

Western Technical College



Health and Public Safety Division
Emergency Medical Services

Paramedic Programs

Technical Diploma: 31-531-1

Associate Degree: 10-531-1

Student Reference Guide

2017-2018

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Overview

Welcome to the Western Technical College Paramedic Program. We look forward to helping you fulfill your educational goals.

The policies, procedures, and information contained within this Student Reference Guide are supplemental to those Western policies, procedures, and information contained within the Western Technical College Student Handbook. As the policies, procedures, and information contained within the Western Technical College handbook apply to all Western Technical College students, Paramedic program students are encouraged to obtain a copy of the current student handbook from the campus shop. To access the Student Handbook online, visit the College web site at http://www.westerntc.edu/student_handbook/StudentPlanner.pdf

Refer to each individual program course syllabus for specific academic information, directions, and requirements about each course.

Mission, Vision, and Values

Our Mission

Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

Our Vision

Western Technical College is the college of first choice in our region.

Our Values

We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork and respect.

- Learning
- Excellence
- Accountability
- Diversity
- Student Success
- Teamwork
- Integrity
- Respect

Program Goal

The program's minimum expectation is "to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains" with or without exit points at the Advanced Emergency Medical Technician, and/or Emergency Medical Technician Basic, and/or Emergency Medical Responder levels.

Program Approval and Accreditation

The Western Technical College Paramedic Program options are the Technical Diploma and Associate Degree, as granted by the Wisconsin Technical College System (WTCS). The Programs are approved jointly by the WTCS and the Wisconsin Department of Health Services (DHS).

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP) Programs.

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445
Fax 214-703-8992
www.coaemsp.org

Program Outcomes

1. Prepare for incident response and EMS Operations.
2. Integrate pathophysiological principles and assessment findings for a variety of patient encounters.
3. Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
4. Communicate effectively with others.
5. Demonstrate professional behavior.
6. Meet state and national competency requirements for paramedic credentialing.

College Core Abilities

1. Use effective communication skills.

2. Apply mathematical concepts.
3. Transfer social and natural science theories into practical applications.
4. Demonstrate ability to think critically.
5. Demonstrate ability to value self and work ethically with others in a diverse population.
6. Use technology effectively.
7. Make decisions that incorporate the importance of sustainability.

Requirements throughout the Program

It is YOUR RESPONSIBILITY to keep your program requirements up-to-date. Failure to do so will result in a forfeit of your seat in the paramedic program courses. All items can be submitted to the EMS Administrative Assistant located in K -211 during normal business hours.

Immunizations

- TB (Mantoux Test) - You must have two negative results for the past two years. If you have not had two negatives in the last two years, you will have to follow the 2 step process. This involves inserting tuberculin under the skin and then reading it 48-72 hours later. One week following the reading, it will need to be inserted and read again to assure there was not a false negative. This can be done at your provider's office, the County Health Department, your place of employment or UW-L Student Health Center located in the Health Science Center in LaCrosse.
- Hepatitis B Series- It is your choice whether to have the series. If you elect to have the Hepatitis B series, you need to start the series, but you do not have to complete the series in order to submit the immunization form. You need to submit the remaining dates when the series is complete.
- Understand that in order to return this by the mandatory dates (expiration date) you should begin collecting the information and receiving the vaccination right away in case you need more lab tests. For example, if you have trouble finding your records but know you had the vaccination, then you may need a titer.
- It is recommended that you have a seasonal flu vaccination. Although it is not a requirement at all agencies, many facilities are asking for either proof of this immunization, declination of the flu vaccine form, and/or students need to wear a mask when at clinical. Please note that if a facility does require a vaccination and you decline the vaccination, you could be prevented from attending clinical, which may result in you being withdrawn from the clinical course, and therefore, the program. Western Technical College **cannot** guarantee clinical placement.

CPR Certification

You are required to maintain the *American Heart Association—Basic Life Support (BLS) Provider* CPR certification and provide a copy of the card. Note: Until you graduate, you are required to be certified as a BLS Provider. If it is due to expire prior to the end of the program, it must be renewed before it expires.

EMT Licensure

You must provide your instructor with a copy of your current State of Wisconsin EMT Licensure or National Registry Certification.

Health and Safety Orientation

Students are REQUIRED to complete the annual Health and Safety Orientation training and test as a condition to participate in clinical activities. Please check the EMS Board Blackboard site for directions. If your assigned clinical agency requires additional training, you will also be required to complete their training in order to be cleared for attendance at that site.

Health and Safety

Students in the Paramedic program are exposed to health risks related to the environment in their learning experiences. Clinical experiences are held in medical centers, clinics, ambulances and various clinical locations. Entering the Paramedic program is a choice and students need to be aware of possible health risks in clinical settings. Students enrolled in the Paramedic program have potential for exposure to communicable diseases or may sustain injuries in the clinical setting.

Student Responsibilities to Prevent Potential Exposure

Comply with Standard Precautions. Assume all blood and body fluids contain blood borne pathogens. If you are not confident in your knowledge, understanding, or skills related to standard precautions; seek further information from your textbooks, the Centers for Disease Control, or from your program instructor. It is your responsibility to know, understand and comply with Standard Precautions.

Blood Borne Pathogen Exposure Prevention and Response

If a student is exposed to blood or other potentially infectious body fluids, the following procedure is to be followed:

- If a needle puncture, laceration (scratch), or other broken skin occurs, IMMEDIATELY:
 - Cleanse the wound thoroughly with soap and water. Squeeze the wound to encourage bleeding. The wound may be further cleansed with 10% povidone-iodine (betadine solution)
- If a mucous membrane or conjunctival exposure occurs IMMEDIATELY:
 - Irrigate the affected area immediately with copious amounts of water or normal saline.
- Immediate report exposure incident to your clinical instructor, Mary Leske (in the Health and Public Safety Division office) and clinical supervisory staff.
- Obtain exposure Source data. (Patient name, date of birth, and ID#)
- Seek medical attention within 24-48 hours and if the source has a known blood borne infection, within 2 hours
- Students may schedule an appointment with their provider of choice.

- Laboratory tests indicated for significant exposure include: HIV, HBV, HCV
- Follow up testing occurs at 3 and 6 months post exposure. Further information can be found at www.cdc.gov

Health Insurance Portability and Accountability Act (HIPAA)

The Federal Government put in place the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule to ensure patients have rights over their own health information. Personal health information is protected and includes written, spoken, and electronic information. It includes any information that is created by a healthcare provider or health plan that relates to the conditions, treatments or payments made by an individual and it identifies the patient by protected health care information.

Examples of Protected Healthcare Information that NEVER leave the clinical site:

- Name
- Birthdate
- Admission date
- Date of death
- Phone Numbers
- Health plan information (ID, account number)
- Any other unique number, characteristic, or code that could be used in combination to determine the identity of a patient
- Medical record number
- Vehicle identifiers
- Fingerprints
- Photographs
- Social Security Number
- Email address

The government also created the HIPAA Security Rule to require specific protections to physically protect electronic medical records. An example of protective measures that must be used to protect patient information includes:

- Passwords – do not share your password with anyone.
- Logoff if you are not directly in front of the screen to protect the patient information from being seen by others.
- Audit trails are done to record every screen and change made to every patient in the facility. If you are looking up someone other than the patient, there will be an audit trail to prove it.
- Anything that has personal health identifiers on it need to be protected by putting them away, turning them upside down or in some other way, prevent the viewing of that information.

So what is allowed to be seen in the electronic medical record or the paper chart?

- The minimum amount necessary to perform your work. All information observed must be related to caring for that particular patient.
- Only enough to care for your patient and nothing more.

So how am I supposed to do my work?

- If you are not caring for or documenting on the patient, you do not have a right to access that patient's chart.
- You may not discuss or present identifiable patient information with or to anyone, including classmates or faculty, who are not part of your training, unless you first obtain written authorization from the patient. On paper, identifiers need to be cut off, not crossed out because the patient's identifiers may show through even when scribbled out. All information should NEVER be placed in any other wastebasket as others can access it.
- Discuss patient care in a private place. Hallways, cafeterias and doorways are not private.
- Care must be taken when discussing protected healthcare in front of or with a family member or friend who is involved in the care of the patient. Generally you should either ask the person to step out of the room or ask the patient if it is okay to discuss information with the person(s) present in the room.
- Do not email personal identifiers because most email is not encrypted.
- HIPAA grants patients the right to access and obtain copies of their medical records; however, please refer all requests to the patient's outpatient primary healthcare provider.
- Requests for protected healthcare information by law enforcement officers (i.e., police, sheriff) must be referred to the patient's primary caregiver to ensure that proper procedures are followed.
- Failure to follow policies governing access to, and use and disclosure of patient healthcare identifiers will result in being denied access to WTCS clinical sites and might also result in civil and criminal penalties under law.

