



EMT/PARAMEDIC STUDENT HANDBOOK POLICIES AND PROCEDURES

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Student Handbook

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

This handbook is a supplement to the Arkansas State University – Beebe catalog. The University catalog and the University *Student Handbook* are the primary resources of information for the student concerning student activities and academic programs. The handbook for the students of the EMT/Paramedic program is a supplemental aid to the student and does not replace or preempt the University catalog or the *Student Handbook*.

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

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMT/PARAMEDIC PROGRAM OBJECTIVES POLICY/PROCEDURE: Overview of Program Objectives DATE REVISED: July 2015 NUMBER: 1</p>
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The goal of the ASU-Beebe EMT/Paramedic Program is to produce competent, entry-level EMTs and Paramedics to serve in career and volunteer positions in the state of Arkansas. This program follows the current National EMS Education Standards and complies with the Arkansas Office of EMS and Trauma Systems. In accordance with the Department of Transportation (DOT) National curriculum, the ASU-Beebe EMT/Paramedic Program's goal will be accomplished through the following objectives involving the three domains of learning.

At the completion of the course, the student will:

- Demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her education as an entry-level EMT or Paramedic.
- Demonstrate the technical proficiency in all psychomotor skills necessary to fulfill the role as an entry-level EMT or Paramedic.
- Demonstrate the affective personal behaviors consistent with professional and employer expectations for the entry-level EMT or Paramedic.
- Given a pre-hospital emergency care scenario, be able to manage a team of rescuers, supervise and perform an assessment of the scene/patient, and apply currently acceptable patient care protocols.
- Contribute in a positive manner to the learning environment by becoming an active participant in the teaching and learning process and seek learning opportunities outside of the classroom.
- Demonstrate clinical competence prior to and while assigned to patient care responsibilities.
- Be familiar with the hospital environment, including policies, practices, equipment, and skills as they relate directly or indirectly to the EMT or Paramedic in the field.

- Be familiar with the pre-hospital environment, including policies, practices, equipment, and skills as they relate directly or indirectly to the EMT or Paramedic in the field.

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<p>SUBJECT AREA: EMT/PARAMEDIC PROGRAM OBJECTIVES POLICY/PROCEDURE: Terminal Objectives DATE REVISED: July 2015 NUMBER: 2</p>

The “Unit Terminal Objectives” listed here are provided in accordance with the EMT/Paramedic National Standard Curriculum document delivered to the National Highway Traffic Safety Administration (NHTSA) in 1998 and subsequently adopted by the Arkansas Department of Health Office of EMS and Trauma Systems. The Unit Terminal Objectives identifies the performance standard educators will use to prepare competent paramedic students.

Module 1 – Preparatory

Preparatory Unit Terminal Objective:

At the completion of this unit, the paramedic student will understand his/her role and responsibilities within an EMS System, including: the wellbeing of the paramedic, illness and injury prevention, medical/legal issues, ethics, patients with special challenges, and effective communication with patients during care.

This Terminal Objective applies to: EMS 1104 – Pre-Hospital Environment
EMS 2203 – Medical Emergencies II

Preparatory Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to understand drugs and their effects on the human body and the assessment findings necessary to provide emergency treatment of the sick and injured.

This Terminal Objective applies to: EMS 1102 – Preparatory
EMS 1204 – Pharmacology

Preparatory Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to safely and precisely access the venous circulation and administer medications.

This Terminal Objective applies to: EMS 1102 – Preparatory

Preparatory Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to understand Pathophysiology as it relates to the assessment and management of emergency patients.

This Terminal Objective applies to: EMS 1102 – Preparatory

Module 2 – Airway

Airway Unit Terminal Objective

At the completion of this unit, the paramedic student will be able to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.

This Terminal Objective applies to: EMS 1102 – Preparatory

Module 3 – Patient Assessment

Patient Assessment Unit Terminal Objective

At the completion of this unit, the paramedic student will be able to use the appropriate techniques to obtain a medical history from a patient; perform, record, and interpret a physical exam; integrate the history taking and physical findings to perform a patient assessment; understand clinical decision making to help form a field impression; present patient information in a verbal form, either in person and/or in a radio transmission; and effectively document the essential elements of patient assessment, care, and transportation.

This Terminal Objective applies to: EMS 1102 – Preparatory

EMS 1104 – Pre-Hospital Environment

Module 4 – Trauma

Trauma Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to prepare for the likelihood of injuries based on the patient's mechanism of injury, assess and manage the patient with hemorrhage or shock, assess and manage the patient with: soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

This Terminal Objective applies to: EMS 2103 – Trauma

Module 5 – Medical

Medical Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to assess and manage the patient with respiratory problems, cardiovascular disease, neurological problems, endocrine problems, allergic or anaphylactic reactions, gastrointestinal problems, renal/urologic problems, and toxic exposure; understand the function of blood and its components; understand how to assess and manage patients suffering from problems related to temperature extremes, near drowning, diving emergencies, and altitude sickness; assess and manage the patient with infectious and communicable diseases; care for persons with behavioral emergencies; and assess and manage the patient experiencing a gynecological or obstetrical emergency.

This Terminal Objective applies to: EMS 1103 – Anatomy and Physiology
EMS 2104 – Medical Emergencies I
EMS 2203 – Medical Emergencies II
EMS 2402 – OB/GYN/Neonate

Module 6 – Special Considerations

Special Considerations Unit Terminal Objective:

At the completion of this unit, the paramedic student will be able to assess and manage neonate, pediatric, and geriatric patients, assess and manage the patient to include neonate, pediatric, and geriatric patients who have sustained abuse or assault, assess and manage the acute deterioration of a chronic care patient.

This Terminal Objective applies to: EMS 1102 – Preparatory
EMS 2104 – Medical Emergencies I
EMS 2203 – Medical Emergencies II
EMS 2402 – OB/GYN/Neonate

Module 7 – Operations

Operations Terminal Objective

At the completion of this unit, the paramedic student understand air medical transport, be able to integrate the principles of general Incident Management and Multiple Casualty Incident (MCI) management techniques in order to function effectively at major incidents, be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, trenches, highways, and hazardous terrain; be able to evaluate Hazardous Material (Haz-Mat) emergencies, call for appropriate resources and work in the cold zone, have an awareness of the human hazard of crime and violence and the safe operation at crime scenes and other emergencies.

This Terminal Objective applies to: EMS 2103 – Trauma
EMS 2203 – Medical Emergencies II

Clinical Rotations

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

This Terminal Objective applies to: EMS 1303 – Clinical Rotation I
EMS 2303 – Clinical Rotation II

Clinical Rotation Objectives

AGES:

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

RESUSCITATIVE PHARMACOLOGY:

The student must demonstrate competency to safely administer medications to the satisfaction of the Medical Director, the Program Director, and preceptors.

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

PSYCHOMOTOR SKILLS:

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

*The student should safely and, while performing all steps of the procedure, successfully intubate at least **15** live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors.*

B. The student must demonstrate competency to safely gain venous access to the satisfaction of the Medical Director, the Program Director, and preceptors.

The student should safely and, while performing all steps of each procedure, successfully access the venous circulation at least 120 times on live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors. (Cannulation for the sole purpose of blood draws is excluded.)

C. The student must demonstrate the ability to effectively ventilate a patient to the satisfaction of the Medical Director, the Program Director, and preceptors.

