

NORTHAMPTON

COMMUNITY COLLEGE

Emergency Medical Services Program

**Emergency Medical Technician
and
Emergency Medical Responder**

STUDENT HANDBOOK



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NORTHAMPTON COMMUNITY COLLEGE
Emergency Medical Services Program
STUDENT HANDBOOK

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NORTHAMPTON COMMUNITY COLLEGE

Emergency Medical Services Program

STUDENT HANDBOOK

INTRODUCTION

Welcome to the Emergency Medical Services “EMS” (Emergency Medical Technician “EMT” and Emergency Medical Responder “EMR”) Program at Northampton Community College (“NCC”).

The following information outlines the expectations and responsibilities for each student, as well as, your rights. Please read the information carefully because you will be expected to adhere to all rules and regulations. These rules encourage safe participation for all students and create an environment conducive to learning and work.

For more detailed information on NCC’s policies and procedures, please refer to the college student handbook at www.northampton.edu/StudentHandbook.

ACHIEVEMENT LEVEL

The student must meet **ALL** of the following to complete the course:

- Complete the minimum approved hours of lecture and lab as outlined on the course syllabus in order to be eligible to take the EMT or EMR Certification Exams.
- Demonstrate the ability to satisfactorily perform the basic emergency skills checklist.
- Attend 100% of the course. For an emergency situation a student can only miss a total of twelve (12) hours of the course for EMT or six (6) hours of the course for EMR, or will be dismissed from the program.
- Maintain a 75% average on all quizzes, module exams, and midterm exam.
- Complete required FEMA and Hazardous Materials courses.
- Complete a minimum of ten (10) patient contacts in a clinical setting approved by NCC.
- Pass all NREMT psychomotor skills as part of NCC final practical exam.
- Achieve passing grade of 75% on NCC final written exam.

ADMISSION CRITERIA

Admission requirements to the EMT or EMR Program are:

- Students must be at least 16 years of age. Students under 18 years of age must have parental consent with signed authorization.
- Students must have basic reading and writing skills. For example, the student must have the ability to read such items as prescription bottles and write English sufficiently to complete patient record forms, trip sheets, and examinations.
- Students must have basic math skills and an understanding of percentages.
- Students must have the ability to satisfactorily perform the skill objectives as outlined in the National Standard Curriculum or Health Professional Curriculum. All students must demonstrate the aptitudes as listed above when taking the practical skills examination for the state certification. Special needs accommodations must be resolved prior to taking the examination.

- Students must have their own Social Security Number in order to be admitted to the Program.
- Students must review and sign the Acknowledgement of Student Requirements which includes that they have read the attached Functional Position Description for Emergency Medical Technician and/or Emergency Medical Responder.
- Students must have medical coverage for the duration of the class and show proof at any time if required. Student must notify the college if their insurance lapses, and student will be withdrawn from the class with no refund.
- Students must provide a release from their health care provider for any medical condition that may restrict their participation in class (injuries, lifting restrictions, pregnancy, hypertension, etc.)
- Students must be committed to providing abuse free care to ensure quality of life for the patient.
- An applicant's background clearances must be in compliance and less than one-year old through the completion of the class. It may not contain prohibitive offenses as cited in ACT 14 (included in the course orientation packet).
- Any applicant who is still in prison, on work release, parole, or on probation will not be allowed to participate in the program until the prison and/or probation sentence has been completed, even if the offense is not on the Prohibitive Offenses list.
- If an applicant's record is expunged and now displays compliance with ACT 14, the applicant may reapply for enrollment into the NREMT program.
- Students are required to complete background clearances and submit them to the Credentialing Coordinator no later than the required deadline. Background checks required include the PA Criminal Background Check (PATCH), the FBI Criminal Background Check and a PA Child Abuse Clearance.
- While your Criminal Background Clearances may be acceptable for this program, you should be aware that Pennsylvania maintains a database by the Department of Health & Human Services' Office of Inspector General (HHS-OIG) that identifies individuals or entities that have been excluded nationwide from participation in any federal healthcare program. Healthcare facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal healthcare programs. If you are on the exclusion list, it is possible that you will not be eligible for employment in a healthcare agency. To see if you are on the list, please go to <http://oig.hhs.gov/fraud/exclusions.asp>.
- If any student is arrested or charged with any offense during the length of this program, it is the student's responsibility to notify the Program Manager immediately, and the student acknowledges that this may warrant dismissal from the course without a refund.

Any student accused of patient abuse during the program will be suspended from the program subject to a full investigation. This investigation will include the Administrative Director, Lead Instructor, Program Manager, and the Dean of Allied Health & Sciences. A preliminary report will be issued within forty-eight hours of the report and appropriate action taken. If additional investigative time is needed, the student will be notified within forty-eight hours of the initial incident.

Action can take one of two forms:

- Student is removed from further participation in the Program. Permanent report will be placed in the student's file and PA DOH will be notified.
- Student is counseled and allowed to return to the Program. Permanent report will be placed in the student's file. Time missed must be made up at the next program offering or at the discretion of the Program Manager.

LIABILITY INSURANCE

All students must pay the \$13 malpractice fee to cover professional liability insurance.