Essential Functions and Program Specifications

The Essential Functions and Program Specifications for the Paramedic Program are printed in the program on line overview. All students are asked to read and verify that they are aware and capable of performing the essential functions. A change in your ability to perform any of the essential functions, which include pregnancy, must be reported to your instructor within 24 hours, as well as provide medical documentation stating you are medically cleared and/or describes your restrictions.

Criminal Background Checks

On October 1, 1998, Wisconsin passed a law which requires stringent background checks for all paramedic students. Paramedic students will need to register at <https://mycb.castlebranch.com> in order to complete their national background check. A background check is required prior to clinical experience in health care facilities. If a student has a criminal background or pending charges as noted in the Department of Justice record, then they may be barred from engaging in the required clinical placements. Failure to disclose an arrest, pending charges and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical site's prerogative to accept or deny clinical placement of students with an arrest, pending charges and/or conviction. In addition,

- The student **MUST** inform the program and/or college of any changes in his/her criminal history while enrolled in the paramedic program
- If the student has a criminal history and chooses to begin/continue his/her education, the student is not guaranteed a clinical site. For each clinical rotation, the program will contact up to two approved clinical sites. Acceptance for clinical placement during clinical rotation does not guarantee subsequent clinical placements. Failure to be accepted into a clinical site will result in course failure and dismissal from the paramedic program. See Disclosure of Possible Bar from Clinical Experiences Policy.
- If a student cannot obtain a temporary Training Center Permit he/she is not eligible for clinical or field training.

Temporary Training Center Permit

While enrolled in the Paramedic program, students maintain a Temporary Training Center Permit through the authority granted to Western Technical College and its Medical Director as a Wisconsin DHS-approved Paramedic level EMS training center. As a result, students may practice at the Paramedic level only with a Western Technical College approved Paramedic level preceptor at a Western Technical College approved site or facility. If, at any time the student is considered to be an unsafe practitioner or violates policies, the student's Temporary Training Center Permit shall be revoked and the student may be dropped from the program. Such revocation/dismissal from the program may occur for any of the following reasons:

- Failure to follow Western Technical College policy or procedure
- Failure to follow local protocols
- Operating outside the DHS approved Paramedic scope of practice
- Performing skills or administering medications before approved to do so by Western staff
- Failing classroom ACLS, PALS, PHTLS testing (written or practical)
- Failing any clinical course
- Continued "unsatisfactory" performance in any clinical evaluation topic area
- Refusal to perform appropriate, approved skills or assessment as directed by preceptor
- Unsafe or dangerous act or omission (regardless of whether a patient is actually harmed)
- Discussion of any patient records outside the area of clinical
- Coming to class or clinical sites under the influence of alcohol or drugs
- Removal or theft of property of the school, hospitals, or ambulance service
- Clinical hours not met during specified time frames
- Cheating on tests, or forging of any clinical documents

- Inappropriate use of social networking sites as it relates to Western or clinical/field sites
- Use of electronic communication devices in clinical or field settings unless approved by the preceptor

Obtaining a Paramedic - Training Center Permit

- Students will have to apply for a training permit through E-Licensing, and will have to upload all documentation through that system.
- Turnaround time is anticipated to be three to four days, although administrative rule does provide for up to 60 business days to process.
- The course instructor will provide a training permit application to the student for uploading (document must include the E-Licensing course number provided to you by your instructor).
- The student must hold a training permit prior to being admitted into clinical or field experiences.
- Training permits are non-renewable. Unsuccessful students will need to apply again given participation in another course offering.
- Criminal histories are accepted for review if they are current within the last six months.

Staff

		Administration		
Diane Neefe,	Dean, Health and Public Safety	neefed@westernnc.edu	(608) 789-6080	Kumm 211D
Kevin Dean	Associate Dean, Public Safety	deank@westernnc.edu	(608) 789-4765	Kumm 211/Sparta
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		Counselors		
Maria Strong	Counselor	Strongm@westernnc.edu	(608) 785-9553	Welcome Center
Brent Brigson	Counselor	Brigsonb@westernnc.edu	(608) 785-9553	Welcome Center

Paramedic Core Courses

Semester 1

Course Number	Course Name	Credits
10-531-911	EMS Fundamentals	2
10-531-912	Paramedic Medical Principles	4
10-531-913	Advanced Patient Assessment Principles	3
10-531-914	Advanced Prehospital Pharmacology	3
10-531-915	Paramedic Respiratory Management	2
10-531-917	Paramedic Clinical 1A	1
10-531-916	Paramedic Cardiology	4

Total **19**

Semester 2

Course Number	Course Name	Credits
10-531-918	Advanced Emergency Resuscitation	1
10-531-919	Paramedic Medical Emergencies	4
10-531-920	Paramedic Trauma	3
10-531-921	Special Patient Populations	3
10-531-922	EMS Operations	1
10-531-923	Paramedic Capstone	1
10-531-924	Paramedic Clinical 1B	2

Total **15**

Trimester 3

Course Number	Course Name	Credits
10-531-924	Paramedic Clinical/Field 2	4

The program design is such that these courses are taken simultaneously in each semester as noted above. In other words, the courses may not be taken separately or on a part time basis. Also, the courses must be taken sequentially, first trimester first, second trimester second and third trimester third.

Course Descriptions

The program courses provide an opportunity for students to develop the knowledge, skills and understanding required for employment in the paramedic profession.

Course Name	Course Description
EMS Fundamentals	This course provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. The students will obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introducing students to comprehensive anatomical and medical terminology and abbreviations will foster the development of effective written and oral communications with colleagues and other health care professionals.
Paramedic Medical Principles	This course address the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing the paramedic students to the topics of shock, immunology, and bleeding.
Advanced Patient Assessment Principles	This course teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. By utilizing a structured and organized assessment process with knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time, the students will learn to develop a list of differential diagnoses through clinical reasoning, along with the ability to modify the assessment as necessary to formulate a treatment plan for their patient.
Advanced Prehospital Pharmacology	This course provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.
Paramedic Respiratory Management	This course teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages. Specific knowledge pertaining to the respiratory system is also provided to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.
Paramedic Cardiology	This course teaches the paramedic student to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a cardiovascular complaint.

Paramedic Clinical 1A and Clinical 1B	This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.
Advanced Emergency Resuscitation	By teaching Advanced Cardiac Life Support (“ACLS”) and Pediatric Advanced Life Support (“PALS”) methodologies and protocols, this course prepares the paramedic student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states with an emphasis on early intervention to prevent respiratory and/or cardiac arrest if possible.
Paramedic Medical Emergencies	This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.
Paramedic Trauma	This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.
Special Patient Populations	This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Gynecological emergencies, along with special considerations in trauma are also included within this course.
EMS Operations	This course is provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.
Paramedic Capstone	This course provides the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment for each student will be complied and/or documented within this course as required by the DHS-approved paramedic curriculum.
Paramedic Clinical/Field 2	This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by DHS.

Resources

Wisconsin EMS Association State EMS organization	21332 Seven Mile Road Franksville, WI 53126- 9769	(800) 793-6820 www.wisconsinEMS.com
Wisconsin Dept. of Health Services		http://dhs.wisconsin.gov/ems/
Wisconsin Technical College Systems Board (WTCSB) -		http://www.wtcsystem.edu/
National Registry of EMT's	PO Box 29233 Columbus, OH 43229-0233	(608) 888-4484 www.nremt.org
National Association of EMT's		www.naemt.org

Website

Western has a web site presence at <http://www.westerntc.edu/>. From the website, you can check out services on campus, make connections, find out about the hours and programs offered at the Wellness Center, and use the available links.

- ✓ Parent Child Center
- ✓ Wellness Center
- ✓ Career Services
- ✓ Library
- ✓ Financial Aid
- ✓ Student Health Insurance
- ✓ Parking
- ✓ Learning Support Center

Medical Care

As students of Western, you do have access to the Student Health Center at the Health Science Center (located at the corner of Badger and 13th Street). There is a nominal office visit fee, but this is low-cost access to medical services, available to you.