*The student should safely and, while performing all steps of the procedure, successfully ventilate at least **20** live patients and must demonstrate competency to the satisfaction of the Medical Director, the Program Director, and preceptors.*

D. The student must demonstrate the ability to perform a comprehensive assessment of obstetric patients to the satisfaction of the Medical Director, the Program Director, and preceptors.

E. The student must demonstrate the ability to perform a comprehensive assessment of psychiatric patients to the satisfaction of the Medical Director, the Program Director, and preceptors.

Field Internship

The paramedic student must demonstrate the ability to assess and manage a minimum of 100 patients and document their care. The paramedic student must be evaluated in a third-person environment by a paramedic preceptor/evaluator.

This Terminal Objective applies to: EMS 1301 – Field Internship I
EMS 2403 – Field Internship II

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

Pathologies:

A. Cardiac:

The student must demonstrate the ability to perform a comprehensive assessment of **10 cardiac patients (5 as the Lead Medic)** which must include a sufficient number of critical cardiac patients to the satisfaction of the Medical Director, the Program Director, and preceptors.

B. Trauma:

The student must demonstrate the ability to perform a comprehensive assessment of **15 trauma patients (10 as the Lead Medic)** to the satisfaction of the Medical Director, the Program Director, and preceptors.

C. Medical:

The student must demonstrate the ability to perform a comprehensive assessment of **30 medical patients (5 as the Lead Medic)** to the satisfaction of the Medical Director, the Program Director, and preceptors.

National Registry Testing and State Licensure

Successful completion of the EMT or Paramedic Course is not a guarantee for National Registry testing. The student must display the ability to function as an integral member of an ambulance crew. National Registry testing is recommended by the Program Director only after the student has demonstrated the abilities necessary to work on an ambulance.

Testing dates will be announced. ASU-Beebe will be responsible for setting up the psychomotor skills exam for both EMT and Paramedic students who successfully complete course requirements within the published schedule of that particular course. The procedure for setting up test dates for the didactic National Registry of Emergency Medical Technicians (NREMT) exam will be announced at the end of the course. The cost of the NREMT exam will be the responsibility of the individual student.

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<p>SUBJECT AREA: EMERGENCY MEDICAL SERVICES PHILOSOPHY POLICY/PROCEDURE: Overview of Program Philosophy DATE REVISED: July 2014 NUMBER: 3</p>

It is the overall mission of the Arkansas State University – Beebe EMT/Paramedic Program to educate, train, and challenge each student to reach his/her full potential on their path to becoming an Emergency Services (EMS) provider.

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

- Keen Interest
- Enthusiasm
- Consistent Attendance
- Commitment to Excellence
- Strong Communication Skills

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

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<p>SUBJECT AREA: ADMISSION/TESTING REQUIREMENTS POLICY/PROCEDURE: Requirements for Admission DATE REVISED: July 2014 NUMBER: 4</p>
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Position Overview: Admission to the EMT/Paramedic Program is a selective process based on ACT/COMPASS scores. Because of this process and limited student program seats, not all applicants will be accepted into the program.

Requirements for Admission to ASU-Beebe

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

Requirements for admission to the ASU-Beebe EMT/Paramedic Program

- All applicants must submit recent (within the last five years) ACT or COMPASS scores. The applicant must score a minimum ACT score of 19 in Reading Comprehension or 83 in Reading Comprehension on the COMPASS test. These scores are required for consideration for entry into the program.
- **Applicants to the EMT Program must be at least 18 years of age by the completion of their program.**
- **Applicants to the Paramedic Program must hold a valid Arkansas EMT license and BLS-HCP card.**

- Accepted students will be required to follow the Hepatitis B policy. Hepatitis B policy forms will be given at the program orientation.
- Accepted students must complete an application for licensure with the Arkansas Department of Health and pass a criminal background check conducted through the Arkansas Department of Health. Fees for both the application and the background check will be the responsibility of the student. This process will be completed within the first week of the beginning of the program.

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<p>SUBJECT AREA: EMS PROVIDER OBJECTIVES POLICY/PROCEDURE: Mental and Physical Abilities DATE REVISED: July 2015 NUMBER: 5</p>
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Position Overview: You should be aware of the mental and physical abilities required in EMS education. These same abilities will likely be needed for a successful professional career.

Requirements:

- The student must be able to observe a client accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, sense of smell, sense of hearing, and tactile sensation.
- The student must be able to work in a standing position and to walk for extended periods of time.
- The student must be able to safely lift and transfer patients. Safely moving a patient includes but is not limited to lifting and transferring a patient up to 18 inches from a bending position, then pushing/pulling/pivoting that weight up to three (3) feet. The student must be able to lift and carry a minimum of 35% of their own body weight. The student must be able to safely use patient transfer maneuvers including but not limited to lifting and transferring a patient to accomplish bed/chair/floor-to-cot and cot-to-bed transfers.
- The student must be able to apply up to 10 pounds of pressure to control bleeding sites and to perform CPR.
- The student must be able to respond and react immediately to auditory instruction, requesting, and/or monitoring equipment. The student must be able to perform auscultation without auditory impairment.
- The student must be able to perform up to 14 hours in a clinical or field environment.

- The student must be able to perform close and distant visual activities which may include but not be limited to people, paperwork, objects, depth and color perception. The student must be able to observe a client accurately at a distance and close at hand.
- The student must be able to discriminate between sharp/dull and hot/cold when using their hands.
- The student must be able to perform mathematical calculations without the use of a calculator to prepare medications and administer the medications.
- The student must be able to communicate effectively, both orally and in writing, using appropriate grammar and vocabulary.
- The student must be able to react appropriately and professionally within stressful situations.
- The student must be able to critically think and use therapeutic EMS judgement.
- Compassion, integrity, concern for others, interpersonal skills, interests and motivation are all personal qualities necessary for the EMS professional.

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

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

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<p>SUBJECT AREA: PROGRAM COSTS POLICY/PROCEDURE: Program Costs DATE REVISED: July 2015 NUMBER: 6</p>
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Position Overview: The following are estimated costs for the program. Newer versions of text books and related materials will be adopted as needed.

All starred (*) items are required.

Both EMT and Paramedic Programs

UNIFORM*

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

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

DRESS: ASU-Beebe EMS Polo Shirt
Dark Blue or Black EMS Pants (ironed)
Black belt, socks, shoes, or work boots (no cowboy boots)
ASU-Beebe Student ID

EQUIPMENT: Stethoscope
Penlight
EMS Shears
Watch (with a second hand)
Black-Ink Pen

INSURANCE*

Prior to entering the clinical setting, the student will need to obtain malpractice insurance through the program. Proof must be maintained by the instructor. **Cost of said insurance will be the student's responsibility.** Insurance for the EMT student must be purchased for one semester. Insurance for the Paramedic student must be purchased for three semesters. Cost for malpractice insurance will be determined by the current market price.

