned clinical rotations at affiliated healthcare facilities and prehospital agencies.

Policy Statement

Clinical rotations are an essential component of experiential learning for paramedic students. All students are required to complete rotations as assigned, meet performance objectives, maintain professional conduct, and accurately document their clinical experiences. Assignments will be structured to provide exposure to diverse patient populations, age groups, and clinical conditions.

Procedure: Assignment & Completion of Clinical Rotations

1. Assignment of Clinical Rotations

1.1. The Clinical Coordinator will schedule student clinical rotations based on:

- Program requirements**
- Availability of preceptors and facilities**
- Student progress in the didactic portion of the program**

1.2. Assignments will be distributed to students in advance via the program’s scheduling system or designated communication method.

1.3. Students may not alter their clinical schedule without prior written approval from the Clinical Coordinator.

2. Pre-Participation Requirements

2.1. Students must meet the following prerequisites before beginning rotations:

- Current CPR and ACLS certification
- Completed immunization and health clearance
- Signed confidentiality and HIPAA agreement
- Current background check and drug screening clearance

2.2. Failure to meet these requirements will result in removal from the schedule until compliance is achieved.

3. Student Responsibilities During Rotations

3.1. Arrive on time, in approved uniform, with all required identification and equipment.

3.2. Maintain professional conduct and communication at all times.

3.3. Follow all site-specific policies, safety protocols, and preceptor directions.

3.4. Actively engage in patient care opportunities under supervision.

3.5. Record all patient contacts, skills performed, and observations in the clinical tracking system within 24 hours of the rotation.

3.6. Seek feedback from preceptors to improve performance.

4. Documentation and Evaluation

4.1. Students must complete:

- Daily activity logs in the tracking system
- Preceptor evaluations for each shift
- Patient care reports for significant encounters

4.2. Failure to submit required documentation within designated timeframes may result in an Incomplete grade for the rotation.

4.3. The Clinical Coordinator will review documentation regularly and provide feedback.

5. Attendance and Makeup Policy

5.1. Attendance is mandatory for all assigned rotations.

5.2. Absences must be reported as soon as possible to both the Clinical Coordinator and the assigned site.

5.3. Make-up rotations will be scheduled at the discretion of the Clinical Coordinator and may not be guaranteed.

5.4. Repeated absences or tardiness may result in disciplinary action, up to and including dismissal from the program.

6. Safety and Incident Reporting

6.1. Any injury, exposure, or safety incident during clinical rotations must be reported immediately to the site preceptor and the Clinical Coordinator.

6.2. Students must complete an Incident Report within 24 hours.

7. Confidentiality

7.1. All patient information is protected under HIPAA.

7.2. Breach of confidentiality will result in immediate disciplinary action and possible removal from the program.

8. Completion Requirements

8.1. Students must complete the minimum number of hours, skills, and patient contacts as specified by program standards.

8.2. All documentation must be submitted and approved by the Clinical Coordinator prior to course completion.

Approved by:

Hyland McDonald, Program Director

Bryan Shearer, Medical Director

Position Overview: Professionalism is considered an integral part of the North Arkansas College EMS Program curriculum. The attributes that have been outlined in the Department of Transportation (DOT) curriculum are incorporated in the learning/teaching environment and are expected from the student. These attributes include integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communications, time management, teamwork and diplomacy, respect, patient advocacy, and careful delivery of services.

Essential Functions

- Attendance
 - Attendance Records are maintained in the Program Director's Office
 - Clinical and Field Internship rotations are scheduled through the Program Director's Office. All rotations must be completed at pre-approved affiliate sites.
 - Hours required for EMSP training are a part of the DOT curriculum and comply with the licensure requirements for the state of Arkansas.

North Arkansas College EMS students may not work at any clinical/field site for a shift longer than 16 hours in a 24-hour period.

- **EMT students** will complete a minimum of 24 hours of time with an ambulance crew. During that 24 hour, students are expected to participate in at least eight (8) transporting runs. If a student does not participate in the minimum number of transporting calls, the student will be scheduled for additional hours with the ambulance affiliate of the Program Director's choosing.
- **EMT students** will complete a minimum of 24 hours of time within the Emergency Department (ED) environment of a hospital. Because this is a minimum requirement and the EMT faculty believe the ED experience is valuable for the student, the following grading scale has been implemented to encourage students to gain additional experience:
 - To achieve a C, the student must work a minimum of 24 clinical hours.
 - To achieve a B, the student must work a minimum of 30 clinical hours.
 - To achieve an A, the student must work a minimum of 36 clinical hours.
 - Students wishing to schedule more than 36 hours in the ED will be allowed to do so only after all other students (both EMT and Paramedic) have completed their hourly goals for the semester.
- **Paramedic students** will complete a minimum of 375 hours of time with an ambulance crew over the course of their program. During that time, the paramedic student is expected to progress from the role of student observer to EMS team member, to EMS team leader. Paramedic students will also have minimum numbers of procedures to

complete during this time frame. Those procedures and the minimum numbers required are addressed below.

- **Paramedic students** will complete a minimum of 300 hours of time in the clinical environment over the course of their program. To assist the paramedic student in reaching the minimum procedure requirements of the program, these 300 hours are completed in different departments of an affiliated hospital. The departmental breakdown of hours is:

Emergency Department	264 hours
Level One Trauma Center	24 hours
OR Department	12 hours