Peer Tutors

Students may be asked to serve as peer tutors. The tutor(s) will be able to assist you with learning and practicing patient care techniques. Peer tutors will be made available within individual learning and patient care practice techniques. Peer tutors will be made available within the individual courses based on need. If you feel that scheduled assistance would help you succeed and a tutor has not been arranged, please contact the course instructor to request this service.

EMS Club

All Paramedic students automatically become members of the EMS Club. Meetings are scheduled based on need. Representatives are also responsible for attending student government meetings. Student president and officers are elected each fall semester.

Tobacco/Smoking

No use of tobacco products is allowed on Western Technical College property.

Withdrawal from the Program

If withdrawal from the program becomes the course of action for the student, it is up to the student to decide upon their options. The student is advised to consider the choice carefully and gather all pertinent facts which may shape the eventual decision. The program faculty will readily assist the student in understanding the intent, mechanism and options available.

The student may withdraw from the program by completing the necessary paperwork and meeting with faculty. **The student is reminded that it is mandatory to inform the Registrar's office of the decision, which affects his/her enrollment in the college. The student should also determine the time frame for reimbursement of any fees that have been paid.**

ADA Statement

The American with Disabilities Act of 1990 ("ADA") bans discrimination of persons with disabilities. In keeping with this law, colleges of the Wisconsin Technical College System make every effort to ensure quality education for students. It is our obligation to inform students of the program specifications (essential functions) required by this program and occupation. If you are in need of student support services or special accommodations, please inform your instructor and contact:

Instructional Support Specialist

Welcome Center
Room R-164G
(608) 785-9875

Learner Support Center

A student who is experiencing difficulty within a course as perceived by the student or the faculty may be referred to the Learner Support Center for assistance.

To promote student success within the program a written referral may be made by the instructor or can be initiated independently by the student to:

Learner Support Center
Academic Resource Center
Room 122
(608) 785-9423

The purpose of the referral is to assist the student in identifying areas in which they are experiencing difficulty and to provide recommendations and guidance for remediation of the problems.

Student Handbook

Western's Student Handbook (aka Student Success Planner) outlines academic and student services and policies regarding a variety of issues. You should familiarize yourself with the handbook. If you do not have a copy of the handbook, it is available on the Western web site: http://www.westerntc.edu/student_handbook/StudentPlanner.pdf

Cancellation of classes

Closings will be communicated to radio and television stations and via student email, the website (www.westerntc.edu) Western's official Facebook page (www.facebook.com/westerntc) and official Twitter account (www.twitter.com/westerntc). Students and employees may also sign up for emergency text messaging notification at www.westerntc.edu/contact/MassNotificationSignup.asp. If there is no announcement, the assumption is that school is in session as usual.

Individual Class Cancellations

If the weather does not warrant closing the college, but an instructor is unable to make it to campus, individual classes may be cancelled. The instructor will attempt to notify students via e-mail, phone calls, or on the Western Technical College website: <http://www.westerntc.edu/currentstudents/Cancellations.aspx>

Email

The official form of documented communication between Western students and faculty is the Western e-mail system. As Paramedic program students will receive clinical assignments, updates from instructors and other important information through their Western student e-mail accounts, it is imperative that students familiarize themselves with their Western student e-mail account as soon as possible.

- The account will be "students.westerntc.edu". Your official E-mail address will be your lastnamefirstinitial@students.westerntc.edu. The Western e-mail address will be used for all official communication and notices about:
- Registration times
- Financial aid
- Bill payment
- Student activities
- Communication with your instructor and other students and other communications.

Please check your Western e-mail regularly. The Western e-mail cannot be forwarded to any other email account. A newsletter will be sent on a weekly basis with college announcements and activities. If you have difficulties activating your account, please contact the Western HELP Desk at (608) 789-6266.

****All email accounts are accessible from any internet connection.**

Telephone Number

Students are expected to email their initial course instructor the following information by the end of the first week of the program:

- Mailing address
- Telephone number
- Emergency Contact information
- Other email

Students are responsible for having and maintaining up to date contact information and emergency contact information for the duration of the program. Any student who has a concern about publishing their phone number must contact the instructor immediately. **Students are required to submit changes of personal information, i.e. name, address etc. to the EMS Administrative Assistant during normal business hours.**

Copying Course Materials

Students are responsible for providing their own copies. Copy machines are available in the college library.

Email Etiquette

Use the same manners you would if you were face to face. The receiver of an email cannot see your facial expressions or hear your tone of voice, so be careful how you state something. Do not use offensive language. Do not send chain letters or large graphic files to the instructor, and please do not include the instructor on distribution lists for jokes, etc. Identify yourself with a name on all documents sent via email.

Blackboard On-Line Learning System

To supplement the face-to-face interaction provided in the classroom and at clinical/field sites, Western also utilizes a web-based, interactive learning environment named Blackboard. Some mandatory content for technical studies will be posted on the Blackboard system along with other course resources and other information. As with student email accounts, Blackboard access and use will be required of Paramedic program students. This will require you to log in to the site to access course materials.

A Guide to Using Blackboard is a complete online tutorial to help you login to Blackboard, change your password, locate miscellaneous areas in Blackboard, check your grade, open a chat room, reply to the discussion board, attach a file to an email, open an attachment from an email, open a file from an email or the Internet, or save a file from an email or the Internet.

If you are having trouble logging in or using Blackboard's features, please contact the PC Service Helpdesk at (608) 789-6266 or pcservice@westerntc.edu.

Weapons of Mass Destruction and EMT Refresher

Successful completion of courses in the Paramedic program can substitute for the EMT refresher training during the licensure period in which it is completed.

The Weapons of Mass Destruction class is mandated each licensure period. WMD is part of the Paramedic program and completion is mandatory.

Final State of Wisconsin EMT Paramedic Licensure Testing

Upon successful completion of the Paramedic program core courses, students shall be eligible to take the National Registry of Emergency Medical Technicians practical and written tests to obtain licensure as a Paramedic within the State of Wisconsin. The National Registry examination used for licensure in the State of Wisconsin consists of both a written and practical test. Written tests are offered at a computer-based testing facility (Pearson Vue) around the state. Additional information regarding the testing process and its associated requirements will be provided to Paramedic program students by the lead instructor as the date of core course completion nears. Students may refer to the National Registry's website (<http://www.nremt.org>) for additional information.

- There are additional fees for both written and practical exams.
- The fees are as follows:
 - Written: \$110.00 paid to the National Registry
 - Practical: \$230.00 paid to Western Technical College
 - \$25.00 per station re-test fee

Note: Western Technical College may not always accommodate students for a practical exam. An announcement will be made by the end of the fall semester. Other practical exam sites may have different fees and requirements.

State Licensure

- To function as an EMT Paramedic at any level you **MUST** obtain a state license. The license application is completed electronically through E-Licensing. http://dhs.wisconsin.gov/ems/License_certification/index.htm
- It is **your responsibility** to complete the license application to the State of Wisconsin. You cannot submit the application until you receive written notification of your successful completion of the entire National Registry exam process.

License Renewal Requirements

State of Wisconsin Paramedic licensure requirements include the following provisions.

- To renew a Paramedic license, a licensee, shall by June 30 of the even numbered year following initial licensing, and every two years thereafter, submit to the department (DHS) all of the following:
 - Complete E licensing application for renewal by going to: http://dhs.wisconsin.gov/ems/License_certification/index.htm
 - Documentation of certification in CPR after successfully completing a course for health care professionals approved by the department (DHS). CPR certification shall be maintained throughout the license period for the EMT License to be valid.
 - Documentation that the licensee has, (during the biennial licensing period immediately preceding the license application date) successfully completed the following continuing training requirements:
 - ACLS training meeting the standards for certification established by the American Heart Association.

- 48 hours of refresher training provided by a (DHS) certified training center or, if affiliated with a paramedic ambulance service provider, a signed statement from the medical director of the approved EMT Paramedic program in which the licensee functions that the licensee has completed the 48 hours of training based on and including the knowledge and skills objectives contained within the Wisconsin Revision of the National Standard Paramedic Curriculum, as approved by the medical director and the department (DHS).
 - If affiliated with a paramedic ambulance service provider, a statement from the medical director of the approved EMT Paramedic program in which the licensee functions attesting to the fact that the licensee retains proficiency in skills and is authorized by the medical director of the EMT Paramedic program in which the licensee functions to use those skills.
 - Any other documentation that the department (DHS) deems necessary to prove eligibility for a license
- Additional provisions are provided for those who renew late or need reinstatement of an expired license.