PROGRAM COSTS

EMT Program

TEXT	ISBN	COST
* <u>Basic Life Support for Healthcare Provider</u> – American Heart Association		
	9781616690397	20.00
* <u>Emergency Care</u> by Limmer/O'Keefe (12 th Edition) – Pearson		
	9780132543804	112.00
* <u>Emergency Care Workbook</u> by Limmer/O'Keefe (12 th Edition) – Pearson		
	9780132375344	64.00

Paramedic Program

Fall Semester

TEXT	ISBN	COST
* <u>Emergency Care in the Streets</u> Volumes 1 and 2	9781449637804	280.00
By: Nancy Caroline – Jones and Bartlett	9781449641511	
<u>Emergency Care in the Streets</u> Workbook	9781449609245	120.00
By: Nancy Caroline – Jones and Bartlett		

Spring Semester

TEXT	ISBN	COST
<u>ACLS</u> – American Heart Association	9781616690106	40.00
<u>PALS</u> – American Heart Association	9781616691127	40.00
<u>PHTLS</u> (8 th Edition) – NAEMT	9781284032765	65.00
<u>AMLS</u> – NAEMT	9780323071604	65.00

Summer I Term

There will be no additional materials for this term.

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SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Program Curriculum DATE REVISED: July 2015 NUMBER: 7
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Position Overview: This program has a “building block” approach. Successful completion of each course with a “C” is required for advancement into the next course.

EMT Program

Course #	Course Title	Clock Hours	Credit Hours
EMS 1001	Clinicals*	85+	1
EMS 1005	EMT I	70	5
EMS 2205	EMT II	70	5
EMS 2304	EMT III	45	4
Total for the EMT Program		270	15

*Entry into the Clinicals course is contingent upon successful completion of the EMT I course.

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

Paramedic Program

Fall Semester

Course #	Course Title	Clock Hours	Credit Hours
EMS 1002	Preparatory	40	2
EMS1103	Anatomy and Physiology	50	3
EMS 1104	Pre-Hospital Environment	80	4
EMS 1204	Pharmacology	90	4
EMS 1301	Field Internship I*	60	1
EMS 1303	Clinical Rotation I*	140	3
Total for the Fall Semester		460	17

*Entry into the Field Internship and Clinical Rotation courses is contingent upon successful completion of the Preparatory course.

Spring Semester

Course #	Course Title	Clock Hours	Credit Hours
EMS 2103	Trauma	65	3
EMS 2104	Medical Emergencies I	70	4
EMS 2203	Medical Emergencies II	60	3
EMS 2204	Cardiac Emergencies	110	4
EMS 2303	Clinical Rotation II	160	3
Total for the Spring Semester		465	17

Summer I Term

Course #	Course Title	Clock Hours	Credit Hours
EMS 2402	OB/GYN/Neonatal	35	2
EMS 2403	Field Internship II	240	4
Total for the Summer I Term		275	6
Total for the Paramedic Program		1200	40

EMT/Paramedic Course Descriptions

EMS 1001 Clinicals

Hands on applications of skills acquired in EMS 1005, EMS 2205, and EMS 2304. This is achieved by working in the hospital emergency room and with an ambulance service. Admittance into this course is contingent upon successful completion of the EMT I course and proof of malpractice insurance coverage. This course is offered on the Searcy campus during the fall and spring semesters.

EMS 1005 EMT I

This course is an introduction to pre-hospital care and the basic legal and ethical aspects involved in providing that care. Topics covered include: proper assessment of patients with medical illness, signs and symptoms of different medical problems, and the standard of care provided by the Emergency Medical Technician (EMT). This course is offered on the Searcy campus during the fall and spring semesters.

EMS 1102 Preparatory

This course is an introduction to the paramedic level scope of practice in EMS. Topics covered include: medical terminology, medication administration, patient assessment, airway management, respiratory support, and hypoperfusion. The use of airway adjuncts, endotracheal intubation, intravenous techniques, and MAST garments are taught. This course is offered on the Searcy campus during the fall semester.

EMS 1103 Anatomy and Physiology

This course is an overview of the structures and function of the human body. Emphasis is placed on defining and describing both normal and pathological body conditions. Topics covered include: patient assessment of each body region, homeostasis, pathophysiology, and effective communication with medical control and other members of the health care team. This course is offered on the Searcy campus during the fall semester.

EMS 1104 Pre-Hospital Environment

This course is an overview of the EMS system. Emphasis is placed on professionalism, responsibility, development, improvement, and community involvement. The ethical and legal aspects of Emergency Medical Services, including malpractice, consent, and contracts, will be discussed. Other topics addressed include: EMS Communications, Stress Management, and Emergency Rescue Techniques. This course is offered on the Searcy campus during the fall semester.

EMS 1204 Pharmacology

This course is an overview of medications used in EMS. Topics covered include: clinical pharmacology, classification of medications, indications for the use of medications, precautions, dosages and methods of medication administration, and dosage calculations. Students will be expected to learn all pertinent aspects of the medications used in the EMS environment. This course is offered on the Searcy campus during the fall semester.

EMS 1301 Field Internship I

This course provides hands on applications of skills acquired in foundational courses. This is achieved by working in real time with an ambulance service crew. This course presents the student with opportunity to function as a team member and utilize advanced level skills under the direct supervision of a paramedic in a field setting. Expectations include: progression from being a team member to a team leader, directing activities on the scene of a medical/trauma event, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of patient care to the emergency care physician. This course is offered on the Searcy campus during the fall semester. Individual student assignments will be scheduled through the program's clinical coordinator.

EMS 1303 Clinical Rotation I

This course provides supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the paramedic student to apply airway management, IV therapy, medication administration, and patient assessment skills. This course is offered on the Searcy campus during the fall semester. Individual student assignments will be scheduled through the program's clinical coordinator.

EMS 2103 Trauma

This course reviews the management and treatment of traumatic injuries. Topics covered include: anatomy and physiology as related to injuries pertaining to soft tissue, the central nervous system, cardiopulmonary systems, and musculoskeletal structures; assessment and management of traumatic injuries to all body systems including blunt force trauma, penetrating trauma, and burns. The course concludes with PHTLS training and certification. This course is offered on the Searcy campus during the spring semester.

EMS 2104 Medical Emergencies I

This course reviews the recognition, pathophysiology, and management of patients with medical emergencies. Topics covered include: respiratory disorders, diabetic emergencies, nervous system disorders, acute abdominal pain, renal failure, and anaphylaxis. The course concludes with AMLS training and certification. This course is offered on the Searcy campus during the spring semester.

EMS 2203 Medical Emergencies II

This course reviews the recognition, pathophysiology, and management of patients with medical emergencies. Topics covered include: toxicology, substance abuse, infectious and communicable diseases, environmental emergencies, geriatric and pediatric patients, behavioral emergencies, crisis intervention, and EMS operations. Successful completion of the course will include online courses through FEMA concerning EMS Operations and the Incident Management System. This course is offered on the Searcy campus during the spring semester.

EMS 2204 Cardiac Emergencies

This course reviews the etiology, pathophysiology, clinical features, and disease process of cardiac emergencies. Emphasis is placed on the mastery of the assessment of a patient experiencing a cardiac disorder, interpretation of cardiac dysrhythmias, recognition of signs and symptoms of cardiac conditions, administration of cardiac therapy and ACLS skills including defibrillation and synchronized cardioversion. The course concludes with ACLS training, testing, and certification. This course is offered on the Searcy campus during the spring semester.

EMS 2205 EMT II

This course is designed to introduce the student to recognition and management of patients with traumatic injuries. Topics include: the kinetics of trauma as it relates to the injured patient, signs and symptoms of injury to specific body systems, standard treatment practices for injured patients, and patient triage during mass-casualty events. This course is offered on the Searcy campus during the fall and spring semesters.