Clinical and Field Procedure Guidelines

- Students must have a current TB skin test that will not expire during their enrollment in the program. Documentation of a clear TB skin test must be presented to the Program Director prior to a student's advancement into clinical and field environments.
- Have a clean 10 panel drug test presented to the instructor or program director before start of clinical rotations.
- Prior to attending clinical and field internship rotations, students must pass a criminal background check administered through the Arkansas Department of Health (ADH). Cost and process for obtaining this criminal background check will be outlined at the beginning of the program. The conducting of this criminal background check is following Arkansas state law. If there is a problem with the criminal background check, the student will be dismissed from the program due to their inability to meet course objectives.
- Prior to attending clinical and field internship rotations, students will be American Heart Association CPR certified.
- All students will comply with the Hepatitis B policy.
- Centers for Disease Control infection prevention precautions will be always followed during patient care.
- Address instructors and personnel with their proper title: Mr., Mrs., Ms., Miss., and/or Dr. Unless directed by instructor or personnel.
- In the clinical setting, time allotted for lunch is thirty minutes only. One morning break and one evening break of 15 minutes each will be permitted. Lunch may be taken at the clinical facility. Students may bring their lunch to eat in the cafeteria or purchase food from the cafeteria menu. Due to patient care needs, there may be times when the student will not receive meal or rest breaks.
- Students should never leave a patient who is elderly, confused, disoriented, or has had narcotic medication without bedrails in the up position.
- Cell phones and other smart devices are allowed in the clinical setting but should be used in professional manner. Students should inform friends and relatives not to contact the student while they are in the clinical facility. If the student does not comply with this procedure, the student will be asked to leave the facility for the remainder of their shift. The student will receive unsatisfactory marks for the rotation and will be required to make-up any time missed as a result of this disciplinary action.

- Personal visitors are not allowed in the clinical facility or at the ambulance stations. Students should inform friends and relatives not to visit the student while they are assigned to clinical and field rotations.
- Students are not permitted to obtain signatures on consent forms or to sign consent forms as witnesses.
- Students will not perform vaginal exams.
- While in the clinical and/or field environment, the student is expected to seek the assistance of their preceptors for any procedure that they have not been authorized to perform or any procedure that they feel insecure about performing. All invasive procedures require the presence of an instructor or their designee. Do not work outside your scope of practice!
- Students are not to wear any identifiable part of their school uniform outside of assigned clinical or field environments.
- Facility policies and procedures as outlined in the facility Policy and Procedure manuals are to be followed. If any question arises regarding how to do a procedure, these are the manuals to which you direct your actions.
- Clinical Facilities and Ambulance Services may request the EMS Program to withdraw any student whose performance or attitude is unsatisfactory or whose personal disregard for facility regulations interfere with performance.
- Students are **not** eligible for wages for clinical or field experiences as it is part of the educational process.

Conduct

- The EMS student will always maintain a professional attitude as well as a professional standard of patient care during the clinical and field internship rotations.
- Attitude should have the traits of: enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, and accepting of responsibility and criticism.
- Loud and obscene language will not be tolerated and is grounds for immediate dismissal. If the student is not immediately dismissed, a counseling document will be completed and become a part of the student's permanent file.
- Personal mannerisms and habits suitable for EMS Professionals are to be always exhibited the student is either in class or wearing the North Arkansas College EMS student uniform.

Grading Standards

- The student will be evaluated in the clinical/field experience by professional health care workers. Evaluations by these preceptors will count for 20% of the Clinical and Field Internship grade. Areas of evaluation are listed on the FILDAP Evaluation Worksheet. These areas of evaluation comply with the DOT curriculum and may fall within the scope of the student's.
 - Affective Behavior
 - Cognitive Ability
 - Psychomotor Skills
- Personal Appearance and Attitude

- Students are to be neat, clean, and well-groomed both in class and when attending clinical and field internship rotations. Personal hygiene is to be always maintained.
- No perfumes, colognes, perfumed soaps/lotions or hair products may be worn either in the in the classroom or on shift at clinical or field internship rotations.
- Students are to be scent free. This includes the odor of tobacco products. Some odors are objectionable to patients. Being exposed to these odors makes patient care more difficult and may exacerbate the patient's condition.
- Uniforms for students as requested by clinical facilities, ambulance services, and the program Advisory Committee will include:
 - Program specific shirt.
 - Black EMS pants (ironed)
 - Black belt, socks, boot/shoes (no cowboy boots or tennis shoes)

North Arkansas College Student ID □ The uniform should fit appropriately.

- The student shall not wear jewelry except a proper watch and/or engagement/wedding rings.
- Hair should be neat, clean, and pulled back. Hair should not fall past the eyes or face, nor should the student's hair fall onto the patient when bending forward or performing patient care.
 - Ponytails should not swing free (they must be pulled up). No hair bows, ribbons, or large combs will be allowed.
 - Headbands must be the color of the student's hair.
- Male students will shave every day or have a neat, well-trimmed beard or mustache. Length of facial hair must comply with the clinical ambulance company dress code standards.
- Fingernails must be short, lean, and without polish or any color (including clear). Artificial nails are not permitted in the clinical or field rotation environments.
- Tattoos may not be visible during clinical and field internship rotations. If the student has tattoos that extend past the sleeve of the uniform shirt, the student must wear a tattoo cover sleeve to keep these tattoos hidden. Other body tattoos that may be seen must be covered with an under shirt. Tattoos on the hands should be covered with gloves when the student is engaged in patient care.
- If the student does not comply with these uniform and personal hygiene standards, the student may be asked to leave the clinical or field internship environment to correct identified deficiencies. If asked to leave the assigned station, the student will be counted absent for all time missed.
- Clinical Facilities and Ambulance Services may require compliance with institutional uniform policies. If the student does not meet institutional policies, the institution may request that the student be sent home. If asked to leave the assigned station, the student will be counted absent for all time missed.

Required Procedures for Paramedic Students

- To meet program requirements, the paramedic student must successfully complete the minimum number of invasive procedures as defined by the Paramedic Program Advisory Committee.
- To meet program requirements, the paramedic student must successfully contact the minimum number of patient populations as defined by the Paramedic Program Advisory Committee.
- At no time will the student be allowed to attempt any invasive procedures prior to approval of the instructor. The student will be tested on all practical procedures prior to performing any in the clinical setting. Students may expect that practical exams may include attempting the procedure on fellow students where applicable.
- Minimum Requirements are addressed in the following chart:

North Arkansas College Paramedic Student Contact Requirements				
Procedure		Clinical Setting	Field Setting	Total
Ages	New Born goal	2	0	2
	Infant goal	3	0	3
	Toddler goal	2	0	2
	Preschooler goal	2	0	2
	School Age goal	3	0	3
	Adolescent goal	3	0	3
	Pediatric goal	30	5	35
	Adult goal	50	0	2
	Geriatric goal	30	0	2
	Complaints	Pediatric Respiratory goal	5	0
Chest Pain goal		30	0	30
Weakness goal		5	0	5
Change in responsiveness goal		10	0	10
AMS goal		20	0	20
Dizziness goal		5	0	5
Breathing problem goal		20	0	20
Abdominal Pain goal		20	0	20
Headache, Blurred Vision goal		5	0	5
Impressions		Psychiatric goal	10	0
	Neuro goal	5	0	5
	Trauma goal	20	0	20
	Cardiac Arrest goal	5	0	5
	CVA goal	5	0	5
	Medical goal	40	0	40
	Abdominal goal	5	0	5
	Respiratory goal	5	0	5
	Cardiac goal	10	0	10
	Obstetrics goal	10	0	10
Skills	Medications goal	15	0	15
	IVs goal	25	0	25
	Live Intubation goal	2	0	2
	Ventilations goal	20	0	20
	Endotracheal Intubation goal		0	5
Team Leads	ALS goal	0	30	30
	Pediatrics goal	0	5	5
	Team Lead Total goal	0	50	50
	Unconscious goal	0	5	5

Dismissals/Transfers/Withdrawals

- Clinical and Field Internship policies for dismissals, transfers, and withdrawals are the same as the policies for the classroom. Please see the appropriate section of this handbook to guide you in these areas of concern.

Please see page 67 of the student handbook of the North Arkansas College link is below:

<https://www.northark.edu/images/uploads/20250729/final-2025-26-student-handbook-33265.pdf>

Clinical and Field Internship Evaluation Sheets

- Students will be evaluated by both the clinical and field personnel they are working with and by their program instructor(s). Evaluations will be used as a tool to note weaknesses and strengths of the individual student.
- It will be the **responsibility of the student** to ensure the completion of all clinical and field documentation and to return these documents to their instructor(s) in the prescribed manner.
- The clinical and field internship experiences will be documented in EMCE on the Shift Evaluation Section. Upon completion of a shift, the preceptor will discuss the student's progress with the student. Then the preceptor will sign the Shift Evaluation form.
- Shift Evaluation Sheets are to be completed on EMCE and the Clinical Coordinator and Program Director will review. The Clinical Coordinator will assign a grade for each shift. □ The preceptor evaluation will count as 20% of the student's grade in the Clinical and Field Internship courses.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Withdrawals and Readmissions</i> DATE REVISED: July 2016 NUMBER: 14</p>

Position Overview: Students withdrawing from training **must report to the instructor or Program Director AND Student Services** so that proper steps can be taken for the interruption of training.

Please see page 67 of the student handbook of the North Arkansas College link is below:

Essential Functions

- A student officially withdrawing from training due to hardship of illness may be considered for readmission at the appropriate time in the curriculum with the appropriate approval.
- A student may be readmitted into the program in some instances. The Program and Medical Director will decide on a case-by-case basis.
- A student may apply for readmission into the EMS Program a **maximum of three (3) times**.
- Students not officially withdrawing will receive a grade of “F” on their official transcript. This may prevent readmission into the EMS Program.
- Students withdrawing from a course that does not meet for the entire semester must withdraw on the classroom day before the final exam if the date is within college policies.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Tobacco Use Policy*
DATE REVISED: July 2015 NUMBER: 15

Position Overview: The use of any tobacco, e-cigarette, or Vape product is **not** permitted on college property. Use of these products in your vehicle when your vehicle is on college property is **not** permitted.

Essential Functions

1. Smoking and the use of all tobacco products is strictly prohibited anywhere on college property, including inside vehicles parked on college property.
2. Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, electronic cigarette, or other lighted smoking device; or, the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, vapes, or any other form of loose-leaf smokeless tobacco.
3. Smoking and the use of tobacco products, including electronic cigarettes, is prohibited in college vehicles.
4. Standard disciplinary procedures shall be followed for students, staff, and faculty as published in the handbooks.

Clinical and Field Internship Functions

Arkansas Act 134, October 1, 2005, is a law that prohibits the smoking of tobacco in hospitals and on their grounds.

- Keep in mind that as a student you are not allowed to leave the clinical facilities during clinical time. There will be No Smoking during clinical rotations. This includes lunch and other breaks.
- Students are not allowed to leave the facility for lunch. Many clients find that the smell of cigarette smoke makes them nauseated due to their impaired health. As a student, you are there to help them in the process of healing and recovery.
- Students must comply with the smoking policy in place at individual ambulance service affiliates. Failure to comply with that affiliate's policy will lead to disciplinary action.
- If a student is caught smoking at any Clinical Rotation, or have been smoking and smell of cigarette smoke at the facility, or are out of compliance with an ambulance service's smoking policy, the student will:
 - Receive a counseling notice.
 - Be sent home and counted absent for the day.
 - If the clinical or field affiliate requests the student be removed from their facility in violation of the facility "No Smoking Policy," the student will be unable to meet course/program objectives and will be dismissed from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: *Substance Abuse Policy*

DATE REVISED: July 2016 NUMBER: 16

Position Overview: The EMS Program believes in the overall school policy. This policy is to maintain a drug and alcohol-free environment. The EMS faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the EMS professions. The school is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who meet its faculty, staff, and students during scheduled learning experiences.

Essential Functions

- The EMS Program strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.
- Within the profession of EMS there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in

educational activities, whether on campus or in clinical or field internship settings, EMS students are expected to be free from abusive influence or chemical substances/drugs.

- Students will sign a form agreeing to abide by the policy for the length of the program.
- In the EMS program, we teach professional behaviors and expect students to live up to the high standards of our chosen profession.
- Any EMS student who is aware that another EMS student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to an EMS faculty member.
- If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation for the legitimate use, the student will be immediately terminated from the EMS program and will receive and “F” in each course in which they are enrolled. That terminated student will NOT be allowed to return to the program to follow the Policy of NARMC.
- All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.
- As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.

- Drug screens must be performed 30 days prior to the starting semester. This will be a 10-panel drug screening which must be paid by the student. The paper results must be submitted to the Clinical Coordinator or Program Director before the end of the first week of class.
- Additional testing may occur if there is an accident or incident where the sobriety of the student is in question.