National Registry Renewal Requirements

While individuals are not required by DHS to maintain National Registry certification to maintain their Paramedic licenses within Wisconsin, many choose to maintain National Registry certification. National Registry requires the following for re-registration:

- Be actively working as a Paramedic for a minimum of 6 months.
- Complete all educational requirements prior to March 31 of the appropriate year. (Certification is good for two years)
- Complete the re-registration report in its entirety and submit the completed report to NREMT prior to March 31 of the appropriate year.
- Complete 72 hours of continuing education to recertify, which includes:
 - Complete an approved DOT National Standard Paramedic Refresher (48 hours)
 - Complete 24 hours of additional continuing EMS related education as outlined by NREMT
 - Obtain CPR certification at the appropriate level current to March 31 of the appropriate year
 - Obtain ACLS certification equivalent to current American Heart Association guidelines
- Maintain skills as verified by your Physician Medical Director (requires signature on the re-registration application validating competency of skills).
- Submit re-registration application processing fee.

Student Accident Insurance

All students will be automatically enrolled in Western Technical College's Accident Only Insurance Plan when you register for classes. This insurance covers the student when an accident occurs while on campus, **attending clinical**, or attending a recognized student group activity approved by Western Technical College. Coverage is in place while on school premises when school is in session and during College-approved activities. Coverage is in place to and from a Western Technical College sponsored event within the State of Wisconsin and up to 2

hours from the Wisconsin state border. There is no deductible for this coverage at this time. Your choice of primary health insurance remains your responsibility.

Student Accident or Injuries

All students are covered under student accident insurance while at their clinical site. If there is an accident or exposure on the clinical site, please notify:

- Your instructor
- The Student Life Office (Kumm Building, Room 100, (608) 785-9445)

Refer to

http://www.westerntc.edu/programs/AdmissionRequirements.aspx?PROGRAM_NBR=105431

for current copies of related forms and policies.

Computer Literacy

The faculty requires that all students entering in Paramedic courses have the Microsoft Office Suite products available either on their personal computer or allow time on campus to use these programs for all course/clinical assignments. The Microsoft Office Suite products consist of Word, Excel, and PowerPoint Publisher.

The faculty require that all students enrolled in Paramedic courses have the ability or knowledge to receive and transmit email, open and save files in Word and PowerPoint, and have the ability to download course forms from Blackboard.

Required Course Materials and Equipment

Textbooks

Textbook lists are available at the bookstore website <http://www.westerntcbooks.com/>. This site can be reached directly, or linked from the www.westerntc.edu site.

You will need to have the 8 digit course number and the section number to locate books on the site and the texts are set up by that same course number in the store.

Textbooks are required. Students should bring the appropriate textbooks to class.

Required Equipment

- Stethoscope
- Penlight
- Watch with second hand or timer
- Trauma shears
- ECG Calipers
- Uniform as required by Western Technical College for clinical and field experience
- Calculator

Grading

A student must have a final grade of at least 78% to pass each course. Students who do not achieve a numerical average of at least 78% must repeat the course and achieve the minimum grade requirement.

Students are expected to achieve a 78% or better on all written examinations. Only one exam failure (less than 78%) will be allowed for each course. Upon failure of a second written exam (less than 78%), the student will be removed from the course.

Students must achieve a 78% or better on the final comprehensive written exam for each course.

Students who obtain grades of D or F in any paramedic program course will not be permitted to continue in the Paramedic program without an approved contract for re-entry.

The final course grade will be calculated using the following criteria.

- **10%-Average of quizzes**
- **50%-Average of all module exams**
- **20%-Final comprehensive exam**
- **10%-Assignments/Projects**
- **10% Professional Behaviors**

Students must pass the following certification courses:

- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Pre hospital Trauma Life Support

Comprehensive program evaluation

Students will be required to successfully complete comprehensive program testing in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains. This testing will be completed in the Capstone course.

There will be a cumulative/comprehensive written exam given in the Capstone course that all students must pass. The exam is required by the accrediting body to assure learning has taken place in all didactic areas. If a student does not meet the minimum score of 78%, one re-test will be allowed. If the student is not able to pass the exam on the second attempt, he/she cannot progress in the program.

Classroom Lab Practical Examination

Classroom lab testing is evaluated on a satisfactory/unsatisfactory basis. A student who receives an unsatisfactory grade in the lab component of any course may not continue in the paramedic program.

The student who is unable to pass a practical examination will have the opportunity to take a second examination of the same content. Students are only allowed one re-take of any practical

examination. This includes skills, scenarios, and oral exams. Students who fail a re-take of any practical exam will not be allowed to continue in a course.

Prior to re-testing classroom practical examinations:

- ✓ The student will review the practical examination score sheet and discuss with the program instructor the reason for unsatisfactory grade
- ✓ The student will be allowed to practice the skill or review content prior to the re-test.

Skills Acquisition and Approval Ladder

Step	Description
Read	Read assignments and review notes. Attempt to come into lab ready to go with a general understanding of what will be covered that day.
Demonstration	The instructor will demonstrate the skill in the lab.
Lab Practice	You will practice the skill in lab with a partner(s).
Practice with a Partner	During available times, practice some skills with a partner. This is a good time to develop questions for clarifications with the instructor.
Peer Check	Have a partner <i>peer check</i> you as you perform the skill. Message to the Peer: Be meticulous in your assessment. Offer constructive criticism so that the peer learns the correct method. <i>If the skill is completed correctly, sign the skills sheet in the Peer Check section.</i>
Skills Examination	You will complete a practical exam with an instructor or teacher's assistant (TA) on the skills found in your skills check sheets book.
Practical Exams	Practical exams will incorporate patient assessment, treatment plans and skills into a single session of hands on scenario format or oral exam.

Grades are assigned according to the following grading system

- A = **94-100** (grades from 94.0-100%)
- AB = **90-93** (grades from 90.0-93.999∞ %)
- B = **86-89** (grades from 86.0-89.999∞ %)
- BC = **82-85** (grades from 82.0-85.999∞ %)
- C = **78-81** (grades from 78.0-81.999∞ %)
- D = **70-77** (grades from 70.0-77.999∞ %)
- F = **< 69** (grades 0.0-69.999∞ %)

Clinical

Clinical and field experiences are graded based upon a point scale detailed in the clinical and field guidebook. Students must demonstrate competency in skills prior to performing skills in the clinical setting.

All skills may only be performed under the supervision of the instructor or an approved preceptor who is licensed at Paramedic level or above. Detailed information will be given to the student prior to scheduled clinical and field experiences.

Although there is an hour assignment to the clinical and field components, students must meet the State of Wisconsin minimum competencies for each skill and assessment. If a student has not met the required competencies in their required hours of clinical or field experience, he/she will have

to perform additional clinical or field experience until the competencies are met. **See the EMT Paramedic Clinical and Field Guidebook.**

All required clinical and field hours and competencies must be successfully completed by assigned timelines and prior to taking the National Registry exam.

In addition to cognitive and psychomotor evaluations, the student's professional behavior will be evaluated in every course.

Each category will receive a score between 1 and 5. **A score of 3 is considered average and represents the expected acceptable level of conduct for that category.**

Professional Behaviors Grading Rubric

Integrity		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Major infraction of 1 (or more) areas of #3 or many minor infractions in most areas of #3.
	2	Minor infractions of 1 area of #3 but otherwise compliant with all aspects in #3.
	3	Consistent honesty, being able to be trusted with property and confidential information, complete and accurate documentation of patient care and learning activities.
	4	Consistent honesty, assists other classmates in understanding confidential issues and in developing their documentation skills.
	5	Always honest, leads by example and models exemplary behaviors regarding integrity. Consistently turns in paperwork that is complete and accurate prior to due date.

Empathy		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Being deliberately disrespectful of others, making fun of others, being condescending or sarcastic to others, clearly uncomfortable dealing with emotions of patients.
	2	Being uncompassionate to others or responding inappropriately to emotional responses because you are uncomfortable with their emotional displays. Acting coolly towards patients in distress and not acting as a patient advocate.
	3	Showing compassion to others, responding appropriately to emotional responses by others, demonstrating respect to others, being supportive and reassuring.
	4	Able to show compassion and respond appropriately while maintaining professional demeanor, demonstrating a strong desire to advocate for the patient, can direct patients and their families to available community resources.
	5	Seeks out opportunities to serve in the community, when the situation arises can provide contact information on assistance agencies, has the ability to set troubled patients at ease and actively listens to their problems and concerns.