REFUNDS

Non-credit Students

Non-credit students who wish to withdraw must formally request withdrawal with the College and will be eligible for a refund as follows:

100% Refund - Withdraw 5 business days prior to the first day of class
50% Refund - Withdraw 3-4 business days prior to the first day of class
0% Refund - Withdraw less than 3 business days prior to the first day of class

Credit Students

Credit students should refer to the college student handbook at www.northampton.edu/StudentHandbook.

No refund will be issued to a student who withdraws or is removed from the program for:

1. Excessive absence.
2. Failure to submit required background clearances by the established deadline.
3. Failure to submit clinical requirements by the established deadline.
4. Failure to complete online quizzes and/or exams by the established deadline.

ACCOMMODATIONS

Northampton Community College encourages academically qualified students with disabilities to take advantage of its educational programs. Services and accommodations are offered to students with disabilities at no additional cost to facilitate accessibility to College programs and facilities. These services are based upon each student's individual needs and must be indicated by current documentation of disability. For more information, you can contact the Coordinator of Disability Services at 610-861-5342 or view the Disability Services Webpage at www.northampton.edu/disabilityservices .

Students requesting accommodations of any nature must complete the appropriate forms at registration and provide documentation supporting the request at that time.

PROCEDURES FOR OCCURANCE OF AN INJURY/ILLNESS

Any student who sustains an injury or feels ill should immediately:

- Report the incident to the instructor.
- If the injury was caused by a needle or sharps or equipment, discard the object in the proper receptacle and wash the area immediately with soap and water.
- If caused by other equipment, identify the item.
- If necessary, participant may be referred to the College Health Center on Main Campus.
- Document the injury/illness on an INJURY REPORT form and submit to the instructor.
- Students are responsible for any medical follow-up.

DRESS CODE

Students must wear the Northampton Community College Emergency Services navy blue polo shirt and long black or navy blue pants to all skill labs, ambulance ride alongs, and psychomotor exams.

- Students will be provided with a pocket mask; sanitizing material will be available at each class.
- Students must wear closed toe shoes or boots (no sneakers or open toe shoes, flip flops, or sandals).
- Student must wear a watch with a second hand.
- Students are expected to look professional at all times and must not show any exposed piercings or tattoos.
- Hair must be up off collar or pulled back, and jewelry kept to a minimum with no dangling earrings, necklaces or bracelets that will interfere with the student's performance.
- Facial hair must be trimmed in accordance with CDC/NIOSH guidelines to allow fit testing of N95 respirators.
- Fingernails must be clean and trimmed; not more than 1/8" beyond fingertip. No acrylic nails.
- Students are required to have an NCC Photo ID. Instructions how to obtain an NCC Photo ID will be provided at the time of registration.
- Ambulance services may have additional requirements which must be met in order to complete ride alongs/patient contacts.

ATTENDANCE

- Students are expected to be in the classroom before the start of each class and after breaks and lunch. Attendance is validated by the use of the clock in the classroom. You should be in your seat and ready to begin by set time. Attendance after that is considered tardy. First offense will receive a verbal warning, second offense is a written warning, and third offense could result in termination from class.
- **Excused Absences Include:** an acute illness of the student or dependent, death of an immediate family member, or court hearing. A note from the physician, death notice, or court order will be required for it to be considered as “Excused”.
- Proper notification must be made at least two (2) hours prior to the scheduled start time of class. The student must email the Program Manager of any absence or expected tardiness.
- Any other personal requests for absence, including late arrivals or early dismissals, must be discussed in advance of course start date and will be granted at the discretion of the Program Manager.
- **Un-Excused Absences Include:** tardiness, not notifying program manager, not showing, calling off, leaving early, family vacation, wedding, known schedule conflicts, etc.; and are subject to disciplinary action.
- If an unexcused absence was due to non-acute illness of the student, their dependent, or immediate family member, a physician’s statement is still required.
- All excused absences require proper documentation (physician’s statement, etc.) prior to the last day. Documentation is a prerequisite to taking the final exam and is also required for make-up time approval.
- Students are expected to attend and be engaged in all class sessions of courses in which they are enrolled and are responsible for all material presented in class sessions of these courses. Students may not miss more than the following hours:

EMR Course – 6 hours

EMT Course – 12 hours (of which no more than 6 hours can be lab time)

- Students who cannot meet course objectives because of excessive absences or poor performance, upon the recommendation of the Program Manager and the approval of the Dean of Allied Health & Sciences will be withdrawn from the course.
- Non-enrolled individuals (such as students or children) are not allowed to attend class or participate in the laboratory aspects. Child care arrangements need to be made in advance. There are no exceptions.
- For EMT course participants only: The Clinical experience requires ten (10) patient contacts in a local hospital or EMS agency of our arrangement. **Required documentation to participate in the clinical experience must be submitted by the deadline set forth to your specific class. If you do not fulfill the clinical requirements you will not be able to continue to participate and you will be withdrawn from the course.**

MAKE-UP TIME POLICY

Northampton Community College recognizes that unexpected circumstances may arise, causing time to be made up. There is a very limited amount of make-up time built into the courses. Make-up time necessitates additional instructor scheduling. Make-up time may not exceed twelve (12) hours for EMT course or six (6) hours for EMR courses.

***Make-Up Fees: (0-4 Hours) at \$125 and (4-8 Hours) at \$250**

All make-up time must be scheduled and paid for prior to the beginning of the make-up session.