Testing for cause could be conducted using the following policy/procedure:

- If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and all clinical agency policies, if appropriate.
- The student will be suspended from all clinical and field internship activities until the case has been reviewed by the appropriate personnel or committees, as designated by the EMS Program.
- If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to clinical and field internship rotations without penalty.
- If the laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision will be: referral for medical evaluation and immediate suspension from the EMS Program.
- Confidentiality will be maintained.

The EMS Program to assure clinical experiences follows the NARMC Education one strike policy. Any student who tests positive without legitimate medical reason will not be

able to return to the program. On the following page is the Substance Abuse Policy Release Form:

SUBSTANCE ABUSE POLICY RELEASE FORM

I, _____, have read the Substance Abuse Policy of the NORTH ARKANSAS COLLEGE EMS Program and agree, as a student in the EMS Program, to comply with all aspects of the policy as it is written.

I agree that the laboratory designated by the EMS Program, a drug testing facility, is authorized by me to provide the results of the test to the EMS Program Director. I agree to indemnify and hold the lab harmless from and against all liabilities of judgements arising out of any claim related to (1) compliance or the college with federal and state law, and (2) the college's interpretation, use, and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program.

I will remain drug free for the length of the program.

I will submit a written statement from the physician if prescribed a mind-altering medication.

I understand that I will not be allowed to continue the clinical or field internship rotations if any prescribed medications interfere with my ability to ensure my safety and the safety of my patients.

I agree to random drug testing.

I authorize the release of my drug testing results to the NORTH ARKANSAS COLLEGE EMS Program Director.

I also agree to abide by the provisions for determining dismissal from the program and to follow the conditions for readmission as outlined.

I hereby North Arkansas College, its Board of Trustees, officers, employees, and agents from legal responsibility or liability arising from such a test, including, but not limited to, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

Signature

Date

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Probation or Dismissal from the EMT/Paramedic Program* DATE REVISED: August 2023
NUMBER: 17

Position Overview: Professional conduct is to be always maintained. Students not adhering to professional standards as outlined by the DOT may be removed from the NORTH ARKANSAS COLLEGE EMS Program.

Essential Functions

The following are grounds for **DISMISSAL** from the EMS Program:

- Attendance as previously stated.
- Grades as previously stated.
- Failure to Pass Unit Exam with a minimum of 75%. The student will have two attempts at the exam.
- Failure to adhere to good clinical standards in providing health care.
- Unprofessional conduct.
- Cheating on an exam. o Falsification of records. o Patient endangerment.
- Falsifying Clinical documentation. I.E. (PT information or Clinical Signatures)
- Procedures performed outside the Scope of Practice for an EMS Provider.
- Request by a clinical facility or field service to remove the student from their facility resulting in the inability of the student to meet course objectives.
- Violation of the policies as stated in the school Conduct and Disciplinary Standards.
- Violation of policies in the North Arkansas College Student Handbook or EMS Student Handbook.

The following are grounds for **PROBATION** from the EMS Program

- Acts such as stealing, gambling, or personal combat.
- Use or possession of any type of alcoholic beverage, hallucinogen, barbiturate, amphetamine and all legend drugs not issued under a doctor's prescription as outlined in the Substance Abuse Policy.
- Procedures performed outside the Scope of Practice for an EMS Provider.
- Procedures performed incorrectly.
- Patient endangerment.
- Violation of the policies as stated in the school Conduct and Disciplinary Standards.
- Violation of policies in the North Arkansas College Student Handbook or EMT/Paramedic Student Handbook.

A student who has been placed on probation for any offence is subject to dismissal for any other subsequent offence.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Student Grievance/Complaint</i> DATE REVISED: July 2016 NUMBER: 18

Position Overview

- If students have grievances concerning an instructor or method of instruction they should speak with the instructor or division chairman. Should a student be unable to resolve the grievance with the instructor or division chairperson, the student may then file a written grievance within five days with the Northark Vice-President of Learning. Further appeals include the Institutional Standards and Appeals Committee, the Northark President, and the Board of Trustees.

- If a student has a grievance of a non-academic nature, the student should fill out either the Student Safety Form or the Student Complaint Form, which may be obtained in the Student Services Office, Room 185. In the event a student files a complaint with the Vice-President of Learning, the following procedure will be followed:
 1. A signed copy of the complaint must be filed in the office of the Vice-President of Learning.
 2. The Vice-President of Learning will review the complaint and render a decision within five class days unless further investigation is needed.
 3. If a complaint is filed which requires further investigation, a decision will be made when the Vice-President of Learning determines all information related to the complaint has been attained. A disposition should be available in three weeks.
 4. The student must indicate any action taken to resolve the complaint. If the complaint involves an instructor, the student needs to follow the procedures for Academic Due Process and note on the form whether proper channels of resolution have been followed.
 5. If the student does not agree with the decision of the Vice-President of Learning, the student may appeal to the Institutional Standards and Appeals Committee (ISA) within 12 days.
 6. If the student does not agree with the decision of the ISA Committee, the student may appeal to the President and the Board of Trustees.
 7. If the disciplinary action must be taken against a student, the Vice-President of Learning will make this decision. If the student disagrees, he/she may appeal to the ISA Committee. Further appeals may be made to the President and the Board of Trustees.

- The Human Resources Office will maintain files on all complaints and will monitor their outcome once they have reached this level.

- In all cases, the time frame established for faculty grievances, which is outlined in the Faculty Handbook, will be followed.
- Recorded complaints will be limited to those made formally in writing, signed by the student and submitted to the Vice-President of Learning and Human Resources Office. The College currently has numerous grievance procedures in place. Referrals to these procedures will be noted by the Human Resources Office and will not be considered as a complaint for purposes of this policy.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMERGENCY MEDICAL SERVICES PHILOSOPHY
POLICY/PROCEDURE: *Overview of Program Philosophy*
DATE REVISED: July 2016 NUMBER: 19

It is the overall mission of the NORTH ARKANSAS COLLEGE EMS Program to educate, train, and challenge each student to reach his/her full potential on their path to becoming an Emergency Services (EMS) provider.

Our standards are ICARE. Student will best meet these standards through:

- Integrity
 - Compassion
 - Accountability
 - Respect
 - Empathy

Professionalism is considered an integral part of the North Arkansas College curriculum. The attributes that have been outlined in the DOT curriculum are incorporated in the learning/teaching environment and are expected from the student. These include integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communications, time management, teamwork and diplomacy, respect, patient advocacy, and careful delivery of services.