Self-Motivation		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Consistently failing to meet established deadlines, unable to demonstrate intrinsic motivating factors requiring extra extrinsic motivation from instructors, failing to improve even after corrective feedback has been provided by faculty, requiring constant supervision to complete tasks or being asked to repeat a task that is incorrectly performed.
	2	Failing to meet 1-3 tasks as described in #3 but obviously making attempts to attain acceptable standards.
	3	Taking initiative to complete assignments, taking initiative to improve or correct behavior, taking on and following through on tasks without constant supervision, showing enthusiasm for learning and improvement, consistently striving for improvement in all aspects of patient care and professional activities, accepting constructive criticism in a positive manner, taking advantage of learning opportunities.
	4	Occasionally completing and turning in assignments before the scheduled deadline, volunteering for additional duties, consistently striving for excellence in all aspects of patient care and professional activities, seeking out a mentor or faculty member to provide constructive criticism, informing faculty of learning opportunities.
	5	Never missing a deadline and often completing assignments well ahead of deadlines, reminding other students of deadlines, supporting faculty in upholding the rules and regulations of the program, taking seriously opportunities to provide feedback to fellow students, seeking opportunities to obtain feedback, assisting faculty in arranging and coordinating activities.

Appearance and Personal Hygiene		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Inappropriate uniform or clothing worn to class or clinical settings. Poor hygiene or grooming.
	2	Appropriate clothing or uniform is selected for a majority of the time, but the uniform may be unkempt (wrinkled), mildly soiled, or in need of minor repairs, appropriate personal hygiene is common, but occasionally the individual is unkempt or disheveled.
	3	Clothing and uniform is appropriate, neat, clean and well-maintained, good personal hygiene and grooming.
	4	Clothing and uniform are above average. Uniform is pressed and business casual is chosen when uniform is not worn. Grooming and hygiene is good or above average.
	5	Uniform is always above average. Non-uniform clothing is business-like. Grooming and hygiene is impeccable. Hair is worn in an appropriate manner for the environment and student is free of excessive jewelry. Make-up and perfume/cologne usage is discrete and tasteful.

Self Confidence		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Does not trust personal judgement, is unaware of strengths or weaknesses, and frequently exercises poor personal judgement.
	2	Needs encouragement before not trusting personal judgement, is aware of strengths but does not readily recognize weaknesses, sometimes makes poor personal choices.
	3	Demonstrating the ability to trust personal judgement, demonstrating an awareness of strengths and limitations, exercises good personal judgement.
	4	Stands by his/her choices when challenged by an authority figure, aware of strengths and weaknesses and seeks to improve, exercises good personal judgement and often serves as a mentor for classmates.
	5	Stands by and can defend personal choices when challenged by an authority figure, actively seeks to improve on weaknesses, seeks out opportunities to assist other classmates in developing their self-confidence.

Communications		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Unable to speak or write clearly and is unable to correct their behavior despite intervention by instructors, does not actively listen (requires instructions to be repeated or appears unable to follow directions), resistant to learning new communications strategies.
	2	Needs work to speak or write clearly, knows how to actively listen although sometimes is unable to model good listening skills, able to identify alternative communication strategies needed in various situations but is still developing the skill to perform alternative strategies.
	3	Speaking clearly, writing legibly, listening actively, adjusting communications strategies to various situations.
	4	Working on improving speaking and writing abilities, models active listening skills, able to modify communication strategies easily in various situations and able to effectively communicate a message in these various settings.
	5	Working on self and assisting classmates in improving speaking and writing abilities, models and is able to demonstrate active listening techniques to other students, is comfortable utilizing a variety of communication styles, may have proficiency in another language, including sign language.

Time Management		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Often late to class or clinical sites, upon arrival needs additional time to be ready to begin (changing into uniform, gathering supplies, etc.), frequently late in turning in assignments, requires constant reminders about due dates and will blame others if a due date is missed.
	2	Occasionally late in arriving to class or clinical sites, occasionally late in turning in assignments or requires reminding about deadlines.
	3	Consistent punctuality, completing tasks and assignments on time.
	4	Seldom late to class or clinical, generally ready to begin class or clinical prior to the actual start time, completes tasks and assignments by due date (and occasionally in advance of due date) with minimal need for reminders of due dates.
	5	Punctual (or early) nearly 100% of the time, completes tasks and assignments prior to the due date, seldom requires reminding about deadlines or due dates, may assist instructor in reminding classmates about due dates.

Teamwork and Diplomacy		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Manipulating the team or acting with disregard to the team, being disrespectful of team members, being resistant to change or refusing to cooperate in attempts to work out solutions.
	2	Sometimes acting for personal interest at the expense of the team, acting independent of the team or appearing non-supportive, being somewhat resistant to change or occasionally unwilling to work out a solution.
	3	Placing the success of the team above self-interest, not undermining the team, helping and supporting other team members, showing respect for all team members, remaining flexible and open to change, communicating with others to resolve problems.
	4	Placing success of the team above self-interest, supporting and holding up the team by shouldering additional responsibilities, actively seeking to include all members of the team in decision making processes where appropriate, welcoming change and remaining flexible, helping to open the lines of communication.
	5	Placing success of the team above self-interest (even if that means a negative outcome to self), taking a leadership role and using good management skills while leading, involving all appropriate team members in the decision making process, suggesting and implementing changes to benefit the team, seeking ways to keep communications and dialogue going.

Respect		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Disrespect of authority, being argumentative, using inappropriate words or outbursts of anger, deliberately undermining authority in words or actions or trying to provoke others, frequently unable to act in a professional manner.
	2	Being polite when required, occasionally overheard using demeaning or derogatory language but confining it to situations other than in patient care settings, occasionally acting unprofessional on the job.
	3	Being polite to others, not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession.
	4	Being polite even when a situation is not going in his/her favor, always using respectful language when describing situations even when not in public areas, modeling good professional behaviors.
	5	Serving as a “peacemaker” in volatile situations, able to take abusive language or disrespect from patients without reacting negatively towards the individual, modeling good professional behaviors even when outside of the classroom or off of the job.

Patient Advocacy		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Unable to deal with patients because of personal biases, actively demeaning or degrading patients with words or deeds, unconcerned about patient rights, feelings or considerations, frequently takes shortcuts during care of patients because it is “easier” or “faster”.
	2	Occasionally has difficulty dealing with patients because of personal bias or feelings, not always able to place the needs of the patient first.
	3	Not allowing personal bias or feelings to interfere with patient care, placing the needs of patients above self-interest, protecting and respecting patient confidentiality and dignity.
	4	Not allowing personal bias or feelings to interfere with patient care despite strong negative feelings or biases towards a patient or situation, actively advocating for patient rights, protecting confidentiality.
	5	Models patient advocacy and able to defend the need to advocate for patient rights, seeks out opportunities to help fellow classmates learn the principles of patient advocacy, when the opportunity presents itself can be called upon to follow through on advocacy issues even if it means it’s on their off time.

Careful Delivery of Services		<i>Required attributes to obtain the recommended score</i>
Your recommended score: _____	1	Unable to perform skills at entry level or requiring constant monitoring or reinforcement to perform skills, required to recheck tasks because of omissions or inaccuracies in performance or documentation, unwilling to learn policies, procedures or protocols, deliberate unwillingness to follow the letter or spirit of rules or regulations.
	2	Occasionally performing skills below the entry-level, requiring monitoring to ensure completeness and accuracy in completing tasks, occasional minor breeches in policies, procedures or protocols attributed to lack of knowledge of it but willing to learn, may follow the letter of, but not always the spirit, of rules and regulations.
	3	Performing skills at an entry-level capacity a majority of the time, performing complete equipment and supply checks, demonstrating careful and safe ambulance operations, following policies and procedures and protocols, following orders.
	4	Can be trusted to function independent of all but minor supervision, does not need to be reminded to perform routine maintenance checks, follows the letter and spirit of all rules, regulations, policies and procedures.
	5	Functions independently and able to correct mistakes by self-reflection, able to assist in the development of rules, regulations, policies and procedures, will assist in monitoring fellow students in the completion of tasks and may be able to assist fellow students identify weaknesses and strengths.

55 possible points

General Comments:

Student Signature

Date

Instructor Signature

Date

Community Service Learning Experiences

Your participation in Community Service is important both now and once you embark on your paramedic career.

- ✓ All students will be expected to participate in at least 16 hours of community service.
- ✓ Each student is required to keep track of his/her own records.
- ✓ You must get pre-approval from the instructor to receive credit for the hours on the approved form found on the EMS Board Blackboard site.
- ✓ You must complete a reflection of the experience, attach to the approval form, and hand in to your instructor as explained on the form.
- ✓ The Community Service activities are required to complete the program.