EMS 2303 Clinical Rotation II

This course is a continuation of EMS 1303 – Clinical Rotation I. This course is offered on the Searcy campus during the spring semester.

EMS 2304 EMT III

This course is designed to complete the student's knowledge of EMS systems. Topics include: extrication of a patient from a damaged vehicle, proper documentation of patient care, and proper communication skills for dealing with pre-hospital caregivers, colleagues, and hospital staff. This course is offered on the Searcy campus during the fall and spring semesters.

EMS 2402 OB/GYN/Neonatal

This course reviews the recognition and management of gynecological emergencies, the etiology and treatment of obstetrical emergencies, the normal and abnormal events associated with pregnancy and childbirth, and initial care and resuscitation of the neonate. Emphasis will be placed on assisting with the birth process. PALS level skills will be taught. The course concludes with PALS training, testing, and certification. This course is offered on the Searcy campus during the first summer term.

EMS 2404 Field Internship II

This course is a continuation of EMS 1301 – Field Internship I. Emphasis will be placed on the development of the paramedic student as the team leader of an ambulance crew. This course is offered on the Searcy campus during the first summer term.

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ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Program Schedule DATE REVISED: July 2015 NUMBER: 8</p>
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Position Overview: EMT and Paramedic students spend a portion of each term of their program in classroom sessions. Calendars for the program will be given to students or posted on the university Blackboard system. During the remainder of the program, the students are involved in clinical or field experience rotations at various pre-approved affiliates.

Essential Functions

- Classes will meet Monday, Tuesday, and Thursday throughout the semester.
- Classes start at 1700 hours and end at 2200 hours each classroom day.
- The times for the clinical and/or field experience rotations vary depending on availability and the student's schedule.
- Students are expected to arrive fifteen minutes early to both classroom sessions and clinical/field rotations.
- Clinical and field rotation schedules will be available for student viewing.
- Special classes will be set as needed and will be the student's responsibility to attend.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Grading Policy

DATE REVISED: July 2015

NUMBER: 9

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

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

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

Essential Functions

- Students are required to maintain a scholastic average of a 2.0 GPA (“C”) in each course. All prerequisite courses must have a 2.0 GPA (“C”) average to enter into subsequent courses.
- The course in which the student is unsuccessful must be repeated.
- Failure to complete any course with at least a 2.0 (“C”) will prevent the taking of subsequent courses due to prerequisite requirements.

- A student may apply to reenter when the failed course is offered again if space is available and preadmission criteria is met.
- If a course is not reentered within one (1) calendar year of the first day of the last semester attended, the entire program must be repeated.
- A student must complete the entire program within two (2) years of the initial entry date or the student will be required to repeat all the courses.

GRADING SCALE

The following grading system will be utilized to evaluate students:

LETTER GRADE	PERCENT	QUALITY POINTS
A	93 – 100	4
B	85 – 92	3
C	76 – 84	2
D	65 – 75	1
F	0 – 64	0

Status Conditions – Non-Grade Designations

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

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted. Remedial coursework is not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Withdrawals and Readmissions DATE REVISED: July 2015 NUMBER: 10</p>

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

Essential Functions

- A student officially withdrawing from training due to hardship of illness may be considered for readmission at the appropriate time in the curriculum with the appropriate approval.
- A student may be readmitted into the program in some instances. The Program Director will make a determination on a case-by-case basis.
- A student may apply for readmission into the EMT/Paramedic program a **maximum of three (3) times.**
- For EMT students, readmission must be within six (6) months of the first day of the last semester attended or the entire program must be repeated.
- For Paramedic students, readmission must be within one (1) calendar year of the first day of the last semester attended or the entire program must be repeated.
- Students not officially withdrawing will receive a grade of “F” on their official transcript. This may prevent readmission into the EMT/Paramedic program.
- Students withdrawing from a course that does not meet for the entire semester must withdraw on the classroom day before the final exam as long as the date is within university policies.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Advanced Placement DATE REVISED: July 2015 NUMBER: 11</p>

Position Overview

It is the policy of the EMT/Paramedic program not to accept advance placement or transfer students. Students must complete the entire EMT/Paramedic curriculum through the ASU-Beebe EMT/Paramedic program.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Graduation Requirements DATE REVISED: July 2015 NUMBER: 12</p>
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Position Overview: Students eligible for graduation may qualify for one (1) of three (3) academic credentials to be awarded by ASU-Beebe. These credential are:

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

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

Essential Functions

Certificate of Proficiency in Emergency Medical Technician

- Completion of application to graduate from the university
- Completion of all requirements set by the university
- Completion of all course and clinical/field work with a minimum of “C” or higher
- A student must have a 2.0 GPA in **each** course in order to fulfill graduation requirements and an **overall 2.0 GPA for the entire transcript**, not just the EMS courses.
- Clinical/Field documentation must be completed and turned in on or before the due dates
- Criminal Background Check has been completed and submitted per the Arkansas Department of Health requirement
- The National Registry of Emergency Medical Technicians (NREMT) documents have been completed online

- The Arkansas application for licensure is completed according to Arkansas State Department of Health protocol along with the fees for application
- Students must clear all charges against their accounts before graduation
- **It is the responsibility of the student to make certain all requirements for graduation have been met**

Technical Certificate in Paramedics

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

Associate of Applied Science in EMS-paramedics

To qualify for this degree, the student must complete the requirements for the Technical Certificate in Paramedics and an additional 20 hours of General Education courses.

These courses include:

Area of Study	Hours Required	Course Number	Course Title
English	6	ENG 1003	English I
		ENG 1013	English II
Lab Science	4	BIOL 1004	Biological Science (or higher)
Math	3	MATH 1013	Technical Math A (or higher)
Social Science	3	PSY 2013	Introduction to Psychology
		SOC 2213	Principles of Sociology
Computer Applications	3	CIS 1503	Microcomputer Applications I
Elective	1		The student may choose an elective course

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Student Grievance/Complaint DATE REVISED: July 2015 NUMBER: 13</p>
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Position Overview

- Since the faculty has the primary responsibility for the quality of instruction and the educational process, it is imperative that any question of academic rights or professional competency be judged by fellow professionals. Therefore, any student who believes that his/her academic rights have been violated or who has a complaint concerning the quality of instruction should initially discuss the grievance with the Program Director. If a mutually agreeable settlement is not reached, the student may submit a written complaint to the Vice Chancellor for Academic Affairs. The vice Chancellor is obligated to investigate the complaint. Should the investigation result in the conclusion that a hearing for a student be held, the student shall meet with the University Hearing Committee (Academic) **in the presence of the faculty member concerned**. If the student wishes to appeal the decision of the Vice Chancellor of Academic Affairs of the University Hearing Committee, he/she may appeal, in writing, to the Chancellor within ten (10) days of the decision being appealed.
- If a grievance is based on discrimination because of race, color, religion, age, disability, sex, or national origin, the student should contact the Human Resources Office when the written complaint is submitted to the Vice Chancellor for Academic Affairs. If the complaint goes before the University Hearing Committee (Academic), the two parties in the case may each choose one member to serve on the committee to hear the case. Complaint forms can be obtained in the Human Resources Office and, upon request, a staff person there will assist in the preparation of a complaint and explain the steps involved in the grievance process.
- The Human Resources Office will maintain files on all complaints and will monitor their outcome once they have reached this level.