EMS Course Descriptions

EMS 1102 Emergency Medical Technology Practicum (2)

The EMT-Practicum course introduces basic skills necessary for EMT to function in the emergency room and pre-hospital environments. Co-requisite: EMS 1105.

EMS 1103 Preparatory (3)

This course introduces students to advanced pre-hospital. Topics include the wellbeing of the paramedic, medical ethics, professionalism, responsibilities, EMS systems, medical/legal considerations, therapeutic communications, life span development, stress management, pharmacology review, and airway management and ventilation.

Prerequisites: EMS 1105 and 1101.

EMS 1105 Emergency Medical Technology (5)

The EMT course is an introductory study of the existing medical emergency services and the basic principles, procedures, and techniques of emergency care. The course follows the national Standard Curriculum Guidelines as set forth by the Department of

Transportation. Upon successful completion of this course, the EMT candidate will meet the requirements to challenge the Arkansas EMT certification exam. Prerequisite: Must be CPR certified. Co-requisite: EMS 1102.

EMS 1303 Patient Assessment (3)

This course addresses the needs of the patient, the skills and knowledge necessary to meet them, and priorities for the accomplishment of each need. The history of patient assessment is covered along with special challenges the paramedic may face in the field. Physical exam techniques are discussed with attention to each anatomical region. Other topics include patient assessment in the field; scene appraisal, initial assessment, focused history and physical exam; detailed physical exam; and ongoing assessment. Clinical decision-making and documentation will complete this area of study.

EMS 1105 Emergency Medical Technology (5)

The EMT course is an introductory study of the existing medical emergency services and the basic principles, procedures, and techniques of emergency care. The course follows the national Standard Curriculum Guidelines as set forth by the Department of Transportation. Upon successful completion of this course, the EMT candidate will meet the requirements to challenge the Arkansas EMT certification exam. Prerequisite: Must be CPR certified. Co-requisite: EMS 1102.

EMS 1303 Patient Assessment (3)

This course addresses the needs of the patient, the skills and knowledge necessary to meet them, and priorities for the accomplishment of each need. The history of patient assessment is covered along with special challenges the paramedic may face in the field. Physical exam techniques are discussed with attention to each anatomical region. Other topics include patient assessment in the field; scene appraisal, initial assessment, focused history and physical exam; detailed physical exam; and ongoing assessment. Clinical decision-making and documentation will complete this area of study.

EMS 1314 Medical Emergencies I (4)

This course discusses the respiratory anatomy and physiology, normal respiratory function and mechanics of respiration, and introduction to the use of cardiac monitoring. It also emphasizes the respiratory system assessment, pathophysiology of respiratory distress, and evaluation and management of respiratory distress due to medical and trauma related problems. Care of patients with cardiac disorders includes etiology, pathophysiology, clinical features, cardiac disease processes, and ACLS. This course prepares the EMT-P to assess and manage those cardiac emergencies that result from coronary atherosclerosis, along with a number of conditions involving pathology of the peripheral circulation. Emphasis is placed on the interpretation of cardiac dysrhythmias taught earlier. Treatment of the patient's clinical signs and symptoms is stressed.

EMS 1325 Medical Emergencies II (5)

This course covers recognition, management, and pathophysiology of patients with medical emergencies. This course covers all medical emergencies excluding cardiac

and respiratory. 152 Topics are neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, toxicology and substance abuse, hematology, environmental emergencies, infectious disease, gynecological problems, obstetrical emergencies, and psychiatric emergencies. Problem solving, treatment, and recognition of each medical condition are emphasized.

EMS 1354 Trauma Management (4)

This course covers the management and treatment of traumatic injuries involving soft tissues, central nervous system, and musculoskeletal structures. It includes materials based upon, and is compatible with, the material contained in the Advanced Trauma Life Support of the American College of Surgeons and their pre-hospital protocol document, and the Pre-Hospital Trauma Life Support Program by the National Association of EMT's. Shock or lack of cellular oxygen, its significance, and its management are covered in depth. The class covers body fluids, osmosis, and pathophysiology of shock, evaluation, and resuscitation. The current pre-hospital treatment of shock and trauma-related injuries is covered.

EMS 1423 Special Considerations (3)

This course explores challenging EMS situations that provide the paramedic with the greatest difficulty in the field. These range from neonatology, pediatrics, geriatrics, emergencies, abuse and assault, the challenged patient, acute interventions for the chronic-care patient, and assessment-based management. Ambulance operations, medical incident command, rescue awareness and operations, hazardous materials, and incidents along with crime scene awareness are discussed. This course goes beyond the DOT curriculum, and a discussion of rural EMS concludes this course.

EMS 1521 Introduction to Clinical Areas (1)

This course consists of supervised rotations through selected clinical areas. It emphasizes developing and improving skills to reinforce classroom instruction. Clinical areas that need emphasizing include Emergency Department and OR/Recovery. Specific skills practiced during this time include I. V. therapy, intubations, and EKG recognition.

EMS 1542 Paramedic Clinical Practicum I (2)

This is a supervised rotation in clinical settings. It emphasizes the application of previous course work in the clinical environment. Clinical areas emphasized include the Emergency Department, OR/Recovery, Critical Care, Labor and Delivery, and others that provide the patient contacts needed to meet the ALS curricula. The student will be able to use skills learned in the previous semester. Specific skills to be practiced during this time include patient assessment, endotracheal intubations, medication administration, and EKG recognition.

EMS 1551 Paramedic Clinical Practicum II (1)

This course uses situational simulations to help students apply their knowledge and skills in a mock situation. This type of system helps students prepare for their field internship. The indication and administration of cardiac drug therapy along with defibrillation and

synchronized cardioversion is covered and practiced in this course. Prerequisite: EMS 1542 Paramedic Clinical Practicum I.

EMS 1561 Introduction to Field Internship (1)

This is a supervised rotation that introduces the EMS system and the service with which the student will be doing field internship. During this phase the student functions as a team member and be evaluated as such.

