

STUDENT HANDBOOK

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC



COPIAH ~ LINCOLN

COMMUNITY COLLEGE

Wesson Campus

2024-2025

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Paramedic Student Handbook

I. INTRODUCTION

This student handbook is designed to navigate the Paramedic Student through policies and procedures specific to Copiah-Lincoln Community College's Emergency Medical Technology – Paramedic Program, and is used as a supplement to the institution's *Student Handbook*. Both publications are available online and students are encouraged to become familiar with all the rights and responsibilities afforded to students by the college.

II. PROGRAM GOAL

The goal of Paramedic Program is, "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.," with or without exit points at the Emergency Medical Technician Basic and Advanced levels.

III. DEPARTMENT STAFF

Program Director: Brad Shirley, MBA, NRP
Office: 601-446-1279
Cell: 601-470-5473
Email: bradley.shirley@colin.edu

Program Medical Director: Stephen Brown, DO
Email: stephen.brown@colin.edu

Paramedic Instructor: Jerry Fry, BS, NRP, FPC, MSCCP
Office: 601-446-1279
Cell: 601-695-1186
Email: jerry.fry@colin.edu

Guest Instructors: Selected specialists and experts covering specific topics or skills

Staff Responsibilities:

Program Director/Lead Instructor - Responsible for organization and flow of Paramedic Program & ultimately responsible for the coordination of learning experiences.

Medical Director - Responsible for approving all patient care practices performed by students, attests to the quality of education provided, and attests that students have achieved the desired level of competency prior to graduation.

Paramedic Instructor - Responsible for delivering course content to achieve learning outcome goals. Coordinates and manages clinical and lab activities.

IV. ADMISSION

1. Meet the general admission requirements of Copiah-Lincoln Community College
2. Complete an application packet for Emergency Medical Technology-Paramedic Program and submit all required documentation
3. Must be 18 years of age upon entrance into the program
4. High School Diploma or high school equivalency
5. Minimum ACT score of 16 required
6. Current American Heart Association BLS Health-care provider card
7. Present completed Health Occupation Examination form signed by a medical doctor stating the student is medically capable of the educational and job demands of an EMT and Paramedic
8. Present current immunization record, including proof of negative TB skin test
9. Complete the college's Hepatitis B Policy form
10. Interview with Program Director/Advisory Committee
11. If accepted, complete drug and alcohol testing, criminal background check, and fingerprinting at the student's expense and based on state rules and regulations
12. If accepted, submit to drug testing at any time
13. Must pass each course of study with 80% or better average for continued enrollment and successful completion of the program

V. PROGRAM COMPLETION

Individuals that successfully satisfy all the requirements of the Paramedic Program (45 core hours) will be awarded a Technical Certificate from Copiah-Lincoln Community College. To be eligible for an Associate in Applied Science degree, the student must successfully complete all academic course requirements, and all Paramedic courses.

The following degree plan explains progression through the Paramedic Program. All courses must be completed in sequence with a "C" or better to move forward.

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Paramedic Curriculum

FRESHMAN YEAR

Summer

Human Anatomy & Physiology I ***4

English Comp I ENG 1113

Social/Behavioral Sci ***3

Total 10 hrs.

Fall Semester

EMT EMS 1118 (TR 5:30p-9:30p)

Human Anatomy & Physiology II ***4

Fine Arts/Humanities ***3

Public Speaking I SPT 1133

Total 18 hrs.

Spring Semester

Prehospital Fundamental Concepts EMS 1222

Prehospital Operations and Incident

Management EMS 1231

Prehospital Pharmacology EMS 1262

Prehospital Respiratory Management EMS 1362

Prehospital Medical Management EMS 1373

Prehospital Trauma Management EMS 1384

Prehospital Practicum I EMS 1533

Paramedic Bridge EMS 1593

Total 20 hrs. **Must pass BIO 2524 with C or better to progress into summer term

Summer Semester

Prehospital Paramedic Pharmacology
EMS 1543

Prehospital Paramedic Respiratory
Management EMS 1552

Prehospital Paramedic Cardiology
Management EMS 2764

Prehospital Practicum II EMS 2784

Total 13 hrs.

**Subject to change without notification*

SOPHOMORE YEAR

Fall Semester

Prehospital Paramedic Medical Management EMS 2773

Prehospital Paramedic Maternal, Child, and Special Patient Populations EMS 2863

Prehospital Paramedic Care Capstone EMS 2883

Prehospital Practicum III EMS 2873

Prehospital Paramedic Practicum Capstone EMS 2893

Total 15 hrs.

**All didactic material must be completed before entering the Capstone, which includes Practicum III. This requirement is usually met in week 5 of the final semester. Degree plan is subject to change without notification.*

VI. ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING

The Paramedic Program at Copiah-Lincoln Community College will consider advanced placement into the program of individuals that have earned certification as an Advanced Emergency Medical Technician from the National Registry of Emergency Medical Technicians within the last year, and have completed the Paramedic Bridge course (EMS 1593) at Copiah-Lincoln Community College.

VII. TRANSFER OF CREDITS

The Paramedic Program at Copiah-Lincoln Community College will consider accepting transfer credit into the Paramedic Program from other CAAHEP accredited institutions in Mississippi. Paramedic students who have partially completed Paramedic training from another CAAHEP accredited training program will be considered under the following conditions:

1. The student must have been enrolled in another CAAHEP accredited program within previous 12 months.
2. The student must produce a letter from the initial institution stating that the student left the program in good standing.
3. In order for the student to complete at Copiah-Lincoln Community College, documentation that the student has met ALL of the objectives is required. Therefore, the student must provide documentation from the initial institution as to exactly which objectives they have successfully completed. The student will be required to complete all of the objectives not covered in the initial program, even if that means repeating a similar course because the objectives were slightly different.

