

# Lurleen B. Wallace

Community College

EMS Program



## Student Handbook

Revised 12-21-2020

## INTRODUCTION

Welcome to LBW Community College's EMS Program! You have joined a select group of students who have prepared for an exciting career in Emergency Medical Services. Hundreds of men and women have earned a certificate at the EMT or Advanced EMT level while others have earned an Associate in Applied Science in EMS at the paramedic level. LBW Community College has an excellent reputation for producing good entry-level EMTs and paramedics. Employers seek our graduates primarily due to the performance and attitudes following graduation. The graduates who preceded you have significantly shaped this EMS program by offering valuable insight from a student's perspective. LBW Community College *strongly* encourages EMS students to enroll in the general education courses along with EMS courses so that the Associate in Applied Science degree will be earned.

LBW Community College values every student who attends the College and respects every student's rights and privileges. This *EMS Student Handbook* has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as an EMS student. Unless otherwise designated in an EMS course syllabus, these policies apply to each EMS course in which you enroll. If, for any reason, progression through the program is interrupted during a sequence, policies in the *EMS Student Handbook* and *College Catalog* at the time of readmission will apply. After you have read this handbook, please sign the agreement and return the form to the EMS program director. These signed agreements will be placed in your permanent file. Each person at the College is committed to your success as a student, a professional, and most importantly, as an individual. If you need additional assistance, please feel free to contact any faculty member or me. Again, welcome to LBW Community College.

Respectfully,  
Wayne Godwin, BS, RN, CEN, NRP  
EMS Program Director

## PHILOSOPHY

Emergency medical services (EMS) education is directed towards men and women who have the capability and interest to become emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs), and paramedics. EMS educational programs should provide the student with knowledge of the acute, critical differences in physiology, pathophysiology, and clinical symptoms as they pertain to the prehospital emergency medical care of the neonate, infant, child, adolescent, adult, and geriatric patient.

The Emergency Medical Services - Paramedic Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Commission on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

### **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

25400 US HWY 19 N., Suite 158

Clearwater, FL 33763

727-210-2350

[www.caahep.org](http://www.caahep.org)

The objective of EMS education is to develop the student's cognitive, affective, and psychomotor abilities and to assist him/her in acquiring the critical judgment essential for rapid and practical clinical decision making, as well as skill-oriented delivery of sophisticated rescue techniques and medical procedures. EMS prehospital practice renders a significant service to health care delivery systems in our society. We believe that emergency medical technicians and paramedics are savers of lives that might otherwise be lost.

**EMS Program Mission:** The mission of the Emergency Medical Services Program at LBW Community College is to prepare competent entry-level Emergency Medical Technician – Paramedics in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

With fundamental principles affirming the value of education, the freedom of teaching and learning, and the worth, dignity and personal development of each individual, the College provides an environment that emphasizes student success and achievement.

## **ADMISSION REQUIREMENTS**

Applicants must apply and be accepted to the College prior to applying to the EMS program. Once accepted into the College, applicants must complete the Allied Health Application and be accepted into the EMS program before they are eligible for EMS courses. In addition, entrance into the program depends on the applicant's ability to perform the essential functions identified by the Alabama Department of Public Health, Office of EMS and Trauma as documented by the physical exam.

Level specific requirements:

### **Emergency Medical Technician (EMT)**

- Unconditional admission to the College
- Age of 18 years within 90 days of completion of the program
- Compass Placement Test is required or ACT scores of 20 or higher in Mathematics, English, and Reading
- Minimum of a 2.0 grade point average (GPA) at LBWCC
- Submission of approved health forms (physical exam and vaccinations)
- Must complete background check and drug screen

### **Advanced EMT (AEMT)**

- Unconditional admission to the College
- Age of 18 years within 90 days of completion of the program
- Compass Placement Test is required or ACT scores of 20 or higher in Mathematics, English, and Reading
- Minimum of a 2.0 grade point average (GPA) at LBWCC
- Submission of approved health forms (physical exam and vaccinations)
- Must complete background check and drug screen
- Must have a current Alabama EMT license prior to midterm in order to participate in clinical experiences. Students who do not have an Alabama EMT license will be withdrawn from the program.

### **Paramedic**

- Unconditional admission to the College
- Age of 18 years within 90 days of completion of the program
- Minimum of a 2.0 grade point average (GPA) at LBWCC
- Submission of approved health forms (physical exam and vaccinations)
- Must complete background check and drug screen

- Eligibility for English 101 and Math 100
- Completion of Biology 201 (Human Anatomy and Physiology I)
- Math 100, English 101, Speech 106, Psychology 200, and Biology 202 must be completed prior to entering the last semester
- Must have a current Alabama EMT license prior to midterm in order to participate in clinical experiences. Students who do not have an Alabama EMT license will be withdrawn from the program.