EMS 1564 Field Internship (4)

This is a supervised experience in pre-hospital care settings. It emphasizes the application of previous course work in the field environment. During this time the student applies the knowledge and skills learned during the year. This is a true field internship experience for the student, who must demonstrate the ability to serve as the team leader. The evaluation is based on the student's ability to act as the team leader of an ALS unit providing the appropriate care in the pre-hospital setting.

EMS 1631 Paramedic Skills Lab I (1)

This course consists of laboratory exercises that sharpen the skill level of paramedic students in patient assessment, venous access, airway management, and cardiac emergencies. This skill lab provides students the opportunity to practice those skills that will be expected when they enter the practicum.

EMS 1632 Paramedic Skills Lab II (2)

This course uses situational simulations to help students apply their knowledge and skills in a mock situation to help students prepare for their field internship. The indication and administration of cardiac drug therapy along with defibrillation and synchronized cardioversion is covered and practiced in this course.

EMS 1641 Paramedic Skills Lab III (1)

This course uses situation simulations to help students apply their knowledge and skills in a mock situation. This lab helps the students to prepare for their certification exam. Prerequisite: EMS 1632 Paramedic Skills Lab II.

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE
EMS PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Course Curriculum</i> DATE REVISED: July 2016 NUMBER: 2 0</p>

Position Overview: This program has a “building block” approach. Successful completion of each course with a “C” is required for advancement into the next course.

EMT Program

Course #	Course Title	Clock Hours	Credit Hours
EMS 1102	EMT Practicum*	48+	2
EMS 1105	Emergency Med Tech	128	5
Total for the EMT Program		176	7

*Entry into the Clinical course is contingent upon maintaining a B average in the EMS 1105 course.

A day of extrication instruction and practice will be a mandatory part of the Clinical course. This training is an Arkansas Department of Health (ADH) requirement.

Paramedic Program

Fall Semester

Course #	Course Title	Clock Hours	Credit Hours
EMS 1103	Preparatory	45	3
EMS1303	Patient Assessment	45	3
EMS 1314	Medical Emergencies I	60	4
EMS 1631	Paramedic Skill Lab I	75	1
EMS 1521	Internship I*Intro to Clinical Area*	75	1
Total for the Fall Semester		300	12

*Entry into the Intro to Clinical Area courses is contingent upon maintaining a B average on didactic areas.

Spring Semester

Credit	Course #	Course Title	Clock Hours	Hours
	EMS 1325	Medical Emergencies II	75	5
	EMS 1423	Special Considerations	45	3
	EMS 1542	Clinical Practicum I*	150	2
	EMS 1632	Paramedic Skill Lab II	150	2
	EMS 1561	Intro to Field Internship*	75	1
Total for the Spring Semester			495	13

*Entry into the Intro to Clinical Area courses is contingent upon maintaining a B average on didactic areas.

Summer Term

Credit	Course #	Course Title	Clock Hours	Hours
	EMS 1354	Trauma Management	60	4
	EMS 1641	Paramedic Skill Lab III	75	1
	EMS 1551	Clinical Practicum II*	75	1
	EMS 1564	Field Internship	300	4
Total for the Summer I Term			510	6
Total for the Paramedic Program			1305	42

Field Internship

This is the capstone event in the preparation of the paramedic student. The paramedic student must demonstrate the ability to assess and manage a variety of patients and document their care. This capstone will take place after the student has completed the majority of the clinical rotations. It will take place on an EMS Service and must be evaluated by a paramedic preceptor/evaluator. This terminal objective applies to:

- EMS 1521 – Introduction to Field Internship
- EMS 1564 – Field Internship I

Specific patient contacts must be completed successfully according to the pathologies identified below:

Pathologies:

- A. ALS:** The student must demonstrate the ability to perform a comprehensive assessment of 30 ALS patients which must include a sufficient number of critical cardiac patients to the satisfaction of the Medical Director, the Program Director, and preceptors.
- B. Pediatrics:** The student must demonstrate the ability to perform a comprehensive assessment of 5 pediatric patients to the satisfaction of the Medical Director, the Program Director, and preceptors.
- C. Unconscious:** The student must demonstrate the ability to perform a comprehensive assessment of 5 unconscious patients to the satisfaction of the Medical Director, the Program Director, and preceptors.
- D. Team Leads:** The student must demonstrate the ability to perform a comprehensive assessment of 50 Team leads patients to the satisfaction of the Medical Director, the Program Director, and preceptors.

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE
EMS PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Overview of Program Objectives*
DATE REVISED: July 2016 NUMBER: 21

The goal of the North Arkansas College EMS Program is to produce competent, entrylevel EMTs and Paramedics to serve in career. This program follows the current National EMS Education Standards and complies with the Arkansas Office of EMS and Trauma Systems. In accordance with the Department of Transportation (DOT) National curriculum, the North Arkansas College EMS Program’s goal will be accomplished through the following objectives involving the three domains of learning.

At the completion of the course, the student will:

- Demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her education as an entry-level EMT or Paramedic.
- Demonstrate the technical proficiency in all psychomotor skills necessary to fulfill the role as an entry-level EMT or Paramedic.
- Demonstrate the affective personal behaviors consistent with professional and employer expectations for the entry-level EMT or Paramedic.
- Given a pre-hospital emergency care scenario, be able to manage a team of rescuers, supervise and perform an assessment of the scene/patient, and apply currently acceptable patient care protocols.

- Contribute in a positive manner to the learning environment by becoming an active participant in the teaching and learning process and seek learning opportunities outside of the classroom.
- Demonstrate clinical competence prior to and while assigned to patient care responsibilities.
- Be familiar with the hospital environment, including policies, practices, equipment, and skills as they relate directly or indirectly to the EMT or Paramedic in the field.
- Be familiar with the pre-hospital environment, including policies, practices, equipment, and skills as they relate directly or indirectly to the EMT or Paramedic in the field.

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: EMT PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Terminal Objectives*
DATE REVISED: July 2016 NUMBER: 22 - EMT

Preparatory Terminal Objective:

Applies fundamental knowledge of the EMS system, safety/well-being of the EMT, and medical/legal and ethical issues to the provision of emergency care.

Anatomy and Physiology Terminal Objective:

Applies fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.