The Dean of Career and Technical Education holds final discretion on whether or not credit is awarded.

VIII. TUITION AND FEES

Full-time students:	Tuition	\$1,850.00
Out-of-state additional tuition		\$1,000.00
Technology fee		\$150.00
Student Service fee		\$150.00
Parking decal (annually)		\$30.00
Career-Technical Lab Fees (healthcare programs)		\$75.00
Background Check		\$50
Books		\$800
Drug Test		\$30
Health Screening from personal physician approx..		\$150 approx.
Professional Liability Insurance		\$80
Uniforms		\$100 approx.

*Tuition and fees are subject to change without notice.

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IX. WITHDRAWAL AND REFUNDS

No refund for tuition and fees will be given to students who are accepted into programs which have a limited number of student slots and where acceptance into those slots is highly competitive. Those programs include:

- Associate Degree Nursing
- Medical Lab Technology
- Medical Radiologic Technology
- Practical Nursing
- Respiratory Care Technology
- EMT Paramedic Technology

X. TECHNICAL STANDARDS

EMS providers work in unpredictable, high-stress environments. Work tasks can be physically and emotionally demanding. Providers are expected to rapidly absorb, analyze, and interpret information in order to make decisions that affect patient care. In order to successfully complete the Paramedic Program, students must demonstrate the ability to perform under realistic situations.

The following technical standards, and essential skills and functions, must be met with or without accommodation (See ADA policy in Student Handbook):

1. Must be able to communicate effectively via telephone or radio equipment,
2. Ability to lift, carry, and balance up to 100 pounds (200 pounds with assistance) on level ground, uneven terrain, and stairs,
3. Be able to effectively receive and interpret oral, written, and diagnostic form instructions in the English language,
4. Have the ability to use good judgment and remain calm in high stress situations,
5. Ability to perform medication calculations under high stress situations,
6. Ability to knowledgeably operate complex advanced life support equipment under high stress situation,
7. Ability to be unaffected by loud noises and flashing lights,
8. Ability to read English language manuals,
9. Ability to interview patients, their families, and/or bystanders to obtain critical information dealing with mechanism of injury or nature of illness,
10. Ability to document, in writing or computer-based documentation system, all relevant information in a format that takes into account legal and ethical issues,
11. Ability to converse, in English, with coworkers, nurses, physicians, and other medical professional in regards to the status of their patient;
12. Possess good manual dexterity with the ability to perform all tasks related to the highest quality of patient care
13. Ability to bend, stoop, and crawl on uneven terrain,
14. Ability to withstand varied environmental conditions such as extreme heat, cold, and moisture;
15. Ability to work with other providers to make appropriate patient care and treatment decisions
16. Must demonstrate a professional demeanor and behavior, and must perform all aspects of work in an ethical manner in relation to peers, faculty, staff, and patients;
17. Must adhere to the codes of confidentiality;
18. Must conform to appropriate standards of dress, appearance, language, and public behavior, and
19. Must show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.

XI. ATTENDANCE POLICY

The curriculum for Paramedic training is rigorous, intense, and fast-paced. Absences are not recommended and should be avoided when possible. When absences do occur, the official college rules regarding absences will be followed for each course. The policy is stated in the following sections.

A. Regular Class Attendance

Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are expected to make up all work missed due to absences. A penalty may be assessed for work not made up at the discretion of the instructor for the class missed. In no case shall the maximum penalty for each occurrence of work not made up result in more than a letter grade reduction for the course. Each instructor will be responsible for explaining the attendance policy to students at the beginning of the semester. It is the student's responsibility to keep up with their number of absences.

The following reflects the absentee policy :

Students are allowed two absences per semester. After the second absence, the student will receive a notification of probation. After the third absence, the student will be dropped from the program, which may be appealed to the Dean of Career and Technical Education.

The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the appropriate Appeals Officer. No absence is considered free; therefore, students will be responsible for providing a justifiable reason for each absence to the Appeals Officer. Documentation must be provided to the Appeals Officer in written form where possible (doctor's excuse, obituary, legal documents, etc.). When considering appeals, the Appeals Officer will consider the following:

- Total number of absences
- Documentation for absences
- Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
- Recommendations by instructors

All appeals must be made before the next scheduled class meeting after the notification of removal from class for excessive absences. Failure to appeal before the next scheduled class meeting constitutes a waiver of the student's right of appeal. The Appeals Officer will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Appeals Officer will be final. The instructor will receive a notice of action taken. In the event that an appeal is denied or a student fails to appeal, a grade of "W" will be recorded for courses in which excessive absences are reported prior to the twelfth week of class, and the student will be dismissed by the Appeals Office. Being administratively withdrawn from a class may change a student's enrollment status and thereby affect, among other things, that student's scholarships and financial aid. In the event that the student has been previously dismissed and re-admitted to the class, a second appeal is not available.

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B. Tardies

A tardy will be defined as missing up to 10 minutes of a class. Students arriving greater than 10 minutes late will be marked absent. Two tardies in the same semester, or one tardy greater than 10 minutes will constitute one absence. A student who is tardy must notify the instructor of their presence in class at the end of the class. Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over.

C. Leaving Before Class Conclusion

Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over. Whenever possible, students should inform instructors prior to the start of class of any personal difficulties that might lead them to leave the room during class. Students who leave the room should make every effort to leave and return with as little disruption as possible. Habitual and/or unexcused movement during class sessions may result in an absence.

XII. FACILITIES

A. Wesson Campus

The Wesson Campus at Copleah-Lincoln Community College has many features to help facilitate student learning.