CANCELLATION OF CLASSES

Instruction for late starts or cancellations will have announcements made via

- Radio announcements
- Television Announcements
- College website: www.northampton.edu/weather-info
- **NCC Alerts** is a notification system that enables the school to send urgent news to your cell phone or email address. Once you sign up for the service, the college can text your cell phone or email you with timely information about emergencies and weather-related closings and delays. Sign up at: <https://northampton.omnilert.net/subscriber.php>

If the college is closed, there will be no classes or lab on that day. If the college opens late, there will be class or lab on that day starting at the time the class is scheduled to begin, otherwise, you will be notified of the change in schedule. However, if an online assignment is scheduled for the day(s) the college is closed, the student is still required to complete the assignment as scheduled.

GRADING

Methods of Instruction

Lecture, classroom discussion, case studies, group activities, role play, demonstration of EMT or EMR skills, required textbook readings, required workbook and/or online quiz assignments, laboratory practice, ride-along and/or clinical experience, audiovisual (cassettes, computer software, CD-ROM, videocassettes), American Heart Association Basic Life Support for Healthcare Provider Program.

Units of Instruction for Emergency Medical Technician-Basic

1. EMS Systems
2. Workforce Safety and Wellness
3. Medical, Legal, and Ethical Issues
4. Communications and Documentation
5. Medical Terminology
6. The Human Body
7. Life Span Development
8. Lifting and Moving Patients
9. The Team Approach to Health Care
10. Patient Assessment
11. Airway Management
12. Principles of Pharmacology
13. Shock
14. BLS Resuscitation
15. Medical Overview
16. Respiratory Emergencies
17. Cardiovascular Emergencies
18. Neurologic Emergencies
19. Gastrointestinal & Urologic Emergencies
20. Endocrine & Hematologic Emergencies
21. Allergy and Anaphylaxis
22. Toxicology
23. Behavioral Health Emergencies
24. Gynecologic Emergencies
25. Trauma Overview
26. Bleeding
27. Soft-Tissue Injuries
28. Face and Neck Injuries
29. Head and Spine Injuries
30. Chest Injuries
31. Abdominal & Genitourinary Injuries
32. Orthopaedic Emergencies
33. Environmental Emergencies
34. Obstetrics and Neonatal Care
35. Pediatric Emergencies
36. Geriatric Emergencies
37. Patients with Special Challenges
38. Transport Operations
39. Vehicle Extrication and Special Rescue
40. Incident Management
41. Terrorism Response & Disaster Management

Units of Instruction for Emergency Medical Responder

1. EMS Systems
2. Workforce Safety and Wellness
3. Lifting and Moving Patients
4. Medical, Legal, and Ethical Issues
5. Communications and Documentation
6. The Human Body
7. Airway Management
8. Professional Rescuer CPR
9. Patient Assessment
10. Medical Emergencies
11. Poisoning and Substance Abuse
12. Behavioral Emergencies
13. Environmental Emergencies
14. Bleeding, Shock, and Soft-Tissue Injuries
15. Injuries to Muscles and Bones
16. Childbirth
17. Pediatric Emergencies
18. Geriatric Emergencies
19. Transport Operations
20. Vehicle Extrication and Special Rescue
21. Incident Management

Evaluation Methods

1. Theoretical Competency

- Student must satisfactorily complete all course requirements and participate in classroom discussion and group exercises.
- Weighting of quizzes and exams
 - Chapter Quizzes (41-EMT, 21-EMR) = 15%
 - Module Tests (6) = 60%
 - Mid-Term Exam = 25%
- Practical Skills Competencies = Pass or Fail
- Students must have an average of 75 on the quizzes, module tests and midterm exam in addition to a passing grade on the practical skill competencies and a passing grade of 75% or better on the final written exam to graduate from the course. Skills evaluation sheet must be valid and completed by the final date given or it will be considered a failing grade. Without a passing grade on the practical skills exam and a passing grade on the final written exam students will not be eligible to take the final cognitive exam or the State certification exams.
- Chapter quizzes must be completed by due dates indicated on the class schedule (normally within one (1) week of the chapter lecture). Failure to complete a chapter quiz by the scheduled date and time will result in the student receiving a zero (0) for the chapter(s).
- Students shall be given a midterm performance evaluation. Students who have not achieved a 75% average by the midterm shall be withdrawn from the course. The midterm grade average shall be based on all quizzes, module exams, and the midterm exam taken up to that point in the semester. Incomplete quizzes or exams shall be given a grade of zero (0).
- Students may retake an exam with a score of less than 75 only once. If the retest is again less than 75, the student will receive the higher of the two scores. In addition, students may only retest on two (2) exams in the course. All retests must be scheduled in writing with the Program Manager.
- If the student misses an exam due to an excused absence, the student will be expected to make up that exam before the next scheduled class unless other arrangements are made with the Program Manager. Students who miss an exam due to an unexcused absence will receive a score of zero (0) for the missed exam.
- If the student does not pass any one of the components, they will not be permitted to take the State certification examinations and must retake the EMT course in its entirety.