**Note:** “*The EMS Program does not accept challenge credit for paramedic courses*”

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening.

**College Application & Transcript Documentation:** All EMS candidates must complete a College application and register for courses. In addition, it is the student’s responsibility to provide the Registrar / Student Records with high school and college transcripts. If all required admission records have not been received by the College prior to the issuance of first semester grades, continued enrollment will be denied and grades and/or transcripts will not be processed.

**COMPASS Placement Test:** The COMPASS Placement Test is a computer generated assessment program required for all entering students for placement in English, reading, and mathematics. There is no charge for the first test. Persons can re-test one time within a three year period. The re-testing fee is \$8.00. For sample test questions go to [www.act.org/compass/sample/](http://www.act.org/compass/sample/).

**EXCEPTION:** ACT scores of 20 or higher in English or mathematics will exempt the student from the placement test; however, these scores MUST be on file in the Admissions Office BEFORE registration.

**EMS Program Admission:** All EMS candidates must complete an *EMS Program Application* and meet the "ESSENTIAL FUNCTIONS" of the EMS profession. In addition, candidates must provide the following:

- Valid driver's license
- Proof of 18 years of age
- Physical Exam signed by a licensed physician
- Current Immunizations (MMR, tetanus, TB skin test)
- Hepatitis-B vaccination proof or waiver
- Professional liability insurance (Business Office)
- Proof of health/hospitalization/accident insurance and waiver of liability
- Current CPR card (Healthcare Provider Level)
- Drug screening and testing ([www.covingtonfamilypractice.com](http://www.covingtonfamilypractice.com))
- Completed criminal history background check ([www.verifiedcredentials.com](http://www.verifiedcredentials.com))
- EMT licensure (if applicable)

**Essential Functions:** Due to the requirements of the State of Alabama for EMS Licensure, no student will be admitted to LBW Community College's Emergency Medical Services program who cannot meet the following essential functions:

- Have the physical agility to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
- Have good physical stamina, endurance, which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
- See different color spectrums;
- Have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation and medications;
- Be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology;
- Be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (at the ninth grade reading level or higher)
- Be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
- Be attentive to detail and be aware of standards and rules that govern practice;
- implement therapies based upon mathematical calculation (at the ninth grade level or higher);

- Possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
- Be able to handle stress and work well as part of a team;
- Be oriented to reality and not be mentally impaired by mind altering substances;
- Not be addicted to drugs or alcohol;
- Be able to work shifts of 24 hours in length;
- Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise, and
- Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions, according to a map. Students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license (if a resident of another state is employed in Alabama), and must be able to safely and competently operate a motor vehicle in accordance with state law.

**Physical Exam:** EMS candidates must provide an acceptable physical examination by a licensed medical doctor or doctor of osteopathy to include written documentation (on the EMS Physical Exam Form provided by the program) that the EMS candidate has the emotional and physical ability to carry out the normal activities of prehospital emergency medical care. The physical exam will be reviewed by the EMS Medical Director. If the physical exam does not meet the approval of the EMS Medical Director, the candidate will be required to withdraw from the program.

**Equal Access:** It is the official policy of the Alabama State Board of Education and Lurleen B. Wallace Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**Falsification:** Knowingly making a false statement on the college application, EMS program application, EMS physical exam, and/or criminal history form may be grounds for dismissal.

**College Catalog / Student Handbook:** It is the student's responsibility to read the College Catalog / Student Handbook and course syllabi. This material provides the student with policies and procedures; such as: academic policies and procedures, grading system, refund policy, student code of conduct, grievance procedures, etc.

**Student Grievance Procedures:** Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities.

EMS students should first notify the EMS Program Director of any complaint or grievance within the EMS department. If the complaint or grievance cannot be resolved, the EMS Program Director will refer the student to the Dean of Student Affairs and the College's Student Grievance Procedures will be followed. The initial steps to resolve a complaint are listed in the College Catalog / Student Handbook located on the website ([www.lbwcc.edu](http://www.lbwcc.edu)) under administration, then publications. The Student Grievance Procedures (General) section is located on page 252 of the Student Handbook.