- **Library** – The Oswald Library provides both printed and online resources specifically dealing with EMS-related subject matter. Librarians and staff are glad to assist students in locating pertinent materials. Students are encouraged to utilize the library to supplement learning.
- **Computer Lab** – Computers are available in the Oswald Library and also in the Fortenberry Building on campus
- **Bookstore** – The bookstore is a source for all college textbooks, school supplies, art, and drafting supplies, note cards, sports wear, lab supplies, and department supplies. Textbooks which will be used in upcoming semesters may be sold back to the bookstore during exam week. A student ID is required.
- **Vending** – Vending machines for soft drinks and snacks are located near the lobby in the Anderson Building

B. Tobacco-Free Campus

In order to promote a healthy environment for students, faculty, staff, and visitors, Copleah-Lincoln Community College is tobacco-free in all locations, Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to, buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

XIII. CLINICAL/FIELD INTERNSHIP

Successful completion of clinical and field internships are required to pass the Paramedic Program. Students will be evaluated on knowledge, skills, and attitude during their experience. It is important to always display professionalism when representing Copiah-Lincoln Community College, and the EMS profession. This policy addresses specific issues relating to clinical/field internships.

A. Insurance

Students are required to purchase liability insurance prior to their first clinical rotations. Information will be provided. Cost not included in tuition.

Neither Co-Lin, or the clinical affiliates, will be responsible for medical expenses incurred by the student as a result of illness or injury while on clinical assignment, or on campus. It is strongly recommended that the student carry hospitalization insurance.

B. Uniforms

- Uniforms worn for clinical experiences must conform to established guidelines. Uniform guidelines will be included in your practicum course syllabi. All uniforms must be presented to Clinical Instructor for approval prior to first clinical experience.
- Uniforms must be pressed, cleaned, and in good condition.
- A picture ID for identification must always be worn when in student clinical uniform. The Co-Lin picture ID should be attached to left lapel, or attached to Co-Lin lanyard.
- Uniforms, IDs, and class pins are not to be worn at any time other than in clinical areas during clinical hours. The student uniform and ID are never to be worn when the student is working for compensation.
- A watch with seconds-increments capability is required, analog or digital. The only jewelry acceptable will be a plain wedding band and one small pair of plain stud earrings for pierced ear lobes. All other visible body piercing, including but not limited to tongue, eyebrow, and nose will be unacceptable and considered unprofessional and an infection control risk. Each clinical site has the authority to require students to observe their dress codes as well. Shaded lenses for eyeglasses (including prescription) will not be allowed due to the interference in the ability to discern colors.
- Vulgar, profane, or other distasteful tattoos must be covered at all times. Some clinical affiliates require that ALL visible tattoos be covered.
- Trauma scissors, stethoscope, pen light, and writing pens are considered part of the uniform and must be carried in the pocket at all times.
- Hair must be neat, clean, off collar, and away from face. No radical hairstyles or colors will be allowed.
- The student must bathe daily and use deodorant and/or unscented body powder. **PERFUMES, SCENTED BODY POWDERS OR SPRAYS, AND/OR COLOGNES ARE NOT ALLOWED.**

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- Nails must be kept short, neatly manicured, and free from colored polish; clear, colorless polish is acceptable. Artificial nails are considered an infection control risk and unacceptable. Each clinical site has the authority to require students to observe their dress codes as well.
- Complete uniform is required when in clinical areas during clinical hours.
- Students will use discretion and good taste in the fit of the uniform.
- Students found in violation of the program's and/or clinical site's dress code will be asked to leave. An unexcused absence will be documented for that day, and the absence **MUST** be made up at the clinical site where the absence occurred and according to unexcused make-up requirements described in course syllabus.

C. Scheduling

Clinical rotations will be scheduled in the program's online clinical tracking software. Scheduling is done on a first-come, first-serve basis. Available slots are limited, therefore it is important to schedule rotations early. The approved clinical site chosen for clinical rotations is up to the student, however it is the student's responsibility to attain the required hours and objectives within the prior to established deadlines. Once the clinical schedule is published, no rescheduling will be allowed unless approved by the Clinical Instructor or Program Director. It is recommended students schedule an extra day or two to avoid getting behind on hours in the event of an unavoidable absence. If you are unable to attend a scheduled rotation, or do not need the extra hours, simply notify the clinical coordinator and the shift may be cancelled. At no time will students be substituted for staff during a clinical, field, or internship experience.

D. Reporting

Students are required to utilize the program's online clinical tracking software to document clinical experiences. Students will have 36 hours from the end of their clinical rotation to have all documentation completed, including appropriate sign-offs from clinical preceptors. If the student fails to complete his/her documentation within this period, the student will receive a zero (0) for that clinical and will not receive credit for skills or hours during that shift.

E. Preceptors

Students will only be assigned to shifts with approved preceptors. Should the assigned preceptor be absent, or otherwise unavailable, the clinical shift should be rescheduled. Under no circumstances should an employee work under a caregiver that has not been approved by the program as a preceptor.

Should a student have clinical or personal conflicts with a preceptor, he or she should immediately report the issue to their Clinical Instructor or the Program Director.

F. Procedures for Needle Sticks

Should a needle stick, or other sharps incident, take place, students should immediately cleanse the area with antibacterial soap then notify the Clinical Instructor. Incident forms will be available to document any sharps incident or injury. Thorough documentation of the occurrence and persons involved should be contained in the incident form.

The Clinical Instructor or Program Director will make a request to the agency on behalf of the student to acquire a blood sample for testing for bloodborne pathogens. The student will be counseled and given an opportunity to have a base-line blood test performed and begin receiving prophylactic medication, especially when disease is strongly suspected. All diagnostic tests performed on, or medications given to, the student are at his/her own expense.