2. Skill Competency

- Students are required to attend skill demonstrations and laboratory sessions.
 - Students must pass the practical skills examination to pass the course including the **critical criteria** of each procedure. If a student fails to meet these requirements, additional theoretical time and practice will be required prior to being retested as set up by the Program Manager in writing.
 - 100% accuracy on the critical elements is required.
 - Skills checklist and NREMT skill sheets will be provided to the student on day one of the course and explained it is their responsibility to have all skills completed successfully by the end of the course. Upon completion of the course, a copy of the skills competency sheet will be provided to the student and a copy for the student file and must be signed by the instructors for each skill.
 - Students will be given three (3) opportunities to achieve a satisfactory rating on each skill. If the student does not pass any one of the components they will not be allowed to take the state certification examination.
3. Students are required to have program textbooks, polo shirt, NCC Photo ID, pocket mask, and wristwatch.
 4. For EMT students only: Clinical Experience
 - Student must satisfactorily achieve all clinical objectives.
 - Scheduled attendance and punctuality is required.
 - Appropriate dress, grooming and hygiene. Must wear NCC Polo-shirt, uniform pants, boots, and NCC Photo ID.
 - Demonstrate quality physical care during assigned tasks.
 - Provide abuse and neglect free care.
 - Respect and support patients' rights, independence and right to choices.
 5. For EMT students only: Students shall attain their ten (10) patient contacts through ride alongs with local EMS agencies as approved by NCC. Students shall be schedule for ride alongs after successful completion of requirements including, but not limited to, completion of AHA BLS course, submission and approval of required background clearances, fit testing of N95 respirator.

Grading Policy (for Credit Course only)

1. Students are required to earn a grade of 75 or higher in the course.
2. Grading System:

Grade Point Equivalent	
A	93-100
A-	90-92
B+	87-89
B	84-86
B-	81-83
C+	78-80
C	75-77
F	74 and below
I	Incomplete



Grading Policy (for Non-Credit Course only)

The College does not issue letter grades for non-credit courses. The College will issue a statement of satisfactory completion for those students who require such written documentation. Students requiring such documentation should notify the instructor at the beginning of the Course.

Student Performance Appraisals

EMT-B/EMR Students will be evaluated twice during the course (mid-term and near the end of the course). Areas that will be evaluated are: Teamwork, Dependability, Online Participation, Courtesy, Privacy, Demeanor, Leadership and Skills.

Classroom Etiquette

1. Class begins promptly as scheduled. If the door is closed you are tardy.
2. All cellular phones must be turned to vibrate mode or off. No answering calls or text messaging during class.
3. Time is valuable; every minute counts and there is a lot of information to be covered, please be considerate of others.
4. Minimal food and drink are allowed during class and lab.
5. No smoking, chewing and/or spitting of tobacco is permitted in the classrooms.

Some steps that may help you be successful with this course:

1. Start reading your textbook as early as possible.
2. Take good notes and study your notes and textbook whenever you can.
3. Active listening is very important in note taking. It helps you take better notes and also helps overcome distractions.
4. If you need tutoring assistance - don't wait! Please notify the Lead Instructor or Program Manager to discuss arrangements.

Suggestions to reduce mind wandering when studying:

1. Try to have one or two special study areas. You feel different in different settings. Find a quiet place that works for you!
2. Become actively involved in your studying. You cannot think of two things at one time! The more actively you are involved in your studies, the less likely you are to start thinking of something else. Study alone and in groups.
3. Take a short break when you begin to feel tired. Take a five minute stretch, walk or get a drink of water.
4. Keep physically and mentally fit. "You are what you eat" is really true. Without the proper fuel, and a good night's sleep, you cannot perform well.

This course will be what you make it; participation and asking questions are encouraged. If you do not understand something, please ask!

EMS PROVIDER EXAMINATIONS

1. The BLS examination process consists of the Pennsylvania (NREMT) Psychomotor (Practical) Examination and the NREMT Cognitive (Written) Examination. Students are eligible for the BLS examination process after successful completion of an EMR/EMT certification class conducted by a Pennsylvania Department of Health accredited educational institute.
2. Cognitive (written) examinations are computer-based examinations conducted at PearsonVue testing centers. Students are responsible for the testing fees and the scheduling of the exam. NREMT will transmit cognitive (written) results to the PA EMS Registry and results will be posted to the student record within a few days of exam completion.
3. An applicant for EMS provider certification must make an attempt at the psychomotor (practical) or Cognitive (written) exam within one (1) year from the date of successful course completion. Although a student will not be eligible for state certification if an attempt is not made within one year, the student may still be eligible for NREMT certification.
4. Both psychomotor (practical) and cognitive (written) exams must be successfully passed within two (2) years from the date of successful course completion.
5. Students who do not make an initial attempt within one (1) year, or are not successful at both psychomotor and cognitive (written) exams within two (2) years of course completion, are not eligible for certification without repeating the entire certification course
6. Students who fail the psychomotor and/or cognitive (written) exams on their first attempt are eligible to retest in accordance with guidelines set forth by the PA Dept. of Health and/or the NREMT.
7. The PA Dept. of Health may, by regulation, change the standards in this subsection.