Grade Review

If a student wishes to have a grade reviewed for an exam or an assignment, he or she must contact the instructor and make arrangements to discuss the grade within five (5) business days (Monday through Friday) of the date that the grade is posted. This is to ensure that issues are addressed in a timely manner for the benefit of both students and faculty.

Scantron exams are machine scored. Make all erasures complete. The student will not be given credit if erasures are not complete.

Technical Skills Attainment (TSA)

The Technical Skills Attainment (TSA) project is a major system wide initiative required by the federal government under Carl Perkins IV legislation. WTCS programs will assess the attainment of program outcomes to ensure graduates have the technical skills needed by employers. The assessments are approved by the System Office and implemented by districts. They will be linked to industry standards and meet state criteria including validity, reliability, and fairness.

Professional Behaviors

Professional behaviors are expected of all students. Experience shows that behaviors demonstrated in the classroom **do** carry over into clinical practice.

Professional behavior, self-initiation and active learning, caring attributes, and competency in the performance of skill are all integral parts of a resume.

The purpose of this policy is to help students recognize problem areas and correct them. These are basic skills of a competent graduate. The paramedic program must address problems in these areas as part of the guarantee to graduate only skilled and caring health care professionals.

Implementing the Professional Behaviors Policy

Consistent and effective professional behaviors are expected in the classroom, labs, and clinical settings. The following procedure will be followed when a student exhibits unprofessional behavior.

Step One: Problem is identified and student is made aware of the concern.

1. The non-professional behavior is documented using any written or verbal form (email, discussion). This documentation is shared with the student.

2. The instructor will determine if the problem requires monitoring throughout the program or can be identified as an isolated circumstance.

Step Two: Development of a success plan to help the student take the necessary steps to demonstrate change.

1. The student and course instructor identify what course of action must be taken to resolve the concern and to prevent further occurrences.
2. The student is required to meet with the instructor and the program chair to address and document progress.

Ideally, concerns are addressed satisfactorily at Step Two. Student and faculty establish the plan and agree on positive and negative consequences.

Step Three: Recommendation for a change in program status.

1. The paramedic program faculty recommends that the student exit the program.
2. The student may request a student learning success plan for progression or re-entry in the paramedic program.
3. The student will meet with the Associate Dean.
4. The student may initiate communication with the college based policy review committee (see the Student Handbook for college policy).

Student Progress Report

A Progress Report is used to communicate a concern to a paramedic program student. While a Progress Report does not mean a student will be unsuccessful in the program, it is a serious matter and must be resolved in a timely, satisfactory fashion.

Progress Reports are issued to:

- Communicate an area of concern regarding student performance in a course (including attendance issues).
- Identify ways and means by which a student may improve an area of concern.
- Communicate the area of concern to others involved in the student's education and progression (i.e. program counselors, and other involved instructors). This communication will allow other staff members to assist the student in meeting the requirements and resolving the area of concern.
- Provide documentation of the area of concern and specific instructor requirements.
- Unsuccessful remediation of the concern identified in the progress report may result in the initiation of a Student Success Plan which will provide documentation of the student's plans to address the concern.

Student Success Plan

- A Student Success Plan will be initiated when a student's test grade and/or cumulative grade is below a 78%, or when other issues are identified that may affect a student's success.
- A student success plan will be initiated in a clinical course for performance issues.
- The student is expected to comply with the Action Plan for Success section of the Success Plan or may risk jeopardizing their standing in the program, as determined by the Associate Dean or Dean of Health and Public Safety.
- In instances where there is unsafe practice of medicine, the student's temporary license may be revoked.

Assignments

Written Assignments

The student's name must be written on all assignments. Assignments with multiple pages must be stapled together. All written assignments must be typed, double spaced and have 1 inch margins. All cited references within the body of a paper and for the reference page will be typewritten using APA format. Use the following resource to learn about correct APA format.

http://owl.english.purdue.edu/handouts/research/r_apa.html

Late assignments

Late assignments will have 5% deducted automatically plus 2% for each additional day the assignment is late including weekends and holidays. Assignments received later than 5 days past the due date will be graded an automatic 0.

Spelling

0.5 points will be deducted for misspelled medical terminology that is stated or implied in assignments.

Psychomotor Portfolio

Each student will complete a psychomotor competency portfolio of their work which contains concrete evidence of learning and growth in the paramedic program.

There are benchmark times throughout the program when the instructor, student, and preceptors will meet to review and evaluate the student. If there are benchmarks not met at the appropriate stage of instruction, a student success plan would be initiated to address the deficiency and plan steps for improvement and student success.

The portfolio is divided into three phases:

1. Classroom/Laboratory
2. Hospital Clinical
3. Field Clinical

Psychomotor education begins in the classroom skills lab component, where psychomotor learning takes place. The skills lab component is the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills. The scenario lab component provides students a contextual opportunity to demonstrate what they have learned in a simulated environment based upon the psychomotor skills established in the skills lab. Once students have demonstrated skill competence in the simulated environment, they progress to assessing and treating real patients in the clinical phase with adequate supervision.

For many students, the clinical phase provides the first opportunity to interact with a sick or injured patient at the Paramedic level. The clinical phase in a student's education includes "planned, scheduled, educational student experience with patient contact activities in the hospital setting"

The field experience component will include "planned, scheduled, educational student time spent on an EMT unit, which may include observation and skill development. The field experience component is where the student builds his/her skills, learns scene choreography to include taking over more and more of the call, how to approach the patient and patient management. This progressive process is best taught in the field on an EMS unit and culminates in team leadership. Near the end of the field experience component, the student should be functioning at or near to the team leadership role. The key point is that a specified number of team leads must be accomplished in the clinical component.

The primary purpose of the clinical component is for the student to demonstrate an acceptable ability to manage all aspects of an EMS call and make appropriate Paramedic-level decisions in order to provide appropriate patient care. The clinical component is where Paramedics hone their craft, establish competence and confidence in patient care delivery and oversee the integration of additional EMS team members.

Attendance

Regular attendance is essential to learning the Paramedic role. Students are expected to attend all classes and scheduled clinical.

Guidelines

- Students that miss more than 10% of any course will be dismissed from the program.
- All missed class time will be made up through a variety of ways to include research papers, reports, presentations, or any other method deemed appropriate by the lead instructor. In the event of an emergency and the student is unable to attend class, it is the student's responsibility to notify the instructor and to fulfill the requirements of class on time. All missed work will be due on the first day the student returns to class.
- Absence from class will be unexcused if the student does not seek and gain permission for the absence. The request must be made in advance through phone call, in person, or email to the lead instructor. Any graded learning activities, quizzes, or tests administered during the unexcused absence will result in a zero score. The consequences of an unexcused

absence may be waived if the lead instructor determines that the reason for missing class involved extreme hardship.

- It is very disruptive to other students if you come in late or leave early. Students are expected to be in their seats in the classroom or in their assigned clinical area at the scheduled start time. If they are not, they are considered tardy.
- Being tardy by 10 minutes or greater is equivalent to an absence. Allow adequate time for travel and parking.
- Each unexcused absence will result in a 10 percentage point grade reduction.
- Each event of tardiness will result in a 5 percentage point reduction.

Lab and Classroom Practices

Skills Practice

Any invasive procedures should only be performed under direct supervision of an instructor or teaching assistant.

Students should attend to their health and wellness needs, so that they arrive to classes rested and alert; attentive behavior is essential to safety. Students should demonstrate conscientious work habits, including receiving all instructions and pacing self. Since paramedicine is best learned “hands on”, you will practice intervention and assessment procedures with other students and taking turns to be “the patient”; it is important to communicate clearly to your student peers and direct any concerns, questions, or discomfort to the instructor.

Dress/Attire

Western Paramedic program students must adhere to the following requirements in the classroom setting:

- Students should wear EMS duty pants, shirt with Western EMS program Logo, and dark shoes. Appropriate closed-toed shoes must be worn. High heels, sandals, tennis shoes, clogs, etc., are forbidden.
- Students inappropriately dressed will be dismissed from the classroom and the dismissal will count as an unexcused absence from the class or experience. Any exceptions must be approved by the lead instructor.

Classroom Behavior

The nature of “occupations” implies active involvement and performance-based learning requires “hands on” approaches. Therefore, students are expected to actively engage in all learning activities.

An active learner is prepared for classes. This includes studying for exams, formulating questions and completing assignments, as well as reviews or topic investigation that an instructor may include. Class materials should be organized and available, so that the student is ready to participate when class begins.