G. Minimum Competencies

The primary goal of Co-Lin's Paramedic Program is to assure students are competent at the end of the program of study. For this reason, the program tracks minimum competencies for various age groups, complaints, and skills that have been approved and required by the Medical Director. Students are required to meet all minimums prior to completion of the program. If a student fails to meet the program's minimum required numbers, including all age groups, conditions and skills, prior to graduation, the student will receive an 'incomplete' and their field experience hours will be extended until such required competencies are met. Students will have 1 additional semester to meet requirements, otherwise they will receive a failing grade for the Capstone Field Experience. The following minimum competencies are required for graduation.

Table 1 Ages				
CoAEMSP Student Minimum Competency (SMC)	Column 1 Formative Exposure in Clinical or Field Experience <small>Conducts patient assessment (primary and secondary assessment), performs motor skills if appropriate and available, and assists with development of a management plan in patient exposures with some assistance for evaluation</small>	Column 2 Exposure in Clinical or Field Experience and Capstone Field Internship <small>Conducts a patient assessment and develops a management plan for evaluation on each patient with minimal to no assistance</small>	Total	Minimum Recommendations by Age* (*included in the total)
Pediatric patients with pathologies or complaints	15	15	30	Minimum Exposure Age
				2 Neonata (birth to 30 days)
				2 Infant (1 mo. - 12 mos)
				2 Toddler (1 to 2 years)
				2 Preschool (3 to 5 years)
				2 School-Aged/Preadolescent (6 to 12 years)
2 Adolescent (13 to 18 years)				
Adult	30	30	60	(19 to 65 years of age)
Geriatric	9	9	18	(older than 65 years of age)
Totals:	54	54	108	

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Table 2 Pathology/Complaint (Conditions)				
CoAEMSP Student Minimum Competency by Pathology or Complaint	Simulation	Column 1 Formative Exposure In Clinical or Field Experience Conducts patient assessment (primary and secondary assessment) and performs motor skills if appropriate and <u>available</u> and assists with development of a management plan on a patient with some assistance for evaluation.	Column 2 Exposure in Clinical or Field Experience/Capstone Field Internship Conducts a patient assessment and develops a management plan for evaluation on each patient with minimal to no assistance	Total Formative & Competency Evaluations by Condition or Complaint
Trauma	Minimum of one (1) pediatric and one (1) adult trauma simulated scenario must be successfully completed prior to capstone field internship.	18	9	27
Psychiatric/ Behavioral	Minimum of one (1) psychiatric simulated scenario must be successfully completed prior to capstone field internship.	12	6	18
Obstetric delivery with normal newborn care	N/A	2 (simulation permitted)	2 (simulation permitted)	6
Complicated obstetric delivery <small>(e.g., breech, prolapsed cord, shoulder dystocia, precipitous delivery, multiple births, meconium staining, premature birth, abnormal presentation, postpartum hemorrhage)</small>	Minimum of two (2) complicated obstetric delivery simulated scenarios must be successfully completed prior to capstone field internship including a prolapsed cord and a breech delivery.	2 (simulation permitted)		
Distressed neonate (birth to 30 days)	Minimum of one (1) distressed neonate following delivery simulated scenario must be successfully completed prior to capstone field internship.	2 (simulation permitted)	2 (simulation permitted)	4
Cardiac pathologies or complaints <small>(e.g., acute coronary syndrome, cardiac chest pain)</small>	Minimum of one (1) cardiac-related chest pain simulated scenario must be successfully completed prior to capstone field internship.	12	6	18
Cardiac arrest	Minimum of one (1) cardiac arrest simulated scenario must be successfully completed prior to capstone field internship.	2 (simulation permitted)	1 (simulation permitted)	3
Cardiac dysrhythmias	N/A	10	6	16
Medical neurologic pathologies or complaints <small>(e.g., transient ischemic attack, stroke, syncope, or altered mental status presentation)</small>	Minimum of one (1) geriatric stroke simulated scenario must be successfully completed prior to capstone field internship.	8	4	12
Respiratory pathologies or complaints <small>(e.g., respiratory distress, respiratory failure, respiratory arrest, acute asthma episode, lower respiratory infection)</small>	Minimum of one (1) pediatric and one (1) geriatric respiratory distress/failure simulated scenario must be successfully completed prior to capstone field internship.	8	4	12
Other medical conditions or complaints <small>(e.g., gastrointestinal, genitourinary, gynecologic, reproductive pathologies, or abdominal pain complaints, infectious disease, endocrine disorders or complaints [hypoglycemia, DKA, HHNS, thyrotoxic crisis, myxedema, Addison's, Cushing's], overdose or substance abuse, toxicology, hematologic disorders, non-traumatic musculoskeletal disorders, diseases of the eyes, ears, nose, and throat)</small>	Minimum of one (1) geriatric sepsis simulated scenario must be successfully completed prior to capstone field internship.	12	6	18
Totals:		88	46	134

Table 3 Skills				
CoAEMSP Recommended Motor Skills Assessed and Success	Column 1 Successful Formative Individual Simulated Motor Skills Assessed in the Lab	Column 2 Minimum Successful Motor Skills Assessed on a Patient in Clinical or Field Experience or Capstone Field Internship <i>*Simulation permitted for skills with asterisk</i>	Totals	Column 4 Cumulative Motor Skill Competency Assessed on Patients During Clinical or Field Experience or Capstone Field Internship
Establish IV access	2	25	27	Report Success Rate
Administer IV infusion medication	2	2*	4	
Administer IV bolus medication	2	10	12	Report Success Rate
Administer IM injection	2	2	4	
Establish IO access	4	2*	6	
Perform PPV with BVM	4	10*	14	
Perform oral endotracheal intubation	2	10*	12	Report Success Rate
Perform endotracheal suctioning	2	2*	4	
Perform FBAO removal using Magill Forceps	2	2*	4	
Perform cricothyrotomy	2	2*	4	
Insert supraglottic airway	2	10*	12	
Perform needle decompression of the chest	2	2*	4	
Perform synchronized cardioversion	2	2*	4	
Perform defibrillation	2	2*	4	
Perform transcutaneous pacing	2	2*	4	
Perform chest compressions	2	2*	4	
Totals:	36	87	123	