RE-ADMISSION

1. The College allows a student to repeat the course once for any reason. Any student who fails to earn credit or to satisfy a grade prerequisite after enrolling in the course for the second time may not register for the course for two academic years after the last attempt. If any student wishes to enroll in the course after the two year time period, he/she must first meet with the Dean, School of Health Sciences and Education for consideration into the Program.
2. Northampton Community College expressly reserves the right to deny readmission to any student who is dismissed, exceeds an authorized leave of absence, or who voluntarily or involuntarily withdraws from the Program. Factors including, but not limited to, the reason for leaving the Program, activities/educational pursuits during non-enrollment indicating improvement or enrichment, and space availability will be considered by the Program in making the re-admission decision.

STUDENT RIGHTS AND RESPONSIBILITIES

Please refer to the college student handbook at www.northampton.edu/StudentHandbook for additional information on student rights, responsibilities, grading system, professional conduct, academic appeals for grades cheating and plagiarism, and etc.

EMS Student Bill of Rights

The students participating in the Northampton Community College Emergency Medical Services Program have the right:

1. To choose your training center.
2. To be correctly informed in advance regarding the dates the course will start and end, days and hours for classes, course location, total cost (tuition, books, equipment, etc.), refund

requirements, rotation requirements and location, or other information needed to make an informed choice regarding choosing your training center.

3. To purchase textbooks and personal equipment from outside of the training center when they are not included in the tuition fee. Note: There are many online sources bookstores, and surgical suppliers for textbooks and personal equipment. The training center must provide sufficient equipment for the class to practice the skills required in the curriculum.
4. To receive a complete student Handbook that will detail all aspects of the course including: policies on lateness, missed classes, minimum grades, how grades are calculated, and tuition refund schedule, rotation requirements, etc.
5. To a classroom environment that:
 - a. Is clean, quiet and well lighted.
 - b. Has adequate ventilation and appropriate temperature.
 - c. Have male and female bathroom facilities.
 - d. Has clearly labeled emergency exits.
 - e. Has enough equipment to be able to practice the required skills.
 - f. Has equipment in clean and satisfactory condition.
 - g. Has enough space to be able to practice skills.
 - h. Has instructional material for lectures adequate to teach the syllabus.
 - i. Has sufficient space for test taking.
 - j. Has sufficient furniture for seating and note taking.
 - k. Provides skills practice with no less than a one instructor to six students (1:6) ratio for all skill sessions.
 - l. Provides a lead instructor who is certified by the PA DOH present at all sessions.
 - m. Provides access for student to communicate with the lead course instructor, Program Manager, sponsor administrator and/or medical director.
 - n. Provides the student with his/her status in the course with regard to grades, skills, attendance, rotations, or any other factors influencing the student's status in the course.
 - o. Provides a review of exams and/or explanations of incorrect responses/practice.
 - p. Provides classes that begin and end on time and take place on the dates as stated in the course schedule (safety and weather permitting).
 - q. Ensures the student will not be intimidated, bullied, or harassed in any way by instructors, staff, or other students.
 - r. Treats each student equally and without discrimination.
 - s. Provides that each student will receive from the course sponsor PA DOH policy statements regarding
 - 1) Qualifications and description of tasks for the level of certification being sought.
 - 2) Certification for individuals with criminal convictions when requested by the student.
 - t. Allows the student to contact the Eastern PA Regional EMS Council and/or the PA Department of Health, Bureau of EMS, with any questions or concerns.

Eastern PA Regional EMS Council	610-820-9212
PA DOH Bureau of EMS	717-787-8740
NCC Healthcare Education	610-332-6585

NON-DISCRIMINATION; TITLE IX POLICY

Northampton Community College values diversity and seeks talented students and instructors from diverse backgrounds. The college does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices as required by the TITLE IX of the Education Amendment of 1972, Section 504, and other statutes. If you require accommodations for college events, contact the office for disability services at 610-861-5342, Affirmative Action Officer and ADA Coordinator at 610-861-5300, or TDD 610-861-5575 at least one week prior to your planned visit. All aspects of participation in the EMT Program are governed and administered solely on the basis of individual achievement.

POLICY COMMUNICATION

A copy of the EMS Student Handbook will be given to each EMT/EMR student enrolled into the program. In addition, every EMT/EMR instructor will be provided with a copy of the Handbook. The Program Manager, or a designated instructor, will explain each policy to the EMT/EMR student. The EMT/EMR student will sign that they have received and understand the policies. The student will also sign a release of information form indicating if materials can be released to other agencies, employers and educational institutions. This form will be kept in the student's permanent file.

POLICY MAKERS

Judith Rex, PhD, RN, BSN, Dean, School of Health Sciences and Education

The Advisory Board Committee meets, at least annually to review the EMT/EMR Programs for the following year; the Administrative Director will present to the Advisory Board:

- Number of classes including number accepted and number completed.
- Number of students taking NREMT/EMR state examination and pass rate.
- Areas of difficulties and an action plan to improve those areas.
- Grades of completed and instructor's evaluation of students.
- Student evaluations of the Program.
- Student evaluation of the Lead Instructor and others involved in the course.
- Feedback from those involved with the Program.
- Goals that assess the strengths and weakness of the Program.

Minutes of the Advisory Board meetings will be maintained. The Administrative Director will be responsible for revising and updating the policies, and the Dean of Allied Health & Sciences will review and approve them before they are implemented.