### **POLICY ON REASONABLE ACCOMODATIONS FOR PEOPLE WITH**

**DISABILITIES:** Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

*Andalusia Campus  
Latrece Gulley  
334-881-2271*

### **PROGRESSION REQUIREMENTS**

**Block Courses:** Some EMS courses are taught in blocks. An EMS course will be taught in a 3 – 5 weeks period, a final exam will be issued, and another EMS course will start. This will help reduce information overload and allow the student to master one subject prior to moving on to another.



**Grading Scale:** The EMS grading scale differs from the standard grading scale at Lurleen B. Wallace Community College. The grading scale for each learning domain is as follows:

**Cognitive (Written Exams):**

A	-	90 – 100
B	-	80 – 89
C	-	75 – 79
D	-	60 – 74
F	-	< 60

**Psychomotor (Labs/Skills):**

Pass/Fail

**Affective (Professional Behavior Evaluation Average):**

A	-	90 – 100
B	-	80 – 89
C	-	75 – 79
D	-	60 - 74
F	-	< 60

*A minimum grade of 75 is required for successful completion of EMS courses and progression to the next Emergency Medical Services (EMS) courses in the program's required sequence.*

**Regular Quizzes and Homework:** The student MUST maintain a 75% average on regular quizzes and homework leading up to the final exam. If the student's average is below 75% after all classroom work and grades have been computed, the student will not be allowed to sit for the final exam and, therefore, will not receive a passing grade.

Final course grades will be rounded if the final course grade is 0.5 or above without rounding. For example, if the grade is 89.49, then a B will be recorded. This applies to grades that are 74.49. This will be recorded as a D. It is recommended that if you score below a 75 on any test you see your instructor for additional help.

**Final Block Exams:** The student MUST maintain a 75% average in or pass all areas of the final block exams. If the student does not pass all practical exam skills, he/she will not receive a passing grade.

**Make-Up Exams and Labs:** If the student is unable to take an exam or attend a lab at the schedule date and time, he/she is expected to notify the instructor prior to the exam or lab. Make-up exams and lab make-ups are given at the discretion of the instructor and are not guaranteed to the student.

**Access to Instructors:** Students will be able to meet their instructors during designated office hours or tutoring hours. Office hours are posted outside each faculty member's office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

**Attendance Policy:** Students are expected to make every effort to attend all classes, to arrive on time prepared to begin class, and to remain for the duration of the class. Because the EMS program leads to certification and licensure, the attendance requirements differ somewhat from the College's attendance policy.

- a. The number of allowable absences (to include both excused and unexcused absences) is four (4) class periods.
- b. Students exceeding this number of absences may be administratively withdrawn by the instructor.
- c. Arriving late and/or leaving early two (2) times counts as one absence.

- d. Absences shall be considered excused due to the following reasons (subject to verification):
- Active military duty
  - Jury duty/court appearance
  - Illness of student or illness/death in the immediate family
  - Official college sponsored activity with proper advance notification by the sponsor of the activity
  - Extenuating circumstances agreed to by the instructor
- e. No makeup work will be allowed for unexcused absences.
- f. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of class. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of the student being absent.
- g. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Failure to attend may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received.
- h. Attendance will be verified as required by federal and state regulations.
- i. Information on appeals to administrative withdrawals may be obtained from the Attendance Policy, which is published online in the College Catalog and Student Handbook at [www.lbwcc.edu](http://www.lbwcc.edu) (click on "Administration" and "Publications").

**STUDENT WITHDRAWALS:** A student may withdraw from a course or all courses without a grade penalty up to fourteen (14) days prior to the first day of final exams for the fall and spring terms. For the summer term and mini-terms, students may withdraw from classes up to seven (7) days prior to the first day of final exams for each session. The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, a *Withdrawal Form* must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

**NOTE:** All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. It is the student's responsibility to follow these withdrawal procedures.

Students may be administratively withdrawn from courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received.

**Online Testing:** Formative exams will be completed through the online resource [www.emstesting.com](http://www.emstesting.com) throughout the course of the semester. Formative exams will open for an allotted time-frame and will be assigned a time per question restriction. Students must manage their time carefully in order to complete each exam. Once the time runs out or all questions have been completed, the exam will be graded. Failure to open and complete an exam within the allotted time-frame will be considered "expired online exam". Expired online exams may be reopened at the discretion of the instructor. Students will be counseled by the program director up to three times. After three counseling periods, the student will then meet with the Medical Director. Expired online exams will be taken on campus with an instructor present. Additionally, the test will have ten (10) points deducted from the each exam. Expired online exams not completed within five (5) days will be assigned a grade of zero.