Field Experience	Capstone Field Internship
Conducts competent assessment and management of prehospital patients with assistance while TEAM LEADER or TEAM MEMBER	Successfully manages the scene, performs patient assessment(s), directs medical care and transport as TEAM LEADER with minimal to no assistance
30	20

XIV. COMMUNICABLE DISEASES

A. Hepatitis B

Co-Lin Community College seeks to provide protection of students and instructors in all situations. The Hepatitis B policy was adopted to help ensure the safety of all involved in health occupations. Hepatitis B vaccine is now required. See attached Hepatitis B consent form or ask your program directors for clarification on this policy.

B. Immunizations and Clinical Sites

Co-Lin Community College recognizes the individual rights of self-determination and decision making for all individuals with regard to public health vaccination recommendations. Co-Lin Community College strongly supports immunizations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza and the coronavirus (COVID 19) for its students and employees.

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While the Paramedic Program only requires the immunizations listed in this handbook, other vaccinations may be required by our clinical affiliates in order for our students to enter and participate at these sites. A clinical affiliate's decision to mandate vaccinations is independent of Co-Lin Community College. Co-Lin Community College faculty and students must comply with the vaccination policies required by our partner clinical affiliates. If a student refuses to comply with a facility's vaccination requirement, Co-Lin Community College will attempt, but cannot guarantee, to place a student into an alternate facility that is already engaged in an affiliation agreement with the Paramedic Program. A student will only be placed in the alternate affiliate if there is availability for student placement, and the clinical affiliate agrees to accept the student. Refusal to comply with a facility's vaccination requirement by a student in Co-Lin's Paramedic Program may impede progress in the program, including the delay of, or prevention of, program completion.

C. Tuberculosis

Prior to entering the first clinical semester, the student must have a current Tuberculosis screening. This must be renewed annually. Students who do not renew annually, will not be allowed to attend clinical rotation.

XV. CRIMINAL BACKGROUND CHECK

All students entering the program will be required to undergo a criminal background check through an agency designated by the program. All students must provide the program with a copy of his/her criminal background letter. It is the responsibility of the student to maintain possession of the original letter, and provide a copy to any clinical affiliate upon request.

Students with a criminal background will receive a Rap Sheet. The student must provide the program a copy of the Rap Sheet. The student is responsible to provide court dispositions for all misdemeanor/felony convictions that would automatically disqualify an applicant.

The student is responsible for notifying either instructor immediately for any criminal arrests and/or convictions, including misdemeanors or felonies. Copley-Lincoln Community College Administration, the Mississippi State Department of Health, the medical director, and advisory committee will be notified and involved in making the decision to allow the student to remain in the program.

If the instructor learns of an arrest or conviction without being notified by the student, immediate dismissal from the program is constituted.

XVI. DRUGS AND ALCOHOL

The program has zero tolerance for the use of illicit drugs, including, but not limited to cannabis (marijuana), hallucinogens, cocaine/crack, amphetamines, methamphetamines, barbiturates, opioids, benzodiazepines, etc. All students enrolled in the program are required to submit to drug and/or alcohol screening. The student is responsible for the costs of the test. Students are also subject to random drug tests. Presence of illicit drugs, no matter how minute, will result in immediate dismissal. Presence of prescription drugs which affect the student's ability to meet program requirements, without notifying the instructor of their use, will also result in immediate dismissal.

Students suspected of alcohol abuse or consumption while attending class or clinical will be subject to testing. Any detectable result will result in immediate dismissal.

XVII. CLASSROOM EXPECTATIONS

A. Food & Beverages

Food is generally not allowed in the classroom or laboratory areas. Drinks and some small snack items are tolerated, at the discretion of the instructor, as long as students act responsibly and discard cans, bottles and wrappers appropriately. Food plates, sandwiches, and carry-out foods are not to be consumed in the classroom.

B. Electronic Devices

1. Computers

Students are allowed to use personal laptop computers in class for the purpose of enhancing education. Wi-fi service is available throughout the campus. Engaging on social media, shopping, or any other activity not directly related to topics being discussed in class are prohibited. Computers must be closed and put away during testing.

2. Cell Phones

- Use of cellular phones, smart devices, and other electronic devices in classrooms, lab, and clinical is not allowed. Students will receive a warning upon the first offense (including ringing or vibrations) in the classroom. The student will be asked to leave upon the second offense, and an absence will be given. If the student answers the call and leaves the classroom, even on the first offense, an unexcused absence will be given. If a student is seen with a cell phone during a test, the student's test will be stopped, and a zero given for the test. Students using cell phones inappropriately in the clinical setting will not receive a warning and will be sent home due to the possible detrimental effects of its use in the hospital setting. See student handbook concerning fines.
- Business phones are not to be used for personal calls on campus or in clinical.
- Personal calls for students on campus (in-coming) will not be accepted unless they are of an emergency nature. The nature of the emergency must be explained to the instructor.
- IN CASE OF AN EMERGENCY, if a family member needs to reach a student during clinical rotation, the family member must call the Clinical Coordinator or Program Director, and ask the instructor to contact the student.