LOCATION INFORMATION

CAMPUS ADDRESS:

Fowler Campus
511 E. Third Street
Bethlehem, PA 18015
610-332-6585
3rd Floor, Room 344

Pocono Campus
2411 Route 715
Tannersville, PA 18372
570-369-1800, Option 3
Kapp Hall, Room 011A

CONTACT INFORMATION

Healthcare Education:		(610) 332-6585	
Program Manager:	John Evans	(610) 332-8666	jevans@northampton.edu
Credentialing Coordinator:	Carmen Takacs	(610) 332-6422	ctakacs@northampton.edu
Dean, School of Health Sciences and Education:	Judith Rex	(610) 861-5533	jrex@northampton.edu

AGREEMENTS

Student Training Agreement

1. Students agree to review the student policy manual and Functional Position Description for the Emergency Medical Technician or the Emergency Medical Responder to ensure they can commit to learning the duties on day one.
2. Students will then sign the form that states they understand the policies and are able to meet the requirements on day one.
3. Students will complete the PA DOH Accommodation Form on day one.
4. Students will complete the PA DOH Student Application on day one.
5. Students will complete the PA DOH Criminal History Reporting Form Certification/Recognition on day one, and, if applicable, submit documents to the EMS Council for charges documented.
6. Students will complete college registration form and/or a college application if necessary.

STANDARDS OF CONDUCT-DISCIPLINE PROCEDURES

Applicability

This procedure applies to individuals in Northampton Community College non-credit courses offered to other agencies under contract; this procedure does not apply to college students taking credit courses. For credit courses, please refer to the college student handbook at www.northampton.edu/StudentHandbook.

1. All students must wear an identification tag at all times when in the field; ID can be obtained at the main campus.
2. Academic honesty is expected of all students.
3. Leaving the classroom area without permission or performing procedures without the instructor present could result in immediate dismissal.
4. Cell phones and Alert Pagers must be turned off and are not to be used during the course. Students who are expecting important calls must inform the instructor before class starts and must get permission from the instructor to leave their phone on silent or vibrate mode.
5. Electronic devices with access to the internet (laptops, tablets, etc.) may be used during class to follow the power point slides or for taking notes only. If a student is caught using their device to browse the internet or for purposes that are not class related the instructor has the authority to have the student turn off the device and the student will not be allowed to use the device for any reason in future classes.
6. Cause for discipline: the following may be regarded as cause for disciplinary action when committed on college property or such other place where a college class, clinical or lab is offered or immediately adjacent to college property.

- a. Academic Dishonesty (cheating): students taking tests in the classroom will be monitored by the instructor and will not be allowed to refer to study material. When taking a written exam administered by the Instructor and/or PA DOH, students are not permitted to refer to study material, receive help from others during the testing time, or remove test material or information from the test site.
- b. Forgery or falsification of college forms.
- c. Use of alcoholic beverages.
- d. Demonstration of assault and battery behavior. NCC encourages any student or employee to review the sexual assault policy in the college student handbook at www.northampton.edu/StudentHandbook for more details.
- e. Destruction or abuse of college or individually owned property.
- f. Theft of college or individually owned property.
- g. Illegal possession or sale of narcotics or any kind of drugs.
- h. Tampering with fire alarms or firefighting equipment.
- i. Illegal possession of or use of firearms, switchblades, long blade knives and other dangerous weapons or fireworks.
- j. Display of lewd, indecent or disorderly conduct.
- k. Failure by a student to identify himself/herself when requested by an identified college official, security officer, or faculty member in performance of administrative duties.
- l. Willful obstruction of passageway, entrance, exits, or any portion of a building in which classes are held.
- m. Issuing false alarms.
- n. Multiple infractions of college regulations, policies, or procedures intended for the safety of buildings and/or personnel.
- o. Persistent and deliberate interruptions of instruction.
- p. Violations of college parking regulations.
- q. Any criminal act committed against the laws of the United States or the Commonwealth of Pennsylvania, which places college personnel, students, residents or property in jeopardy.

Possible Penalties

- a. Immediate dismissal pending due process from the course or class(es) in which the individual is enrolled.
- b. Temporary suspension from the course or class(es) in which the individual is enrolled for a period of time to be determined under the provision of this procedure.
- c. Suspension from taking other credit free classes at the college for a period of up to three years with approval from the Program.
- d. A letter of reprimand in student and/or state file.
- e. Additional individual discipline shall be determined by the college catalog or student policy manual.

Due Process

- a. **Charge:** An NCC administrator, instructor, or coordinator may charge a non-credit participant with an offense as listed above. The Dean of Allied Health & Sciences will determine if there is insufficient cause to proceed or if there is sufficient cause to proceed, then the remaining steps of the due process will be initiated.
- b. **Notification:** The individual being charged will be notified in writing within five working days to either accept the charge or request a hearing.

- c. Hearing: The Dean of Allied Health & Sciences will serve as the Hearing Officer and will make a determination within two working days after the conclusion of the Hearing.
- d. Appeal: Decisions may be appealed.
- e. Interim Action: A student may be suspended pending investigation immediately if they are deemed harmful to themselves or others.

ALCOHOL AND DRUG FREE CAMPUS POLICY

Northampton Community College is committed to a drug and alcohol free environment for all of its employees and students. Violation of this policy will result in immediate suspension leading to possible dismissal. More information can be found in the college student handbook at www.northampton.edu/StudentHandbook.