Classroom demeanor should be attentive, open-minded and respectful. Questions and discussion are invited, with mindfulness kept to the class schedule and all students having opportunity to participate.

Talking during lecture, or talking while classmates are actively involved in a classroom discussion, and you are not, will not be tolerated.

You will be asked only once to stop talking inappropriately.

You will be asked to leave the classroom if behavior persists. This will be equivalent to one class absence.

Cell phones are to be turned off or on silent/vibrate during lectures and labs, unless specifically directed for technology use in class. Please do not engage in text messaging or E-mail exchanges during class. Answering of a phone during lecture or lab will only be allowed for anticipated medical needs and should be cleared with the instructor prior to the beginning of class.

Use of these devices is considered a disruption to the class. 5 points will be deducted from your overall grade each time you are found using electronic communication devices during class.

Students taking pictures, both still and video, in lecture, or lab is prohibited. Students wishing to take photos, videotape or audiotape class presentations must obtain permission from the course instructor.

If you complete tasks early, it is incumbent upon the student to use “down time” wisely (e.g., practice skills, work ahead, assist peers, etc.). Students are not excused early from class for working quickly.

Breaks will be offered at designated intervals.

At times, photos or video may be taken in class to facilitate learning and may continue to be used in paramedic coursework for educational purposes. Students may be invited to volunteer for photos/video intended for marketing. You will be asked to sign a release in these cases.

At the close of a course or program, you may be asked to complete evaluations of your learning experience. Input from these evaluations helps the faculty to continually improve the program. Participation in discussion and lab activities is expected.

The classroom atmosphere must be maintained as a learning environment. Any disputes, personality conflicts or problems shall be brought to the attention of the instructor for resolution with a minimum of disruption to the flow of the course.

Profanity and/or vulgar language will not be tolerated.

Students are expected to treat equipment with care. Each student is responsible for maintaining equipment as would be expected of a paramedic in a working environment. The storerooms are to be kept orderly. If you use equipment, it must be returned to the same place you took it from. If the equipment is found to be untidy, students will be kept after class to correct the situation.

Treat the classroom property with respect and care (e.g., no feet on furniture, use trash and recycle receptacles as labeled, turn out lights when leaving, etc.).

You are expected to clean up any messes that you have created in the classrooms and labs.

Casual visitors are not permitted in the classroom. Exceptions of guest speakers and subjects for lab experiences are by permission and/or invitation of the instructor.

Communication Channels

The schematic on the next page is a visual representation of the communication channels in the paramedic program. The communication process starts with the student. The student has a lead instructor to discuss situations/issues the student wishes to address.

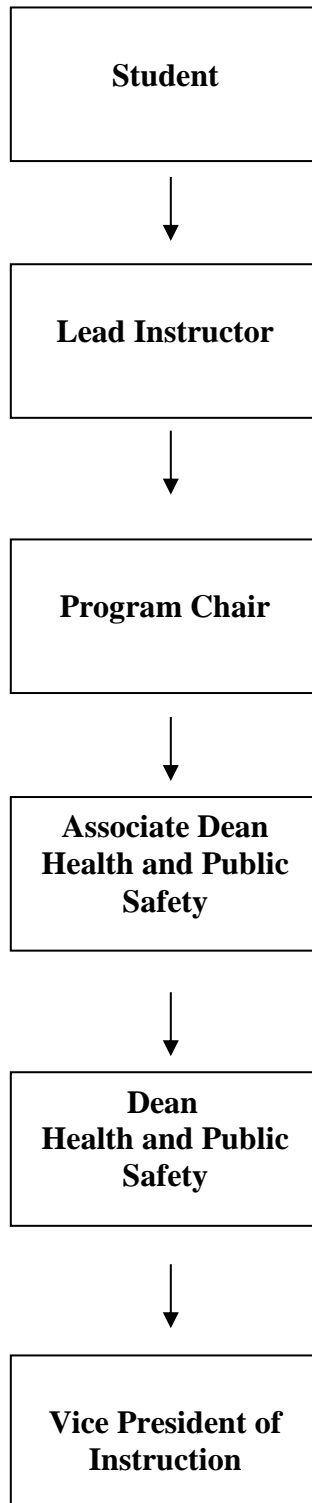
If the issue is not resolved at the student/lead instructor level, then the student may contact the Program Chair to further discuss the issue.

If the issue is not resolved at the prior level, the student should move on to the next level of the communication channel.

Policies for a grievance procedure are further explained in the Western Student Handbook.

The schedule and assignments are subject to change depending upon the progress of the class.

Paramedic Program Communication Channels



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.
- As a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other healthcare professionals in promoting a high standard of emergency medical care to all people.
- 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 judgement, 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.

EMT OATH

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot.

So help me God.

Written by: Charles B. Gillespie, M.D.

Adopted by the National Association of Emergency Medical Technicians, 1978

Standards of Conduct in the Use of Social Media

Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, so, too, there are standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's [Computer Use Policy](#), [Student Code of Conduct](#) and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the [Student Code of Conduct](#).

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

Guidelines for Individual Use of Social Media

These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

Guidelines for Site, Page, or Account Creation

Any student or student group at Western Technical College that wishes to create a site, page, or account that could be affiliated with the College, must notify the Marketing & Communications Department beforehand to ensure that the proper development steps have been taken.

Body Art or Piercing Policy

In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty. Education programs (Early Childhood Ed, Instructional Assist), or Human Services Associate programs may allow additional wearing of jewelry as outlined within the program's practicum handbook or guidelines.

If a Western student has significant visible body art and/or piercings, we are unable to guarantee that the student will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

Confidentiality Policy

The clinical/practicum/internship or fieldwork experience requires students to read and use health or educational records of clients, patients or young children. All Western Technical College students should hold information concerning the identity, diagnosis, prognosis, condition, family situations, care or treatment of their clients/patients or children in confidence. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in the person's charts and records but also with regard to your activities and behavior outside of your Western course. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

Do not discuss such information with others unless it is required directly for the treatment or care of the client, patient or child. Discuss the above information within the following perimeters:

1. Only in appropriate places, i.e., out of earshot of other clients or staff not caring for the client. Places that are inappropriate are public areas such as: cafeteria, parking ramp, elevators, stairwells, break room, community, your home
2. Only discuss names, diagnosis etc. with people directly caring for the client, patient or child. Examples of inappropriate people would include client family members, facility staff not directly caring for the client, neighbors, your family members, client family members, friends, classmates, news reporters
3. Information transmission must be kept within the facility. Client information may not be copied by you or staff and taken out of any facility. Information should not be transmitted to or from, or stored within, any form of personal technology i.e. personal computers, laptops, cell phones, cameras, iPads, iPods etc. Use of any social media will not be tolerated, i.e., Facebook, YouTube, Twitter which mentions, depicts or photographs clients or clinical sites by name or care/treatment given to any persons.

Any intentional or accidental violation of these confidentiality provisions by you or others must be reported to the faculty member instructing the class or to Health and Public Safety Division Administration, Kumm 211, La Crosse Campus. Any violation of this confidentiality policy may result in clinical/practicum or fieldwork disciplinary probation, dismissal from the course and/or program or college discipline related to a Student Code of Conduct violation. It may also bring about legal consequences for the student by parties involved.

Western Technical College
Academic Dishonesty Definition

What is academic dishonesty?

Academic dishonesty includes, but is not limited to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student's confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without informing the instructors involved.

Student expectations

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found in violation of academic dishonesty, including, but not limited to the following, will be subject to disciplinary action (as per the guidelines of the Western Student Code of Conduct):

- A. Cheating on an examination or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
 - 1. Copying from another student's test paper, laboratory report, other report, or computer files, data, listings, and/or programs;
 - 2. Using, during a test, materials, or electronic devices not authorized by the instructor;
 - 3. Collaborating with or aiding another person, without authorization, during an examination or in preparing academic work;
 - 4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an unadministered examination;
 - 5. Substituting for another student, or permitting another student to substitute for one in taking an examination or preparing academic work;
 - 6. Bribing another person to obtain an unadministered examination or information about an unadministered examination;
 - 7. Attempting to bribe any faculty/staff or student to alter a grade.

- B. Plagiarizing or appropriating another's work or idea without properly acknowledging incorporation of that work or idea without properly acknowledging incorporation of that work or idea into one's own work. For example, "quotation marks should be used to indicate the exact words of another" as stated in the fifth edition of the Publication Manual of the American Psychological Association. In addition, sources should be cited when paraphrasing or summarizing.