- In all cases, the time frame established for faculty grievances, which is outlined in the Faculty Handbook, will be followed.
- Recorded complaints will be limited to those made formally in writing, signed by the student and submitted to one of the designated institutional Compliance Officers. The University currently has numerous grievance procedures in place. Referrals to these procedures will be noted by the Institutional Compliance Officers and will not be considered as a complaint for purposes of this policy. The underlying component of this policy assumes that when an Institutional Compliance Officer has become involved, the complaint has not been satisfactorily resolved through established procedures. The Institutional Compliance Officers are the Chancellor, the Vice Chancellor for Student Services, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Administration, and Vice Chancellor for ASU – Searcy. Questions concerning these policies should be directed to the Vice Chancellor for Student Services, who serves as the Institutional Compliance Coordinator.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Attendance Policy

DATE REVISED: July 2015

NUMBER: 14

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

Institutional Policy

- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement. Students enrolled are expected to be on time and remain in class for the scheduled amount of time.
- The course syllabus will specify the number of hours that can be missed before a student is dismissed from the course. Attendance records are kept.
- During a semester, a student may miss no more than twice the number of lectures, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Absences in excess of that number will result in the student being dropped from class with a grade of "F".
 - For example: A student will be dropped upon missing the seventh hour of a three hour course meeting three times a week or upon missing the ninth hour of a four hour course meeting four times a week.
- In determining whether a student should receive a failing grade, consideration should be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and any extenuating circumstances related to absences from class.

- The instructor will file a “Drop Report” form when the student is dropped from the class. Copies of this report will be filed with the University Registrar.

Program Policies

- All points below, regardless of terminology used, apply to the classroom, clinical, and field environments.
- The instructor reserves the right to lock the classroom door after the course start time and students not in the classroom will be counted as absent until the door is unlocked.
- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class or leave early. This policy re-enforces that punctuality and regular attendance to class are important factors to help improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students and a cornerstone of professional behavior.
- In the event of a tardy/absence, it is the student’s responsibility to contact the instructor or program director **prior** to the time the course is set to begin. The student will need to obtain handouts or assignments issued during any time missed. Contact phone numbers are available on the course syllabi.
- **Students who fail to notify the instructor of a tardy or absence prior to the start of class time will be considered a “No Call/No Show” and will be counseled. In accordance with health care facility and ambulance service policies and recommendations, students will be dropped from the program if a total of two (2) “No Call/No Show” events occur during the program.**
- Students will sign in and out on an attendance card for each theory course that are taking. The cards will be turned in to the instructor at the end of the course time or when the student leaves class. If the time card is not returned or returned incomplete for the day’s attendance, the student may be counted absent for that class period.

- “Tardy” is defined as arriving late to class or leaving early or leaving class unnecessarily.
 - This includes leaving early for and returning late from a break. A student may be counted Tardy for excessive restroom usage without discussing need with the instructor prior to class.
- A student should not leave the classroom greater than 3 – 4 times during the semester or within 10 minutes of break time or the end of class for restroom use.
- If a student is Tardy, it shall be recorded on the student’s attendance card and will count as time missed. The classroom clock will be used as the guide for all arrival and dismissal times.
- The student is encouraged to arrive to each class at least 10 minutes early. If a student is tardy three (3) times, they will be subject to counseling. If a student is tardy five (5) or more times, **they will be subject to permanent dismissal from the class.**
- Time missed will count in 15-minute increments. For example: a student who is five minutes late to class will be docked 15 minutes of time; a student leaving class 16 minutes early will be docked 30 minutes of time. Each course syllabus will specify the number of hours that can be missed before a student is dismissed from the course.
- Students will not be allowed to attend class or clinical if their temperature measures 99.8° F or higher. Students who are ill must notify the instructor of the absence prior to the start of class.
- Attendance for students receiving Veteran’s Administration (VA) benefits will be subject to review by VA officials.
- All time missed, for whatever reason, adds toward the total of hours allowable for each student. It is the student’s responsibility to be aware of their attendance record for each course and manage their time accordingly.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Inclement Weather Policy DATE REVISED: July 2015 NUMBER: 15</p>

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

Essential Functions

In the event the weather is so severe that the school administration feels life and property may be in danger, the Vice-Chancellor for Academic Affairs or his/her designee may cancel classes until weather conditions improve.

- If there is snow or ice in your place of residence:
 - Check the ASU – Beebe website (www.asub.edu) for information regarding the closure of the Searcy campus.
 - Listen to a radio or television (TV) station that is listed below for information concerning the closure of the Searcy campus.
 - If no announcement has been made within an hour prior to the beginning of your class or clinical/field shift, assume that school is being held and try to attend.
 - When the Searcy campus is in session, documentation may be required for students that are unable to attend school due to inclement weather.
- Radio and TV Stations:

Students are encouraged to check the ASU – Beebe website (www.asub.edu) for school closures. Individual campuses throughout the ASU – Beebe system may close or remain open as determined by the Office of Academic Affairs.

If a student determines that weather is so severe in their particular area that they should not attend school even when their campus is open, that student must notify their instructor or the program director of their absence prior to the beginning of class.

Continuation of learning is expected even if the campus is closed. It is the student's responsibility to check for alternate assignments through the course Blackboard page. Instructors may post assignments or tests regardless of the status of the campus. Each student will be responsible for work posted through this avenue.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Classroom Policies

DATE REVISED: July 2015

NUMBER: 16

Position Overview: In addition to all institutional policies as stated in the Student Handbook, the following classroom policies are required. EMT/Paramedic students are expected to exhibit professional behaviors whether in the classroom or at the clinical/field setting. The Code of Ethics for EMTs applies to any setting in which the student may be involved.

Essential Functions

- Classes are to be promptly attended. Students are expected to be on time and prepared for each class meeting and clinical/field assignment.
- The classroom door may be locked at the start of class. Students will be allowed to enter the classroom when the instructor opens the door. Time not in class counts as time missed.
- Written assignments must be handed in on time. Late work will be recorded as a zero (0) in the grade book.
 - The Program Director may choose to accept late assignments due to extenuating circumstances. Students should expect at least a one letter grade reduction for any work (including clinical and field documentation) turned in past the published due date.
- Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in pencil or black ink only.
- Students are responsible for material missed. The student is responsible for requesting any hand-outs from the class missed.
- Students who are listed as “No Call/No Show” on their attendance card are not eligible to make up any graded work missed. This includes classwork, homework, quizzes and tests.