ALCOHOL AND DRUG ABUSE AT THE CLINICAL SETTING/INTERNSHIP SITE

The procedure for Student Alcohol and/or Drug Abuse at the Clinical Setting/Internship Site is as follows:

In healthcare, the welfare and safety of patients is our first priority. Substance abuse or being impaired while participating in clinical education can pose a serious risk to patient safety.

In accordance with Northampton Community College's (NCC) policy governing the use of alcohol and other drugs, the Allied Health & Science Division has adopted procedural steps pertaining to the suspicion of student substance abuse or impairment at the clinical site. The clinical settings are an educational extension of the College and as such, the policies of the College, as stated in the NCC Student Handbook, also apply to students when participating in clinical education.

In accordance with clinical site practice, students may be subjected to random drug screens.

If a student, while at clinical, is suspected of substance abuse or being under the influence, the student will be:

- Immediately removed from all patient/work areas by the clinical instructor or immediate supervisor.
- Immediately referred to a drug screening facility or the clinical site's testing area and will need to follow up with drug and alcohol counseling in the event of a positive result.
- Arrangements for safe transportation of the student will be secured by the instructor/supervisor.
- Refusing to submit to drug/alcohol testing is grounds for banning the student from any further activities.

Be advised that as a matter of protocol, many clinical sites require drug and alcohol screening in the event of any accidental incident involving a patient.

If substance abuse is confirmed, and the clinical site agrees, the student will be permitted to return to the clinical education setting if he or she complies with the prescribed plan of action. Failure to comply with the individualized plan of action, or repeat incidents will result in further disciplinary action, up to and including withdrawal from the program.

LAW ENFORCEMENT AGENCY NOTIFICATION

The college shall notify the proper law enforcement agencies when staff or individuals have become aware a violation of the law has taken place.

UNPROFESSIONAL AND/OR UNSAFE BEHAVIOR

Unprofessional and/or unsafe behavior will also result in disciplinary action. The following are conditions or violations, which will result in verbal, written warning and can constitute dismissal from the course after the third offense.

Offenses include:

1. Arriving to class late. More than ten (10) minutes will be considered an absence.
2. Leaving the classroom or clinical areas without instructor approval.
3. Professional behavior is expected in this classroom which simulates an office, clinical setting. Unprofessional behavior such as, harassment, cheating, or fighting (physical or verbal) will be cause for dismissal.
4. Disruptive behavior (verbal or physical interruptions, sleeping, rude behavior, profane language, leaving the classroom with-out permission, texting or answering phone, dishonesty, insubordination, lack of respect to classroom, personnel, and etc.).
5. Non-compliance with established policy or regulation (smoking, parking, facility, or phones).
6. Smoking or chewing tobacco is only permitted outside the building in designated areas. No smoking or chewing tobacco in the classrooms or the bathrooms. NCC encourages any student or employee to review the smoking/tobacco policy in the college student handbook at www.northampton.edu/StudentHandbook for more details.
7. Documented non-compliance with safe clinical practice involving safety or infection control discussed in class.
8. Documented non-compliance with existing dress code as described in the dress code standard.

Other regulations:

1. Enter through the main entrance only. In case of an emergency such as fire, exit through the identified exit doors.
2. Respect all NCC property, other individual property and the property of the areas used for class, clinical. Do not use other's books, calculators, cups, and pens without permission. Use only what is yours. The teacher's desks are private. Please do not take anything from the top or inside of the desk.
3. Minimal food and drink is allowed in the classroom.

DISMISSAL POLICY

We reserve the right to dismiss any participant due to poor attendance, failure to submit all clinical requirements by the given deadline, failure to provide a negative drug screen, and/or serious discipline or harassment issues.

Please refer to the college student handbook at www.northampton.edu/StudentHandbook.

NON -DISCRIMINATION; TITLE IX POLICY

Northampton Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. This is an integral part of the College's academic mission to enrich our students' educational experiences and prepare them to live in and contribute to a global society. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, or disability please contact the Equal Opportunity Office at 610-861-5496 or David Ruth at druth@northampton.edu.

GRIEVANCE/COMPLAINT POLICY

This procedure has been developed to allow the student to express a grievance complaint or dissatisfaction. Please refer to the college student handbook at www.northampton.edu/StudentHandbook for the process if the issue or concern cannot be resolved with your instructor.

HARASSMENT

Sexual harassment or any other kind of harassment of students or employees at NCC is unacceptable conduct and will not be tolerated. NCC encourages any student or employee to review the sexual harassment policy in the college student handbook or at www.northampton.edu/StudentHandbook for more details.

CONFIDENTIALITY/DISCLOSURE OF INFORMATION

All patient/client and student information is confidential. None of this information may be disclosed to any third party without the knowledge and written consent of the patient/client. Students must sign the attached Confidentiality Agreement in order to complete the Externship portion of the program. NCC encourages any student or employee to review the confidentiality policy in the college student handbook or at www.northampton.edu/StudentHandbook for more details. For purposes of allowing NCC to release information to potential clinical sites and accreditation bodies you will be asked to sign a release of information. In addition to the Release of Information form, you will also be asked to sign a Photography Release.