3. Audio Recording

Students are allowed to audio-record classroom presentations. The student should place the audio recorder in full view of the instructor and other students and audio-record in a non-disruptive manner.

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C. Professional Behavior & Dress Code

1. Student/Patient Interaction

The student will consistently display a professional and positive attitude in all dealings with patients.

- The student will always identify himself/herself to patients.
- The student will explain the purpose of his/her presence to the patient.
- The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.

The student will maintain confidentiality of all patient records and information.

- The student will record all information accurately in the patient's chart.
- The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
- The student will display patient anonymity when removing information from the chart for program related projects.
- The student will discuss with the patient, only information already known to the patient.
- The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.

The student will display respect for the patient's right to privacy.

- The student will arrange clothing and bedding to maintain patient's modesty.
- The student will knock on the patient's door before entering room.
- The student will perform a physical examination of the patient only when indicated, and with the assistance of a member of the same sex as the patient.

The student will demonstrate concern for the protection of the patient from injury during all procedures.

- The student will perform only those procedures in which he or she has been deemed competent by the instructor.
- The student will assess the patient's condition.
- The student, upon completion of treatment, will return patient's side rail to an upright position.

2. Student/Student Interaction

The student will consistently display a professional and positive attitude in all dealings with fellow students.

- The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
- The student will perform cooperatively when working in assigned areas with other students.

3. Student/Instructor Interaction

The student will consistently display a professional and positive attitude in all dealings with his or her instructor.

- The student will work to the best of his or her ability to complete all assignments.
- The student will use established procedures in mediating any differences between him or herself and the instructor.
- The student will demonstrate respect for the instructor at all times.

4. Student/Clinical Personnel Interaction

The student will consistently display a professional and positive attitude in all dealings with clinic personnel.

- The student shall identify himself/herself by wearing proper uniform and picture ID badge. The student will display respect for all hospital personnel regardless of race, religion, color, creed, or sex.
- The student will read and practice all rules, regulations, and procedures that are established for the department to which he or she is assigned.
- The student will first discuss with the Copiah-Lincoln Community College instructor any established clinic procedures or any techniques observed in the clinic with which he or she does not agree. The student will not discuss or debate any clinic procedure in the presence of a patient and/or family member.
- The student will demonstrate respect for the clinic by careful and responsible use of the clinic facilities and equipment.
- The student will not leave the assigned clinical area without permission of the person they are reporting to during that shift.
- A student **WILL NOT HAVE VISITORS** during clinical hours. Anyone desiring to see a student during clinical must be instructed to contact the Clinical Instructor first. A student will not be allowed to see anyone during clinical except under emergency situations.

XVIII. CONFIDENTIALITY

The student will not use audio recorders or cameras in clinical areas. An exception may be granted to students with documented special needs or by permission from the instructor. Any and all information regarding a patient, patient's condition, and patient's family will be kept confidential. Any discussion will be limited to the classroom for learning experience only. Any written reports, such as case studies, will not utilize the patient's name nor the name of patient's family or any information that may be used to identify the patient. Any student guilty of breaching patient confidentiality will be terminated from the program immediately.

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Any negative feelings or comments by the student regarding an affiliating facility or its staff will be kept to him/herself or discussed with the instructors only. Any student guilty of making derogatory comments about the facility or its staff will be counseled and documented.

Students observing procedures or care that may be detrimental to the patient should notify the Clinical Instructor or clinical site's Department Director immediately.

XIX. GRIEVANCE PROCEDURE

When students encounter problems on campus that they do not know how to resolve, they should attempt to work out the problem by initially discussing it with those involved. If a problem or issue still exists after that discussion, the student has the right to initiate what is defined as a formal complaint. All formal complaints must be put in writing using the official Student Complaint Form (paper or online version) by following the steps below:

1. Each campus location processes its own complaints. Students on the Wesson campus should contact the Vice President of the Wesson Campus.
2. Students should express the nature of the complaint and pertinent information on the college's Student Complaint Form and submit the completed form to the appropriate person listed above. Student complaints must be filed no later than the end of the following semester after the issue in question occurred.
3. The college representative receiving the complaint will either process the complaint personally or refer it to the appropriate person for disposition. All student complaints will be processed and final determination will be made by college personnel who are not directly involved in the alleged problem. All student complaints will be processed within 60 working days or sooner depending upon the nature and circumstances of the complaint.
4. Students have a right to due process for any grievance. If the student is not satisfied with the resolution of the grievance, the student may then appeal to the President in writing within three (3) days of the previous decision. Any student who does not submit a written appeal by that date forfeits any further consideration in this matter. The President's decision will be final.
5. No adverse action will be taken against the complaining student by the college personnel as a result of the complaint.
6. For complaints regarding Sexual Harassment, Title IX, or Section 504 directives, refer to the sections in the Copiah-Lincoln Student Handbook as special provisions apply.

XX. GRADES

The following grade scale will be used for all courses in the Paramedic Program.

92 - 100 = A
86 - 91 = B
80 - 85 = C
Less than 80 = F

A. Didactic

The course grades are determined as explained in each course syllabus.

Most courses have a laboratory component. A student will be given an automatic F in a course if the laboratory skill(s) as identified in the syllabus is not mastered (i.e. failure of trauma lab course would lead to a failing grade in trauma lecture course, regardless of test scores.)

Some courses may require the writing of a paper or other independent work. The grading for these projects will be explained in the individual course syllabus, or at the time of assignment. Any independent work must be turned in on time for full credit. Any late work will be accepted solely at the discretion of the instructor. Work not accepted will receive a zero grade. Late work may have points discounted for tardiness.