### **Academic Honesty**

Students are expected to follow the Student Code of Conduct as described in the current college catalog. Cheating and plagiarism violate these standards and may result in disciplinary action, including expulsion.

### **Student Code of Conduct**

It is assumed that students enrolling in Lurleen B. Wallace Community College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students.

## **Electronic Devices**

Disruptive devices such as cellular telephones, pagers, CD players, tape players, radios, or other electronic devices in the classroom are strictly prohibited. Use of cell phones, computers, text messaging, picture taking, video messaging, and/or internet access may violate the academic honesty policy and disciplinary action may result. Therefore, no cellular phones are allowed during testing.

The use of electronic devices (iPod, iPhone, Blackberry, Palm, etc.) in the clinical setting is allowed, as long as the device is being used as a clinical aide. While these devices can be a great asset to the student, it is the student's responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPPA compliance, as well as professionalism. The taking of photographs, texting, using personal email, and the use of social networking sites (i.e.: Facebook, Myspace, Twitter, etc.) at clinical sites is strictly prohibited. Approval from each clinical site is needed prior to using any electronic device as a clinical aide.

## **CLINICAL REQUIREMENTS**

**Clinical Eligibility:** The student must maintain a 75% average in all EMS courses to be eligible to attend clinical experiences. In addition, no rotations will be scheduled until all administrative paperwork, the background check, and the drug screen are completed and approved.

**Criminal History Background and Directions:** Lurleen B. Wallace Community College requires background checks for all students entering programs in the EMT and Paramedic programs. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Lurleen B. Wallace Community College has worked with Verified Credentials, Inc., to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in any EMT or Paramedic program.

Please follow these directions for submitting your application to Verified Credentials:

- Access website: [scholar.verifiedcredentials.com/lbwcc](https://scholar.verifiedcredentials.com/lbwcc)
- Enter the 10 digit program code.
- Create an account.
- Enter all required information.
- Complete and sign disclosure.
- **Review** information, make payment selection, and submit order.

Payment can be made by personal credit card, debit card, or PayPal.

Upon completion of the report, you and Lurleen B. Wallace Community College will be notified. If any information is found that would negatively affect your eligibility for entering the program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions on the background screening process or results, please contact Verified Credentials Client Services at 1-800-938-6090.

**Student Drug Screen and Substance Abuse Policy:** It is the intent of the Lurleen B. Wallace Community College to promote safe and effective patient care concerning its healthcare students, as well as the patients and staff of any clinical affiliate. The student must abide by the College's Drug Screen Policy and Clinical Agency policy for which the student is assigned clinical practice. Students must perform in the clinical setting in such a manner that will promote safe patient care. The EMS Program's drug policy provides protection of patients from potential harm to the extent reasonably possible. This includes drug screening prior to the first clinical experience, random drug screening, and reasonable suspicion screening, should the student exhibit behaviors indicative of substance abuse anytime while enrolled in the EMS Program. Each student will receive a copy of the "Student Drug Screen and Substance Abuse Policy". In addition, each student must sign all appropriate forms in the Student Drug Screen and Substance Abuse Policy.

**Clinical Dress Code:** The student must purchase at his/her expense "Navy Blue Scrubs" and "Field EMS Attire". A name identification badge will be provided to the student identifying his/her appropriate level of training. The appropriate attire, name tag, and appropriate shoes must be worn to each clinical site. In addition, the student must also carry a watch, pen, stethoscope, and the required clinical forms to each rotation. Failing to abide by the dress code may result in a lower grade or dismissal from the program.

**Personal Appearance:** The student must arrive at each clinical site with a neat and clean appearance. If the student's hair is below the shoulders, it must be pinned up. Use breath mints or take a tooth brush to maintain fresh breath. No strong body lotions are allowed. Absolutely no earrings, bracelets, necklaces, or visible piercings are allowed. No artificial nails or nail tips are permitted. Any tattoos in visible areas must be covered. Perfumes and colognes shall not be worn during clinical experiences; however, proper hygiene must be maintained. Cell phones and pagers must be turned off while pulling rotations unless approved by clinical site as a clinical aide. Failing to maintain personal appearance may result in a lower grade or dismissal from the program.

**Clinical Site Guidelines:** The student must always address clinical staff and patients in a respectful manner; students should never argue with or refuse to obey their clinical preceptor; never participate in "horse play"; and refrain from using abusive, racial, or obscene language. The student must never smoke, dip, or chew tobacco. The student must never attend a clinical site while under the influence of alcohol or drugs. Remember, all students are subject to drug and alcohol testing. The student should never sleep or study while at clinical sites – always be ready to participate. Absolutely no visitors or personal phone calls are allowed during clinical experiences. Failing to abide by these guidelines may result in a lower grade or dismissal from the program.