STUDENT TRANSFERS

Northampton Community College does not permit students to transfer into or out of an EMS course from one EMS educational institute to another.

Students may request to withdraw from their current NCC EMS course. Such withdrawals may result in a failing grade for the course. No refunds will be provided for students who withdraw after the course begins.

Students wishing to enter an NCC EMS course, coming from another EMS educational institute, must take the entire course and must comply with all of the requirements of a new student including criminal background clearances, proof of health insurance, cost of tuition and materials, and all other requirements for admission as outlined in the EMS Student Handbook.

NCC HEALTH SCIENCES/HEALTHCARE EDUCATION COVID-19 POLICY

1. If you are not feeling well/experiencing any COVID-related symptoms, stay home! Be sure to notify your instructor, as well as your preceptor/manager, if applicable, as you have been instructed to during orientation with as much notice as possible.
2. Students are required to do the Health Screening on the NCC Go app prior to coming to campus or the clinical facility each day. Questions include travel quarantine guidelines for PA residents.
3. Students will be required to wear a mask at all times while on NCC property. Students are encouraged to wear a cloth mask from home and to wash it daily. Masks are available at building and classroom entrance, along with hand sanitizer.
4. Students will be required to maintain physical distance of 6 feet from others while on NCC property:
 - a. Desks will be spaced appropriately, students are asked to wipe down their desk area, as necessary each day.
 - b. Students are encouraged not to congregate in lounge areas, and can eat lunch at their desks, outside, or in their cars.
 - c. All instructors and students must wear their NCC ID badge daily.
5. Students who need to be dismissed from class due to COVID-19 symptoms or for coming in contact with a person who tested positive for COVID-19:
 - a. Student will be instructed to go home, isolate, and call their health care provider.
 - b. If student has a negative COVID-19 test, they will be required to share results with NCC.
 - c. If student has a positive COVID-19 test, they are required to report test results to the NCC Health Center at 610-861-5365.
 - d. If student has a positive COVID-19 test, they will be required to provide proof of a negative COVID-19 test prior to returning to class and/or clinical.
 - e. Students that cannot finish their class/program due to COVID-19 will be brought back into the next available class/course and can continue where they left off when possible. If this occurs during clinical or externship, next steps may be determined by the protocols of the facility.
6. NCC instructors and students will adhere to these policies at all times while at NCC and adhere to facility policies during clinical rotation, which includes wearing a mask at all times, and safety glasses and other PPE, as required by the clinical site.
7. Students may be required to have a COVID-19 test prior to clinical rotation if requested by the facility. If so, students will be responsible for the out-of-pocket expenses for the testing.
 - a. Students will not be allowed to enter clinical site without proof of a negative COVID-19 test.
 - b. Remember that a negative COVID-19 test today does not mean that you cannot contract COVID-19 tomorrow!

Health Careers Medical Marijuana Policy

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge your understanding by signing the Student Handbook Acknowledgement form.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as [law](#) on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

At this time, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical, internship, or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

NORTHAMPTON

COMMUNITY COLLEGE

PRIVACY & CONFIDENTIALITY

PHOTOGRAPHING, RECORDING, AND SOCIAL MEDIA OF PATIENTS/RESIDENTS/CLIENTS/CONSUMERS AND THEIR FAMILIES, INCLUDING CLINICAL SITE STAFF, INSTRUCTORS, AND CLASSMATES

According to Federal requirements related to abuse at F223 and F226 “the patient/resident/client/consumer”, has the right to be free from verbal, sexual, physical, and mental abuse, corporal punishment, and involuntary seclusion.” “The facility must develop and implement written policies and procedures that prohibit mistreatment, neglect, and abuse of the patient/resident/client/consumer and misappropriation of patient/resident/client/consumer property.”

- ⬆ **Under no circumstances is it acceptable for a student or instructor to take photos, record sounds/voices or video of any patient/resident/client/consumer that contains nudity or shows the resident in a negative way.** This includes the following: bathing, showering, toileting, incontinence care, perineal care, showing a body part without the patient’s/resident’s/client’s/consumer’s face whether it is the chest, limbs, or back, inappropriate behavior by a patient/resident/client/consumer, or anything showing the patient/resident/client/consumer in a compromised position.
- ⬆ **Under no circumstances is it acceptable for a student or instructor to post any photos, record sounds/voices, video, or any other information regarding any patient/resident/client/consumer on any social media platform.**
- ⬆ Surveyors must investigate these incidents regardless of the cognitive status or consent of the patient/resident/client/consumer.
- ⬆ It is also unacceptable to photograph or record patient’s/resident’s/client’s/consumer’s family members, clinical site staff, your instructors and classmates.
- ⬆ If students ask to take pictures or record lectures (in the classroom and/or skills lab) for the sole purpose of learning and studying, it is at the instructor’s discretion whether or not a student has their permission.
- ⬆ Students may have their photographs taken for the purpose of creating ID badges, as required by our clinical sites. Your photos are kept on file for our recordkeeping and will not be used in any other way, without the student’s consent.
- ⬆ You may be asked to sign a Photography Release if classroom photographs are taken for the use of college marketing materials.

NORTHAMPTON COMMUNITY COLLEGE **CODE OF ETHICS FOR EMS PRACTITIONERS**

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

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