- If a student is unable to take an exam in a course at the regularly scheduled time, the student must **personally** talk to either the course instructor or the program director prior to the time the course begins to make arrangements to take the test. Any test taken outside the normally scheduled time will be scheduled and administered at the discretion of the course instructor or program director.
- Availability of test results will be dependent on completion of the test by all students scheduled to take the test.
- Computerized testing may be used via the university testing program, Blackboard. Students will be expected to know their student ID number and password for access to the university program. Exam guidelines will be discussed with each course syllabi.
- Student grades will be kept current through the university grade book program, Blackboard. Every effort will be made by the instructors to post grades in Blackboard as soon as possible following grading of assignments.
- Not all tests will be scheduled or announced. 'Pop' quizzes may be given at any time and will count as part of the student's grade.
- Tests may be given with a scantron answer sheet. It is the student's responsibility to ensure completeness of the test and that proper erasures on the answer sheet occur. If the student makes an error and erases a response to choose a different option, to avoid discrepancies as to which answer is the final answer, the student must place the letter of the final answer selected at the end of the row on the right hand side of the scantron form.
- Tests may have a time limit for completion.
- There will be no "extra credit" assignments. The grade a student earns will be the grade the student receives.
- Handwriting should be legible. If the instructor cannot read the assignment, the assignment will not be graded and the student will receive a zero (0) for that assignment.
- Students should treat each other, instructors, and staff with respect. Be aware of how your classroom/clinical behavior affects others. Students are required to conduct themselves in an adult professional manner. Language should be professional at all times. Refrain from side conversations. Be attentive to whoever is speaking whether it is the instructor or a fellow student.

- Sleeping in class or disturbing other students by carrying on private conversations may result in the student being asked to leave the classroom. Continued instances of sleeping in class or disruptive behavior may result in permanent dismissal from the program.
- Students should meet bathroom needs at the scheduled break times. It is disrespectful and disruptive to classmates to leave class during exams or class activities.
- The EMT/Paramedic program is housed in a **scent free** building. **No** perfumes, colognes, or perfumed soaps/lotions/hair products may be worn in the building. Please be aware of scented detergents or fabric softener odors as well. You may be sent home if you come into the building wearing scented products. If you are sent home for this cause, the time missed will result in time counted against attendance.
- Food is allowed in the classroom or skills laboratory (not the computer lab) as long as its presence is not a disruption to the flow of class activities. Non-alcoholic beverages in closed, unbreakable containers with a securable lid may be brought into the classroom/skills laboratory (not the computer lab). No open containers will be allowed.
- Respect the property of others.
- Clean up after yourself.
- Rooms should be left in the arrangement in which they were found. Beds, tables, and chairs should be returned to their original positions. When not being used for other activities, bed-over tables should be returned to their positions over the beds.
- The beds in the skills laboratory are for learning experiences and not for personal use. **Do not lie on the beds.**
- The skeletons and mannequins available for teaching purposes are expensive and should not be played with, posed, or abused. Any student found destroying these pieces of equipment may be held financially responsible for any damage incurred.
- Children are not allowed to accompany a student to class.
- Students are not eligible for wages for clinical and/or field rotations. These experiences are a part of the educational process.

- Cell phones brought into the classroom must be set on vibrate mode only. Students are encouraged to make phone calls and answer messages during break time. The student is encouraged to discuss the possibility of an emergent phone call with the instructor prior to the beginning of class so arrangements can be made to handle that call.
- A student may be counted absent for three (3) hours if/when any of the following events occur:
 - The student's cell phone rings while the student is in class and it is not the university's emergency notification system.
 - The student is noted reading or answering a text message on any type 'smart' device during class time.
 - The student leaves class to answer their phone other than during break time.
- Students may not access phones or other 'smart' devices during exams.

- All policies of the ASU – Beebe Student Handbook will be followed.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Tobacco Use Policy DATE REVISED: July 2015 NUMBER: 17</p>

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

Essential Functions

1. Smoking and the use of all tobacco products is strictly prohibited anywhere on university property, including inside vehicles parked on university property.
2. Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, electronic cigarette, or other lighted smoking device; or, the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco.
3. Smoking and the use of tobacco products, including electronic cigarettes, is prohibited in University vehicles.
4. Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy. (Original policy adopted to comply with Arkansas Act 462 of 1987 and revised in 1991. Adopted by the Chancellor’s Council on February 9, 2009.)

Clinical and Field Internship Functions

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

- Keep in mind that as a student you are not allowed to leave the clinical facilities during clinical time. There will be No Smoking during clinical rotations. This includes lunch and other breaks. Students are not allowed to leave the facility for lunch.

- Many clients find that the smell of cigarette smoke makes them nauseated due to their impaired health. As a student, you are there to help them in the process of healing and recovery.
- Students must comply with the smoking policy in place at individual ambulance service affiliates. Failure to comply with that affiliate's policy will lead to disciplinary action.
- If a student is caught smoking at any Clinical Rotation, or have been smoking and smell of cigarette smoke at the facility, or are out of compliance with an ambulance service's smoking policy, the student will:
 - Receive a counseling notice.
 - Be sent home and counted absent for the day.
 - If the clinical or field affiliate requests the student be removed from their facility in violation of the facility "No Smoking Policy," the student will be unable to meet course/program objectives and will be dismissed from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Classroom Dress Code DATE REVISED: July 2015 NUMBER: 18</p>

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

Essential Functions

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

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Clinical and Field Experience Policies

DATE REVISED: July 2015

NUMBER: 19

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

Essential Functions

- Attendance
 - Attendance Records are Maintained in the Program Director’s Office
 - Clinical and Field Internship rotations are scheduled through the Program Director’s Office. All rotations must be completed at pre-approved affiliate sites.
 - Hours required for EMSP training are a part of the DOT curriculum and comply with the licensure requirements for the state of Arkansas.
ASU-Beebe EMS students may not work at any clinical/field site for a shift longer than 14 hours in a 24 hour period.
 - **EMT students** will complete a minimum of 60 hours of time with an ambulance crew. During that 60 hours, students are expected to participate in at least four (4) transporting runs. If a student does not participate in the minimum number of transporting calls, the student will be scheduled for additional hours with the ambulance affiliate of the Program Director’s choosing.
 - **EMT students** will complete a minimum of 25 hours of time within the Emergency Department (ED) environment of a hospital. Because this is a minimum requirement and the EMT faculty believe the ED

experience is valuable for the student, the following grading scale has been implemented to encourage students to gain additional experience.

- To achieve a C, the student must work a minimum of 25 clinical hours.
- To achieve a B, the student must work a minimum of 45 clinical hours.
- To achieve an A, the student must work a minimum of 60 clinical hours.
- Students wishing to schedule more than 60 hours in the ED will be allowed to do so only after all other students (both EMT and Paramedic) have completed their hourly goals for the semester.
- **Paramedic Students** will complete a minimum of 300 hours of time with an ambulance crew over the course of their program. During that time, the paramedic student is expected to progress from the role of student observer, to EMS team member, to EMS team leader. Paramedic students will also have minimum numbers of procedures to complete during this time frame. Those procedures and the minimum numbers required are addressed below.
- **Paramedic Students** will complete a minimum of 300 hours of time in the clinical environment over the course of their program. To assist the paramedic student in reaching the minimum procedure requirements of the program, these 300 hours are completed in different departments of an affiliated hospital. The departmental breakdown of hours is:
 - Emergency Department 180 hours
 - Critical Care Department 40 hours
 - Surgery Department 40 hours
 - OB/Newborn Department 40 hours
- Clinical and Field Procedure Guidelines
 - Students will have Malpractice Insurance prior to entering into clinical or field environments. The faculty will make arrangements for the insurance and notify the students of the cost. The student must pay for the insurance prior to being allowed in clinical and/or field environments.