**EMT Required Hours and Competencies:** EMT students are required to pull 40 hours in the emergency room and 24 hours on an ALS ambulance. Students are encouraged to make as many patient contacts as possible while completing their clinical rotation hours. A minimum of 24 hours and 5 patient contacts are required for ambulance rotations.

**Advanced EMT Required Hours and Competencies:** AEMT students are required to pull 96 hours of clinical rotations (60 in-hospital and 36 in-the-field). The following competencies must be met: 15 successful IVs, 10 blood draws, 15 Intramuscular injections, 10 IV push medications, and 2 blind insertion airway devices.

**Paramedic Required Hours and Competencies:** Paramedic students are required to pull 450 hours of clinical and field internship rotations (180 hours in-hospital and 270 hours in-the-field). By the end of the first semester, 45 in-hospital hours must be logged in Fisdap. By the end of the second semester, 180 in-hospital hours must be logged in Fisdap. By the end of the third semester, 270 in-the-field hours must be logged in Fisdap. A total of 450 hours must be logged in Fisdap at the end of the third semester with at least 30 medications administered, 5 OR intubations, 50 successful IVs, 20 patient ventilations, 30 pediatric assessments, 50 adult assessments, 30 geriatric assessments, 10 OB assessments with 2 witnessed births, 40 trauma assessments, 20 psychiatric assessments, 30 chest pain assessments, 30 shortness of breath assessments, 10 syncopal assessments, 20 GU/GI assessments, 20 altered mental status assessments, and 50 ALS team leader assessments.

**Clinical Deadlines:** The student must complete all required hours and competencies within one week prior to the end of the semester end. Clinical forms must be turned in on a weekly basis, but not over 10 days after the rotation date. Clinical hours and procedures over 10 days old may not be accepted.

**Data Entry:** It is the student's responsibility for making sure that each clinical form is filled out completely, accurately, and legibly. The clinical site, date, arrival and departure times, preceptor name, clinical number, and patient demographics are required on each clinical form. Incomplete paperwork will result in a lower grade and/or an unsatisfactory clinical.

**Supervision of Preceptors:** The student must be under direct supervision of preceptors who are designated by the program and who are paramedics, nurses, and physicians. The student understands that during clinical rotations he/she must never be a substitute for paid personnel or work as a required team member. If the student substitutes for paid personnel or works as a required team member, he/she will not receive credit for the rotation.

**No Student Remuneration:** Clinical and field internship experiences are for educational purposes and not for compensation; therefore, the student will not accept any payment for his/her clinical time. In addition, students are responsible for travel to and from clinical experiences, meals, health care expenses, and any liability incurred during and while traveling to and/or from clinical rotations.



**Clinical Timelines:** The student must attend the scheduled rotation on time and not leave early. No rotations will be counted less than eight (8) hours or over sixteen (16) hours unless approved by the clinical coordinator. Because of decreased patient access and student fatigue, no student shall rotate through clinical sites between twelve o'clock midnight (12:00 a.m.) and six o'clock (6:00 a.m.) unless approved by the clinical coordinator or program director.

**Confidentiality:** The student must abide by the rules and regulations of each clinical site, treat all patients and staff with respect, and never breach (reveal or leak) patient confidentiality. Patient privacy is protected by HIPPA regulation. Patient privacy must not be disclosed and each student must comply with HIPPA regulations. Failure to comply with these will result in dismissal from the program. Any clinical site has the right to request that a student be removed from their facility, as well as the right to refuse a student admission to their facility.

**Ambulance Rotations:** All hospital rotations must be completed prior to attending ambulance rotations. In addition, over half of the didactic phase must be completed prior to attending ambulance rotations.

**Release of Liability:** Due to the nature of the training, there are risks involved in application of skills in the classroom and risks during the clinical component. The student is not required to participate in any activity that, in the student's opinion, would be potentially dangerous to his/her health or well-being. However, the student must complete all lab and clinical requirements in order to pass the course. Each student must carry health/hospitalization/accident insurance while enrolled in the EMS Program. The student agrees not to hold Lurleen B. Wallace Community College, any of its employees, any clinical preceptor, or any clinical affiliate responsible for any injury or death occurring as a result of classroom or clinical participation.