B. Practicum Experiences

Minimum practicum requirements are established for each student. Students successfully achieving the minimum number of hours, skills, patients and complaints will receive a "C" for their practicum. All additional skills, patients and complaints will serve to enhance the student's practicum grade. Students will receive a practicum syllabus outlining grading rubric.

Note: The mission of the Paramedic Program is to produce graduates that have achieved entry-level competency. The student's field internship preceptor will participate with the Program Director, Clinical Instructor and the Medical Director in determining proficiency and whether they have indeed met that threshold to successfully complete the program. The preceptor, Medical Director, Program Director, Clinical Instructor must all be willing to attest to the competency of a student in order for the student to receive a passing grade.

XXI. COURSE AND PROGRAM FAILURE

A. Academic Failure

A student with a passing average that fails a final examination will be given a failing grade for that course of study and will not be allowed to progress in the Paramedic Program.

B. Lab/Practicum Failure

The student will receive a failing grade in any course if he or she is unable to demonstrate acceptable competence in the lab on all skills identified in the syllabus for that course. Students must also demonstrate proficiency to an instructor for all the skills tested by the National Registry of EMTs at least twice.

The student will receive a failing grade for practicum if he or she does not complete all practicum hours, and achieve all the minimums in ages, complaints, and skills identified in the syllabus.

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C. Dismissal from Program

DISMISSAL FROM THE PROGRAM (The following are examples of occurrences that will result in dismissal from the program; however, dismissal is not limited to this list).

- Use of alcohol, non-prescription drugs and/or failure to notify instructor of medication prescribed by a licensed healthcare professional that may impair ability to provide competent care.
- Failure to pass each course of study with 80% or better average and maintain an 80% in clinical.
- Poor health (mental or physical).
- Inability to function in the health care occupation.
- Performance not suitable to the affiliating facility, such as violation of their policies and procedures.
- Dishonest or unethical conduct.
- Falsification of any part of the student's application to the school or the program, or any other documentation, i.e., clinical sheets, grades, etc.
- Excessive absences. (See Attendance Policies)
- Any pre-existing conditions that limit ability to function in the classroom or clinical.
- Failure to report any errors, mistakes, or incidents while in clinical or laboratory.
- Neglect or abuse of any patient while in the clinical areas.
- Breach of program policies: All breaches will be recorded on the anecdotal notes of the student's records. The student will be referred to the Dean of Career and Technical Education for disciplinary action. (See Student Handbook: Governing Regulations)
- Failure to maintain confidentiality.
- Insubordination: Failure to comply with instructor or clinical site staff member requests.
- By recommendation of the Medical Director alone; by recommendation of the Program Director or by administrative direction issued from Co-Lin or from a clinical affiliate. Recommendations must be in writing and citing reason(s). All recommendations will then be submitted to the Dean of Career and Technical Education or Vice President of the Wesson Campus in the Dean's absence and acted upon as soon as possible.

XXII. READMISSION POLICY

A student who voluntarily withdraws from the program with passing grades may apply for readmission within 12 months of withdrawing, in the same manner as all other students. If accepted, credit will be given for all courses successfully completed, or classes may be repeated if desired.

A student who voluntarily withdraws with failing grades may apply for readmission in the same manner as all other students. If accepted, the student will begin as a new student. No previous work, didactic nor clinical/field, will be considered toward completion of the curriculum.

A student who was dropped from the course by the instructor for absences, policy violations, or disciplinary reasons may apply for readmission in the same manner as all other students, but must undergo a personal interview with the Program Director and Advisory Board regarding previous problems. This panel may opt to re-admit or deny admission based on the results of the interview and the availability of seats. No previous work, didactic nor clinical/field, will be considered toward completion of the curriculum.

XXIII. CAPSTONE EVALUATION

At the conclusion of the program, students will participate in a “Capstone Evaluation” which evaluates the students in the cognitive, psychomotor, and affective learning domains.

Part I: Written Comprehensive Examination that covers materials from the entire program. This test will have a cut score of 70%.

Part II: Practical Examination. During this portion of the Capstone, the student will undergo a scenario in which he or she may be required to run, lift weight, or carry a patient while managing a simulated emergency. The simulated emergency may involve trauma or medical patients, and evaluates the ability of a student to perform Paramedic assessments and skills in an environment where conditions mimic workplace conditions. Affective criteria will also be scored during this assessment.

Part III: Affective Evaluation. The National Association of EMS Educators has established a grading rubric, which will be used by faculty to evaluate each student during each course in the program. While 80% will be considered passing for an individual course, students must pass the affective domain with “competent” scores in all categories by the end of the program. For each evaluation, a rating of “not yet competent” in any of the following items will result in failure of the affective domain: Integrity, Empathy, Self-Motivation, Time Management, Respect, Patient advocacy.

The Medical Director will utilize the results of the Capstone, along with the recommendation from the Program Director, to decide if the student has acquired sufficient competence to meet program goals. The Medical Director may then recommend either National Registry testing, remediation, or failure of the program.

XXIV. TEXTBOOKS

Required textbooks will be listed in each course syllabus. Students will be required to purchase access to the program’s online clinical tracking software. Other required textbooks include:

ACLS Textbook (current edition)
PHTLS Textbook (current edition)
PALS Textbook (current edition)

(Other book assignments may be made by the instructor if deemed necessary for completing the essentials of the curriculum.)

XXV. MISCELLANEOUS

A. Testing Policy

It is the goal of the Paramedic Program to provide students with fair cognitive exams that represent the objectives established for each course in the Paramedic curriculum published by the Mississippi Community College Board (MCCB), accurately reflect the job Paramedic perform, and promote a higher level of thinking for decision making. To achieve this goal, all high stakes exams are reviewed by the program’s Medical Director prior to administration, and then analyzed retrospectively after grading. The Medical Director will be consulted after analysis is complete. For the purposes of this policy, a high stakes exam is any single exam that represents 30% or more of a student’s final grade for any given course.