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

- Personal visitors are not allowed in the clinical facility or at the ambulance stations. Students should inform friends and relatives not to visit the student while they are assigned to clinical and field rotations.
- Students are not permitted to obtain signatures on consent forms or to sign consent forms as witnesses.
- Students will not perform vaginal exams.
- While in the clinical and/or field environment, the student is expected to seek the assistance of their preceptors for any procedure that they have not been authorized to perform or any procedure that they feel insecure about performing. All invasive procedures require the presence of an instructor or their designee. Do not work outside your scope of practice!
- Students are not to wear any identifiable part of their school uniform outside of assigned clinical or field environments.
- Facility policies and procedures as outlined in the facility Policy and Procedure manuals are to be followed. If any question arises regarding how to do a procedure, these are the manuals to which you direct your actions.
- Clinical Facilities and Ambulance Services may request the EMT/Paramedic program to withdraw any student whose performance or attitude is unsatisfactory or whose personal disregard for facility regulations interfere with performance.
- Students are **not** eligible for wages for clinical or field experiences as it is part of the educational process.
- Conduct
 - The EMS student will maintain a professional attitude as well as a professional standard of patient care at all times during the clinical and field internship rotations.
 - Attitude should have the traits of: enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, and accepting of responsibility and criticism.
 - Loud and obscene language will not be tolerated and is grounds for immediate dismissal. If the student is not immediately dismissed, a counseling document will be completed and become a part of the student's permanent file.

- Personal mannerisms and habits suitable for EMS Professionals are to be exhibited at all times the student is either in class or wearing the ASU-Beebe EMS student uniform.
- Grading Standards
 - The student will be evaluated in the clinical/field experience by professional health care workers. Evaluations by these preceptors will count for 20% of the Clinical and Field Internship grade. Areas of evaluation are listed on the ASU – Beebe Shift Evaluation Worksheet. These areas of evaluation comply with the DOT curriculum and may fall within the scope of the student’s
 - Affective Behavior
 - Cognitive Ability
 - Psychomotor Skills
- Personal Appearance and Attitude
 - Students are to be neat, clean, and well-groomed both in class and when attending clinical and field internship rotations. Personal hygiene is to be maintained at all times.
 - No perfumes, colognes, perfumed soaps/lotions or hair products may be worn either in the in the class room or on shift at clinical or field internship rotations.
 - Students are to be scent free.
 - This includes the odor of tobacco products.
 - Some odors are objectionable to patients. Being exposed to these odors makes patient care more difficult and may exacerbate the patient’s condition.
 - Uniforms for students as requested by clinical facilities, ambulance services, and the program Advisory Committee will include:
 - ASU-Beebe (polo style) program specific shirt
 - Dark blue or black EMS pants (ironed)
 - Black belt, socks, boot/shoes (no cowboy boots)
 - ASU-Beebe Student ID
 - The uniform should fit appropriately.
 - The student shall not wear jewelry except a proper watch and/or engagement/wedding rings.

- Hair should be neat, clean, and pulled back. Hair should not fall past the eyes or face. Nor should the student's hair fall onto the patient when bending forward or performing patient care.
 - Pony tails should not swing free (they must be pulled up).
 - No hair bows, ribbons, or large combs will be allowed.
 - Headbands must be the color of the student's hair.
- Male students will shave every day or have a neat, well-trimmed beard or mustache. Length of facial hair must comply with the clinical ambulance company dress code standards.
- Fingernails must be short, lean, and without polish or any color (including clear). Artificial nails are not permitted in the clinical or field rotation environments.
- Tattoos may not be visible during clinical and field internship rotations. If the student has tattoos that extend past the sleeve of the uniform shirt, the student must wear a tattoo cover sleeve to keep these tattoos hidden. Other body tattoos that may be seen must be covered with an under shirt. Tattoos on the hands should be covered with gloves when the student is engaged in patient care.
- If the student does not comply with these uniform and personal hygiene standards, the student may be asked to leave the clinical or field internship environment to correct identified deficiencies.
 - If asked to leave the assigned station, the student will be counted absent for all time missed.
- Clinical Facilities and Ambulance Services may require compliance with institutional uniform policies. If the student does not meet institutional policies, the institution may request that the student be sent home.
 - If asked to leave the assigned station, the student will be counted absent for all time missed.
- Required Procedures for Paramedic Students
 - In order to meet program requirements, the paramedic student must successfully complete the minimum number of invasive procedures as defined by the Paramedic Program Advisory Committee.
 - In order to meet program requirements, the paramedic student must successfully contact the minimum number of patient populations as defined by the Paramedic Program Advisory Committee.

- At no time will the student be allowed to attempt any invasive procedures prior to approval of the instructor. The student will be tested on all practical procedures prior to performing any in the clinical setting. Students may expect that practical exams may include attempting the procedure on fellow students where applicable.
- Minimum Requirements are addressed in the following chart:

ASU-Beebe Paramedic Student Contact Requirements			
Procedure	Clinical Setting	Field Setting	Total
Safely Administer Medications	150	20	170
Live Intubations	15	0	15
Insertion of LMA	5	0	5
Safely Gain Venous Access	100	20	120
Ventilate a Patient	16	4	20
Assessment of Newborn	10	0	10
Assessment of Infant	10	0	10
Assessment of Toddler	5	0	5
Assessment of Preschooler	5	0	5
Assessment of School Ageds	5	1	6
Assessment of Adolescents	5	1	6
Assessment of Adults	75	15	90
Assessment of Geriatrics	25	15	40
Assessment of Obstetric Patients	15	0	15
Assessment of Trauma Patients	25	15	40
Assessment of Psychiatric Patients	10	10	20
Assessment of Medical Patients	75	30	105
Assess and Plan RX of Chest Pain	20	10	30
Assess and Plan RX of Respiratory	20	10	30
Assess and Plan RX of Syncope	10	5	15
Assess and Plan RX of Abdominal	20	10	30
Assess and Plan RX of Altered Mental Status	20	10	30
Field Internship Team Leads	0	20	20

- Dismissals/Transfers/Withdrawals
 - Clinical and Field Internship policies for dismissals, transfers, and withdrawals are the same as the policies for the classroom. Please see the appropriate section of this handbook to guide you in these areas of concern.
- Clinical and Field Internship Evaluation Sheets
 - Students will be evaluated by both the clinical and field personnel they are working with and by their program instructor(s). Evaluations will be used as a tool to note weaknesses and strengths of the individual student.
 - It will be the responsibility of the student to ensure the completion of all clinical and field documentation and to return these documents to their instructor(s) in the prescribed manner.
 - The clinical and field internship experiences will be documented on the Shift Evaluation Sheet. Upon completion of a shift, the preceptor will discuss the student's progress with the student. Then both the student and the preceptor will sign the Shift Evaluation Sheet.
 - Shift Evaluation Sheets are to be returned to the Program Director's office for grading.
 - The preceptor evaluation will count as 20% of the student's grade in the Clinical and Field Internship courses.
 - Student Shift Evaluation Sheets are kept on file in the Program Director's office and are a part of the student's educational file.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

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

DATE REVISED: July 2015

NUMBER: 20

Position Overview: The EMT/Paramedic Program faculty want students to be safe when engaged in patient care during clinical and field internship rotations. Therefore, the Centers for Disease Control (CDC) infection control guidelines will be followed.