**Clinical Grading:** Refer to each clinical course syllabi.

**Injury During Clinical:** If you are injured during clinical experiences (needle stick, back injury, etc.), you must:

1. Notify your clinical instructor and the EMS program director immediately.
2. Complete an appropriate incident report/or variance report required by the agency immediately. You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency to begin immediate treatment for HIV. For most effective results, treatment must be started within (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1,000.00.

The student is financially responsible for any illness or injury occurring during clinical experiences; therefore, it is strongly recommended that students have and not let lapse health, hospitalization, and accident insurance. During clinical experiences, students are not employees of the clinical agency or the College. If injured during clinical experiences, students are not entitled to and will not receive, workman's compensation from either the institution or clinical affiliate.

### **PROGRAM COMPLETION**

**EMS Program Exit Exam:** The student will take an exit exam at the end of each program (EMT, AEMT, and Paramedic) to determine his/her eligibility to proceed to the National Registry Exam. The student will have two opportunities to pass this exam. A minimum score of 70% is needed to pass this exam. If the student does not pass the exam (first or second attempt), the student will not be allowed to sit for the National Registry Exam; and remedial training will have to be conducted before another attempt.

**Medical Director's Exit Interview:** Once the students have passed the exit exam, an exit interview will be scheduled with the program's medical director. The medical director will assure that each student has met terminal competencies and has completed all aspects of the program.

**National Registry Examinations:** LBW Community College will assist students in creating an account with National Registry of EMTs; however, compliance with the

examination process and setting up the account is ultimately the responsibility of the student. This account can be set up by going to [www.nremt.org](http://www.nremt.org) and completing the required information. You only have to complete this once. As a student you should plan to take the National Registry exam as soon as possible after completing the program. Exam Fees: EMT - \$70.00, Advanced EMT - \$100.00, and Paramedic - \$110.00. These fees are the responsibility of the student and are not included in any program fees.

Once the exam fee has been paid and the program director validates your application, an authorization-to-test certificate will be posted to your account. This authorization-to-test is needed to schedule your exam at Pearson-VUE ([www.vue.com](http://www.vue.com)).

### **READMISSION**

Students who do not continue in the program for consecutive terms are subject to the most current college catalog and the State of Alabama Department of Public Health – Office of EMS policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200-level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who have been removed from the program due to violations may not be readmitted. Readmission is not guaranteed.

### **GRADUATION**

Once a student has completed all requirements for the EMT Certificate, Advanced EMT Certificate, or Associate Degree in Applied Science for Emergency Medical Services - Paramedic, he/she is eligible for graduation. The student must comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:

- Submit an application for graduation.
- Pay \$37 formal graduation award fee (includes cap and gown).

## STUDENT SIGNATURE FORM

I have read the policies set forth in the "Lurleen B. Wallace Community College EMS Student Handbook". I understand that my initials by each policy and signature at the bottom of page indicate that I have read, understand, and agree to abide by each of the policies (listed below). In addition, my initials by each individual policy provides documentation that I have been informed and understand the consequences of not following each of the policies (listed below) which are required to participate in the EMS program at Lurleen B. Wallace Community College.

- |   |   |
|---|---|
| _____ College Admission Requirements        | _____ Electronic Devices                |
| _____ Transcripts and COMPASS testing       | _____ Clinical Eligibility              |
| _____ EMS Program Admission Requirements    | _____ Criminal History Check            |
| _____ Essential Functions                   | _____ Substance Abuse Policy            |
| _____ Physical Exam                         | _____ Clinical Dress Code               |
| _____ Equal Access and Falsification        | _____ Personal Appearance               |
| _____ College Catalog/Student Handbook      | _____ Clinical Site Guidelines          |
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| _____ Americans with Disabilities Act (ADA) | _____ Clinical Deadlines and Data Entry |
| _____ Block Courses                         | _____ Supervision of Preceptors         |
| _____ Grading Scale                         | _____ No Student Remuneration           |
| _____ Regular Quizzes and Homework          | _____ Clinical Timelines                |
| _____ Block Final Exams                     | _____ Confidentiality                   |
| _____ Make-Up Exams and Labs                | _____ Release of Liability              |
| _____ Access to Instructors                 | _____ Injury During Clinical            |
| _____ Attendance Policy                     | _____ Exit Exam and Exit Interview      |
| _____ Student Withdrawals                   | _____ Re-Admission                      |
| _____ On-Line Testing/Academic Honesty      | _____ Graduation                        |
| _____ Student Code of Conduct               |   |

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Student # \_\_\_\_\_