Medical Terminology Terminal Objective:

Uses foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.

Pathophysiology Terminal Objective:

Applies fundamental knowledge of the pathophysiology of respiration and perfusion to patient assessment and management.

Life Span Development Terminal Objective:

Applies fundamental knowledge of life span development to patient assessment and management.

Public Health Terminal Objective:

Uses simple knowledge of the principles of illness and injury prevention in emergency care.

Principles of Pharmacology Terminal Objective:

Applies fundamental knowledge of the medications that the EMT may assist/administer to a patient during an emergency.

Airway Management, Respiration, and Artificial Ventilation Terminal Objective: Applies knowledge (fundamental depth, foundational breadth) of anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

Patient Assessment Terminal Objective:

Applies scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, reassessment) to guide emergency management.

Medical Terminal Objective:

Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient.

Shock and Resuscitation Terminal Objective:

Applies a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation management.

Trauma Terminal Objective:

Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.

Special Patient Populations Terminal Objective:

Applies a fundamental knowledge of growth, development, aging and assessment findings to provide basic emergency care and transportation for a patient with special needs:

- Obstetrics
- Neonatal Care
- Pediatrics
- Pediatrics
- Patients with Special Challenges

EMS Operations Terminal Objective:

Knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety.

These terminal objectives apply to: EMS 1105 – Emergency Medical Technology.

Clinical Rotations EMT & Paramedic

The following goals must be successfully accomplished in the clinical environment on actual patients. Clinical experiences should occur after the student has demonstrated competence in skills and knowledge in the didactic and laboratory components of the course. Items in **BOLD** are essentials and must be completed. Items in *ITALICS* are the minimum standards to achieve the essential. Minimum standards are not the only way to achieve the essentials. They are based on survey data from the program director and expert opinion including input from preceptors, instructors, and the medical director.

This terminal objective applies to: EMS 1102 - Emergency Medical Technology Practicum
EMS 1521 – Introduction to Clinical Areas
EMS 1542 – Paramedic Clinical Practicum I
EMS 1551 – Paramedic Clinical Practicum II

Clinical Rotation Objectives

EMT Clinical Rotation

EMT Practicum is set up on your schedule. You will need to set aside 48 hours to complete this part of your training. You will observe in the Emergency Room in the Hospital for 24 hours and ride on the Ambulance for 24 hours. While on the Ambulance you will need to make 8 patient contacts. These must consist of ambulance runs that end in transport of the patient to a health care facility. Inter-hospital transports can also be applied to these contacts. Shifts must be prescheduled on FISDAP and be no less than 4 hours or more than 12 hours in length.

This objective is for EMS 1102 - Emergency Medical Technology Practicum

Paramedic Clinical Practicum AGES:

The student must demonstrate the ability to perform a competent and comprehensive assessment on pediatric, adult, and geriatric patients to the satisfaction of the Medical Director, Program Director, and preceptors.

RESUSCITATIVE PHARMACOLOGY:

The student must demonstrate competency to safely administer medications to the satisfaction of the Medical Director, the Program Director, and preceptors. The student must demonstrate the ability to manage the pharmacology of resuscitation and understand the risks of emergency medications, including those appropriate for cardiac arrest to the satisfaction of the Medical Director, Program Director, and preceptors.

PSYCHOMOTOR SKILLS:

- A. The student must demonstrate competency to perform endotracheal intubation to the satisfaction of the Medical Director, the Program Director, and preceptors.**

The student should safely and, while performing all steps of the procedure, successfully intubate at least 5 live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors.

- B. The student must demonstrate competency to safely gain venous access to the satisfaction of the Medical Director, the Program Director, and preceptors.**
The student should safely and, while performing all steps of each procedure, successfully access the venous circulation at least 25 times on live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors. (Cannulation for the sole purpose of blood draws is excluded.)
- C. The student must demonstrate the ability to effectively ventilate a patient to the satisfaction of the Medical Director, the Program Director, and preceptors.**
The student should safely and, while performing all steps of the procedure, successfully ventilate at least 50 live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors.
- D. The student must demonstrate the ability to perform a comprehensive assessment of obstetric patients to the satisfaction of the Medical Director, the Program Director, and preceptors.**
- E. The student must demonstrate the ability to perform a comprehensive assessment of psychiatric patients to the satisfaction of the Medical Director, the Program Director, and preceptors.**

STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH ARKANSAS COLLEGE EMS PROGRAM

SUBJECT AREA: PARAMEDIC PROGRAM OBJECTIVES POLICY/PROCEDURE: <i>Terminal Objectives</i> DATE REVISED: July 2016 NUMBER: 23 - Paramedic

The “Unit Terminal Objectives” listed here are provided in accordance with the National Emergency Medical Services Education Standards document delivered to the National Highway Traffic Safety Administration (NHTSA) in 2009 and subsequently adopted by the Arkansas Department of Health Office of EMS and Trauma Systems. The Unit Terminal Objectives identifies the performance standard educators will use to prepare competent paramedic students.

Preparatory

Preparatory Unit Terminal Objective:

Integrates comprehensive knowledge of EMS systems, safety/well-being of the paramedic, and medical/legal and ethical issues, which is intended to improve the health of EMS personnel, patients, and the community.

This terminal objective applies to: EMS 1103 – Preparatory

Public Health

Public Health Terminal Objective:

Applies fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention. This terminal objective applies to: EMS 1103 – Preparatory

Anatomy and Physiology

Anatomy and Physiology Terminal Objective:

Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.

This terminal objective applies to: BIOL 1434 – Fundamentals of A & P

Medical Terminology

Medical Terminology Unit Terminal Objective:

Integrates comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals. This terminal objective applies to: ALDH 1042 – Medical Terminal

Life Span Development

Life Span Development Terminal Objective:

Integrates comprehensive knowledge of life span development.

This terminal objective applies to: EMS 1103 – Preparatory

Principles of Pharmacology

Principles of Pharmacology Terminal Objective:

Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient. This terminal objective applies to: ALDH2003 Pharmacology EMS 1103 – Preparatory

Emergency Medications & Administration

Emergency Medications & Administration Terminal Objective:

Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.