Essential Functions

- Students will follow information for Bloodborne Pathogen guidelines. These guidelines are based on the OSHA standard for Universal Precautions.
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the CDC regard to standard precautions.
 - Wash hands before and after each patient contact.
 - Wear gloves any time there is the likelihood of contact with body fluids.
 - Wear gloves and gown if clothing is likely to be contaminated or soiled.
 - Wear gloves, gown, and mask if body fluids are likely to be sprayed.
 - Dispose of soiled linen and bandages as dictated by individual facility policies.
- All body fluids shall be considered potentially infectious materials and standard precautions shall be used.
- Contaminated needles/sharps:
 - Will not be recapped.
 - Will not be bent, sheared, or broken.
 - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique.

- As soon as possible after use, a contaminated sharp will be placed in an appropriate sharps container.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Students will follow the clinical and field internship agency's infection control policies and procedures.
- In the event of an exposure to blood or body fluids:
 - The student will wash the affected area with soap and running water and flush mucous membranes with water immediately.
 - The student will be handled according to that facility's employee protocol for such an event.
 - **The student will be responsible for any charges incurred.**
- Students are encouraged to obtain their own health insurance. Injuries that occur in the skills laboratory or in a clinical or field environment are not covered and/or paid by the agency of the university.

Arkansas State University – Beebe and its campuses do not maintain health clinics. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to students. See the Vice Chancellor of Student Services for information and applications.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Medication Administration Policy

DATE REVISED: July 2015

NUMBER: 21

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

Essential Functions

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

- Always have and use a current drug book. Look up medications and verify proper dosage, side effects, indications, and contraindications prior to giving any medication.
- Medications may be given after the student has successfully passed the Preparatory course (EMS 1102).
- Students are expected to follow the Six Rights of Medication Administration.
- Verify physician orders or standing orders with the medication record prior to giving any medication.
- Prepare medication in a quiet area away from noise and distractions.
- Check patient allergies before giving medications. If there is no notation in the allergy section of the medical record, STOP and be sure to obtain an allergy history prior to administration of any medication.
- Know the medication's various names, correct dosage ranges, method of administration, how the medication works, side/adverse effects, and pre-assessments and post-assessments to be done.
- Verify patient identity by asking their name and date of birth and checking the given information with the ID bracelet (If applicable).
- If a patient questions a medication or states it is different than one taken at home, STOP and recheck the medication order and patient history. Verify the order again before proceeding to administration of the medication.
- Carefully and promptly document medication administration.

- Notify the preceptor immediately if an error occurs. Assess the patient for effects of the error. Make sure an incident report is filled out and the preceptor is notified.
- A medication error is defined as:
 - Incorrect Medication
 - Incorrect Dose
 - Incorrect Route
 - Incorrect Time
 - Incorrect Patient
 - Incorrect Documentation
 - Medication Omitted
 - Failure to Identify Patient
 - Failure to Check Orders
 - Failure to Perform Pre-assessments and Post-assessments
- When a medication error occurs, the student will stop giving medications immediately. The clinical instructor will counsel, immediately if possible, with the student regarding what was done, the six (6) rights of medication administration, and how to avoid medication errors in the future. Documentation of the error will be placed in the student's file along with the incident report from the clinical/field internship site.
- When a medication error occurs the following actions toward the student will take place:
 - First medication error – Documented Clinical Occurrence and Counseling
 - Second medication error – Probation from the Paramedic Program
 - Third medication error – Dismissal from the Paramedic Program
- A student may be dismissed from the Paramedic Program for medication errors. If the medication error could result in patient death or is life threatening, the student will be dismissed immediately.
- Failure to correctly follow medication administration guidelines and the policies stated above will result in documented student counseling.
- The student who does not comply with medication administration policies will be subject to dismissal from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Substance Abuse Policy DATE REVISED: July 2015 NUMBER: 22</p>

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

Essential Functions

- The EMT/Paramedic program strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.
- Within the profession of EMS there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in educational activities, whether on campus or in clinical or field internship settings, EMS students are expected to be free from abusive influence or chemical substances/drugs.
- Students will sign a form agreeing to abide by the policy for the length of the program.
- In the EMT/Paramedic program, we teach professional behaviors and expect students to live up to the high standards of our chosen profession.
- Any EMS student who is aware that another EMS student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to an EMS faculty member.
- If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation for the

legitimate use, the student will be immediately terminated from the EMT/Paramedic program and will receive an "F" in each course in which they are enrolled.

- The intent of the policy is not just to identify those students chemically impaired, but also the attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming an EMS professional.
- All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.
- As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.
- Urine drug screens may be conducted during the school period. The approximate cost of each drug screen is \$40.00, which must be paid by the student.
- One screen may be conducted each term. The day of drug screening will **not** be announced ahead of time. The Program Director or their designee will announce that urine drug screens will be conducted and all students will be tested on the same day.
- The results of the screen will be sent to the EMT/Paramedic Program Director.

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

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

- decision will be: referral for medical evaluation and immediate suspension from the EMT/Paramedic Program.
- Confidentiality will be maintained.

Students who are dismissed from the program who at a later date wish to return to the program will be required to complete specific activities as directed by the program director before being allowed re-entry.

Following is the Substance Abuse Policy Release Form.

SUBSTANCE ABUSE POLICY RELEASE FORM

I, _____, have read the Substance Abuse Policy of the Arkansas State University – Beebe EMT/Paramedic Program and agree, as a student in the EMT/Paramedic Program, to comply with all aspects of the policy as it is written.

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

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

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

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

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

I agree to random drug testing.

I authorize the release of my drug testing results to the Arkansas State University – Beebe EMT/Paramedic Program Director.

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

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

Signature

Date

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES

POLICY/PROCEDURE: Probation or Dismissal From the EMT/Paramedic Program

DATE REVISED: July 2015

NUMBER: 23

Position Overview: Professional conduct is to be maintained at all times. Students not adhering to professional standards as outlined by the DOT may be removed from the Arkansas State University – Beebe EMT/Paramedic Program.

Essential Functions

- The following are grounds for dismissal from the EMT/Paramedic Program
 - Attendance as previously stated.
 - Grades as previously stated.
 - Failure to adhere to good clinical standards in providing health care.
 - Unprofessional conduct.
 - Cheating on an exam.
 - Falsification of records.
 - Patient endangerment.
 - Procedures performed outside the Scope of Practice for an EMS Provider.
 - Request by a clinical facility or field service to remove the student from their facility resulting in the inability of the student to meet course objectives.
 - Violation of the policies as stated in the school Conduct and Disciplinary Standards.
 - Violation of policies in the ASU-Beebe Student Handbook or EMT/Paramedic Student Handbook.

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

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

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

<p>SUBJECT AREA: EMS PROGRAM OBJECTIVES POLICY/PROCEDURE: Course Content Disclaimer DATE REVISED: July 2015 NUMBER: 24</p>
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Course Content Disclaimer:

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

Student Acknowledgement of Course Content Disclaimer:

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

Course

Student Name (printed)

Student Signature

Date

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY – BEEBE
EMT/PARAMEDIC PROGRAM**

SUBJECT AREA: EMS PROGRAM OBJECTIVES

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

DATE REVISED: July 2015

NUMBER: 25

I have received a copy of the Arkansas State University – Beebe EMT/Paramedic Student Handbook of Program Policies and Procedures.

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

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

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

Student Name (printed)

Student Signature

Date