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Item analysis will be conducted to check for validity/reliability of content contained in each high stakes exam. The program currently uses Canvas MLS tools to evaluate for p-values, difficulty level, discrimination index, and Point Biserial, if sufficient numbers exist. When item analysis is performed, the process serves two goals: 1) to identify and correct invalid questions 2) to identify and correct shortfalls in instruction. Actions taken after analysis could include:

- Removing question from exam and rewriting for future exams
- Student remediation
- Change in lesson plans and teaching strategy
- Change in instructor

P-Values: P-values show the percentage of students who answered an item correctly. Item difficulty can range from 0.0 (none of the students answered the item correctly) to 1.0 (all of the students answered the item correctly). When more than 50% of the fails to answer a question correctly, the question will be analyzed.

Discrimination Index: Establishes the relationship between high performers and those high performers selecting the correct answer on a given question. This value can range from 1.0 (discriminates perfectly) to a -1.0 (negatively discriminates perfectly and is hopefully improperly keyed). All items that receive a negative score, or a zero will be analyzed.

Difficulty Level: Expresses the percentage of the upper 25% and lower 25% of the performers who missed the question. Zero indicates that no one missed, to 1.0, everyone missed. The instructor will perform analysis when questions are considered above .5 in difficulty.

Point-Biserial: The point-biserial correlation is an index of item discrimination that serves to discriminate between students with higher and lower levels of knowledge. A base of 1.0 to -1.0 will be used by the Paramedic Program.

B. Email and Internet Access

Much of the communication between instructor and student is handled electronically, including lesson objectives, assignments and some power point presentations. Every student must have access to a computer with internet access and email capability. Each student has access to the computer lab on campus.

C. Plagiarism, Cheating, and False Documentation

Plagiarism is the presenting of words or ideas of others without giving proper credit. In addition to being a violation of the student code of conduct, plagiarism is both unethical and illegal. When a student puts his name on a piece of writing, the reader assumes that student is responsible for the information, wording, and organization. A writer cannot copy direct quotations without providing quotation marks and without acknowledging the source. Paraphrasing material or using an original idea that is not properly introduced is the most common type of plagiarism.

Definition: Cheating is defined as receiving a grade or enhancing a grade through acts of deceit or knowingly taking credit for hours or scores that were not merited by the student's own accomplishment.

The college prohibits dishonesty such as cheating, plagiarism or knowingly furnishing false information to the officials or faculty of the college or their representatives. Any student found cheating, plagiarizing, or falsifying any records or documents will be immediately dismissed from the program. A student who assists another student, or in any manner encourages or covers up cheating by another student, may be dismissed as well.

D. Student ID Badges

A student ID badge must be worn at all times while on campus. Students must be able to produce the student ID at any time requested by instructor, administration or security. Anyone unable to do so may be asked to leave campus until his/her status can be confirmed.

E. Zero Tolerance Policy

Students **ARE NOT** allowed to perform any skill beyond those they are certified to perform by the state of Mississippi while not officially involved in class or clinical. This would include, but not limited to, IV access, IO, advanced airway skills, drug administration and electrical therapy. While on clinical/field rotations, the student may only perform those advanced skills that they have been taught and cleared to perform, and then only with preceptor supervision. If this policy is violated, it will mean immediate dismissal from the EMT-Paramedic Training program.

F. Pregnancy

- Pregnant students will be allowed to participate in the Paramedic Program, as long as the student can perform the essential skills and functions outlined in the Technical Standards of this handbook.
- It is recommended the student notify instructor of pregnancy for her own safety.

G. Notice of Non-Discrimination

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, sexual orientation, gender identity, veteran status, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. Employees, students, applicants for admission or employment, or other participants in Copiah-Lincoln Community College programs or activities who believe they have been discriminated against are entitled to seek relief through the Compliance Officer, at (601) 643-8411. Written inquiries may be e-mailed to: compliance@colin.edu or mailed to: Compliance Office, P.O. Box 649, 1001 Co-Lin Lane, Wesson, MS 39191.

XXVI. GRADUATION WITH ASSOCIATE'S DEGREE

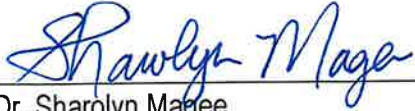
Any student earning an Associate's degree must apply for graduation and have his or her transcript evaluated prior to the deadline for graduation applications. This date is published in the catalog and on the website. Forms for graduation are available through the Student and Enrollment Services Office.

XXVII. ACKNOWLEDGEMENT FORM

All students must sign and return the acknowledgement form from this handbook at the beginning of the Paramedic Program.

Paramedic Student Handbook

THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC PROGRAM HAVE BEEN READ AND APPROVED BY:



Dr. Sharolyn Magee
Dean of Career and Technical Education

7/23/24

Date



Mrs. Jackie Martin
Vice President of the Wesson Campus

8/14/24

Date



Dr. Dewayne Middleton
President, Copiah-Lincoln Community College

8/14/24

Date

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM

I, _____ acknowledge that I have received a copy of the 2024-2025 student handbook for the Emergency Medical Technology - Paramedic Program at Copenhag-Lincoln Community College.

I further acknowledge that its contents have been reviewed and fully explained. I was given the opportunity to ask questions concerning its contents and the instructor answered all my questions.

I agree to abide by the policies and procedures of the program as outlined in this handbook as well as all other pertinent college policies.

Student Signature

Witness/Instructor Signature

Date

Date