This terminal objective applies to:

- EMS 1103 – Preparatory
- EMS 1314 – Medical Emergencies I
- EMS 1325 – Medical Emergencies II

Patient Assessment

Patient Assessment Terminal Objective:

Integrates scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.

This terminal objective applies to: EMS 1303 – Patient Assessment

Airway Management, Respiration, and Artificial Ventilation Airway

Management Terminal Objective:

Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages. This terminal objective applies to: EMS 1314 – Medical Emergencies I

Medicine

Medicine Terminal Objective:

Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

This terminal objective applies to: EMS 1314 – Medical Emergencies I
EMS 1325 – Medical Emergencies II

Shock and Resuscitation

Shock and Resuscitation Terminal Objective:

Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states. Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This terminal objective applies to: EMS 1314 – Medical Emergencies I

Trauma

Trauma Terminal Objective:

Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

This terminal objective applies to: EMS 1354 – Trauma Management

Special Patient Population

Special Patient Population Terminal Objective:

Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.

This terminal objective applies to: EMS 1325 – Medical Emergencies II

EMS Operations

EMS Operations Terminal Objective:

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

This terminal objective applies to: EMS 1325 – Medical Emergencies II

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: *Risk Management Policy – OSHA/Blood borne Pathogens/Standard Precautions*

DATE REVISED: July 2016 NUMBER: 24

Position Overview: The EMS Program faculty want students to be safe when engaged in patient care during clinical and field internship rotations.

Therefore, the Centers for Disease Control (CDC) infection control guidelines will be followed.

Essential Functions

- Students will follow information for Blood borne Pathogen guidelines. These guidelines are based on the OSHA standard for Universal Precautions.
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the CDC regard to standard precautions.
 - Wash hands before and after each patient contact.
 - Wear gloves any time there is the likelihood of contact with body fluids.
 - Wear gloves and gown if clothing is likely to be contaminated or soiled.
 - Wear gloves, gown, and mask if body fluids are likely to be sprayed.
 - Dispose of soiled linen and bandages as dictated by individual facility policies.
- All body fluids shall be considered potentially infectious materials and standard precautions shall be used.
- Contaminated needles/sharps:
 - Will not be recapped.
 - Will not be bent, sheared, or broken.
 - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique. As soon as possible after use, a contaminated sharp will be placed in an appropriate sharps container.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Students will follow the clinical and field internship agency's infection control policies and procedures.
- In the event of an exposure to blood or body fluids:
 - The student will wash the affected area with soap and running water and flush mucous membranes with water immediately.
 - The student will be handled according to that facility's employee protocol for such an event.
 - **The student will be responsible for any charges incurred.**
- Students are encouraged to obtain their own health insurance. Injuries that occur in the skills laboratory or in a clinical or field environment are not covered and/or paid by the agency of the college.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
NORTH ARKANSAS COLLEGE
EMS PROGRAM**

NORTH ARKANSAS COLLEGE and its campuses do not maintain health clinics. The College assumes no liability either expressed or implied for student health services.

SUBJECT AREA: EMS PROGRAM OBJECTIVES
POLICY/PROCEDURE: *Course Content Disclaimer*
DATE REVISED: July 2016 NUMBER: 25

Course Content Disclaimer:

In this course, students may be required to read text or view materials that they may consider offensive. The ideas expressed in any given text do not necessarily reflect the views of the instructor, the department, or North Arkansas College. Course content is selected for historical and/or cultural relevance, or, as an example of practice, style, and/or technique. Discussion based on selected materials may raise topics that some consider controversial or offensive. These exchanges, within the context of relevant course material, are a necessary part of the intellectual inquiry appropriate at the college level. The student's continued enrollment in this course is considered an acknowledgement of this issue and indicates a commitment to engaging the course material and class discussion.

Student Acknowledgement of Course Content Disclaimer:

I, the student, acknowledge receipt of the Course Content Disclaimer. I have read through its terms and understand that there may be materials and discussion within the context of this course that touch on controversial subject matter. If I have questions or concerns about such content, I understand that I should contact my instructor immediately.

Course

Student Name (printed)

Student Signature

Date

**STUDENT HANDBOOK POLICIES AND PROCEDURES NORTH
ARKANSAS COLLEGE EMS PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES
**POLICY/PROCEDURE: *National Registry Testing and State
Licensure***
DATE REVISED: July 2019 NUMBER: 26

**STUDENT HANDBOOK POLICIES AND PROCEDURES
NORTH ARKANSAS COLLEGE
EMS PROGRAM**

National Registry Testing and State Licensure

Successful completion of the EMT or Paramedic Course is not a guarantee for National Registry testing. The student must display the ability to function as an integral member of an ambulance crew. National Registry testing is recommended by the Medical Director, Program Director and Instructor **only** after the student has demonstrated the abilities necessary to provide entry level work in the prehospital environment. This includes a Passing the end of course Final Exam with a minimum score of 75% and a final course score minimum of 70%.

Students will Have 2 Chances to maintain the Minimum score of 75% on the Final End of course exam. Failure to meet this standard will result in repeating the class.

Testing dates will be set up by the graduates through Person-VUE a testing agency of NREMT. The psychomotor skills exam for Paramedic Graduates may be require to travel and additional exam fees. The procedure for setting up test dates for the didactic National Registry of Emergency Medical Technicians (NREMT) exam will be announced at the end of the course. The cost of the first NREMT computer exam will be paid out of Allied Health fees, subsequent testing will be the responsibility of the individual student.

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: *Witnessed Receipt of EMT/Paramedic Student Handbook of Program Policies and Procedures*

DATE REVISED: January 9, 2019

NUMBER: 27

I have received a copy of the NORTH ARKANSAS COLLEGE EMS Program Student Handbook of Policies and Procedures.

I understand that I am to be aware and abide by each of the policies and program requirements contained in this book as well as other policies that may govern my program status.

I understand that failure to comply with these policies can result in probation or dismissal from the EMS Program.

I have had the opportunity to ask questions which were answered to my satisfaction.

I understand that I must maintain at least a 70% Average in Class.

I understand that I must make a minimum score of 75% on the Final Exam in order to be recommended for the National registry exam.

Student Name (printed)

Student Signature

Date