- C. Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved.

- D. Any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format.

- E. Attempts to unauthorized individuals or organizations to access student records without the expressed written consent of the student. Examples of violations include, but are not limited to the following:
1. Illegally accessing information from student or faculty files (electronic or paper)
 2. Misrepresenting one to obtain another student's transcript, semester grades or class registration
 3. Using a student's ID number without his/her expressed written permission to gain access to other college services.

Student Code of Conduct

Western Technical College provides education and training to the residents of the Western District. As a learning organization, Western monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment, as well as Western's values (<http://www.westerntc.edu/aboutwestern/mission.aspx>). A student is defined as any person who attends and/or is enrolled in any classes or programs at the college.

In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. Aspects of college life range from attending classes to being a representative of the College in the community and beyond. The College will take action to prevent and stop any negative behavior that inhibits learning. The following actions and/or behaviors shall be considered violations of the Student Code of Conduct and will subject any student or student organization to possible conduct sanctions:

1. Physical or verbal abuse of any person.
2. Disruption of the normal operation of the College, including behavior which prevents or interferes with a program, even or classroom instruction.
3. Endangerment of the health, safety or rights of any person.
4. Theft or damage to College property or property of any person on campus.
5. Unauthorized entry or use of a College facility.
6. Use, possession, or distribution of drugs, alcohol, firearms, explosives, dangerous chemicals, or other weapons; being under the influence of alcohol or drugs; and/or use of tobacco on campus property.
7. Academic dishonesty such as plagiarism or cheating (see Academic Dishonesty Definition in Student Handbook).
8. Unethical or immoral use of technology in the District.
9. Failure to comply with reasonable request of College officials acting in the performance of their duties and/or failing to positively identify one's self to a College official when requested to do so.
10. Violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking.
11. Engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger any person.

12. Bullying, such as aggressive and continual behaviors of making threats, spreading rumors, attacking someone physically or verbally, and/or purposefully excluding a person from learning opportunities whether in person or through technological means.
13. Retaliation (any adverse action whether physical, verbal or psychological) toward an individual or group who initiated a complaint with the College.

Should alleged violations of the Student Code of Conduct arise, a hearing procedure will be followed in accordance with the College guidelines and/or the Nonacademic Code of Conduct Hearing Process. If determined that a violation did occur, conduct sanctions may range from referral for counseling support in situations where students need support services to suspension or expulsion from the College in situations where serious violations arise. In keeping with the mission of the College, any action taken will reflect an opportunity for the student to learn conduct that is more conducive to a positive learning environment.

Influenza Vaccine or Immunization Refusal Policy

Health and Public Safety Division have clinical agreements with outside agencies who require students to demonstrate evidence of immunity, or vaccination to specific diseases. If a student does not comply with this requirement, they may be required to wear a mask at all times when at the agency or they may be denied from clinical placements. It is the clinical sites' prerogative to deny students who are unable to demonstrate immunity or vaccination status. Being denied a clinical rotation may result in failure of the course. Should an outbreak occur, students without verified influenza vaccination may be immediately denied clinical access which would result in failure of the course.

PROCEDURE:

1. Program clinical coordinators will collect verification of influenza vaccine status.
2. If a student declines to demonstrate evidence of vaccination or immunity status, the Program Chair or the authorized school representative will contact clinical sites used by the program inquiring as to the student's eligibility for clinical placement.
3. If the clinical site denies the student placement at the clinical site, the student may not attend the rotations and will fail the course.

If the site denies the student for clinical education based on immune status or vaccination status, the student cannot continue with the clinical education portion of the program or subsequent courses in which clinical education is a pre/co-requisite. Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

*For clarification purposes, the term "clinical" can be used interchangeable with the terms "internship", "practicum" or "fieldwork".

Needle Stick Policy

ISSUE

Student accident insurance covers testing performed on students who are stuck with a needle in a clinical setting. This testing can cost hundreds of dollars. The insurance does not cover testing of the patient who was stuck with the needle. Some organizations cover the cost to test the patient, but some will not. If the patient is not tested, the student must be treated as if they are infected- this treatment is expensive and costs the insurance company more than if the patient had been tested and determined to not be infected with HIV, hepatitis or other diseases.

QUESTIONS

Do the other Technical Colleges pay to have the patient tested if the organization will not pay? The consensus of the Risk Managers in attendance at the April 2012 DMI Risk Managers meeting was that if the organization refuses to pay, the College will pay for the testing on the patient.

Would the insurance company be willing to pay for the patient testing? No.

RESOLUTION

In the event of a needle stick involving a Western student, Western will work with the clinical site. If the site is unwilling to pay for the testing, Western will cover the cost.

TB Policy

Policy:

The student must provide negative tuberculosis results (by either skin test or chest x-ray report) to attend the clinical or fieldwork portions of Health and Public Safety Division courses.

Procedure:

1. Prior to beginning the clinical/practicum/fieldwork/internship portion of a program, students must obtain the two-step test.
 - If the two-step TB skin test is negative, a one-step skin test is required on an annual basis.
 - Should 12 months lapse since the previous skin test, a two-step test will be required.
 - If the skin test is positive, the student must see his/her healthcare provider for follow up.
 - A chest x-ray is required to rule out active TB. If the chest report is negative, the student needs to complete the TB self-report form annually.
 - Students should seek medical attention if they experience signs and symptoms suggestive of active TB disease.

Pregnancy Statement

It is strongly recommended that students voluntarily inform their instructor if they are pregnant. Our concern is for you and your baby's safety. We would like to discuss potential risks with you so that you can contact your healthcare provider to determine if you should continue your rotation in this program or, if after discussion with your instructor, some adjustments if any, can be made in class activities. The choice for continuing is yours but we want you to be fully informed.

Student Drug/Alcohol Testing Policy

As per the Western Technical College Alcohol and Drug Policy for Employees and Students (C0105), Western is committed to maintaining a drug-free learning and work environment.

To ensure a safe and effective learning and work environment, and to provide a tool for faculty and staff to use in identifying and responding to situations where student drug and/or alcohol use is suspected, a drug/alcohol testing policy has been created.

Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a faculty or staff member has *reasonable cause* to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s).
2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.

Program Records Policy

The Division requires programs and/or courses to maintain program and student records in accordance with the standards required by each accreditation and/or regulatory agencies standards.

Transferability of Credits Policy

While Western allows credits for prior learning, many of the Health & Public Safety Division programs are regulated and accredited, and that may prevent or limit the transferability of some credits. Each case will be reviewed individually by program faculty according to current curriculum, and based upon the program's regulatory and/or accreditation requirements.

Background Check Policy and Procedure

Students applying to Health and Public Safety Division programs with an arrest (with charge pending) and/or a conviction as noted in the Department of Justice record may be barred from engaging in the required clinical placements. Failure to disclose an arrest (with charge pending) and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or a conviction.

It is the student's responsibility to inform the program and/or college of any changes in his/her criminal history during the course of his/her education.

It is the policy of the Health and Public Safety Division to notify a student with an arrest (with charge pending) and/or a conviction that s/he may not be able to complete the required clinical experiences to earn a degree. The student shall be required to read and sign the *Disclosure of Possible Bar from Clinical Experiences* waiver.

PROCEDURE:

1. If a student has a positive Background Check, the authorized school representative or Program Chair will contact two clinical sites used by the program.
2. The Associate Dean (for the program the student is apply for admission) or designee will meet with the student to discuss the results of the clinical site(s) decision. The student will be advised as to his/her options. If possible, the Associate Dean may want to invite a counselor to join the discussion.
3. It will be the student's decision as to whether or not he/she will begin/continue in the program.
4. If the student chooses to continue, the student and Associate Dean will sign the [*Disclosure of Possible Bar from Clinical Experiences Waiver*](#).

If the student chooses to begin/continue his/her education, the student is not guaranteed a clinical site can be obtained. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. If the site(s) deny the student for clinical education based upon the results of the background check, the student can not continue with the clinical education portion of the program or subsequent courses in which clinical education is a prerequisite. Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

Course Repeat Policy

Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student success plan, with program faculty, prior to enrollment. Enrollment into all courses a second time is based on space. **Students will not be allowed to enroll in a course more than twice without appealing the dismissal to the Dean of Health and Public Safety** for course re-entry (See Program Re-entry Appeal Process).

General Procedure

- The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
- Faculty member provides associate dean a copy of the student success plan.
- If the student is enrolled in a program course for the second time, and has not obtained a success plan, the associate dean will direct admission to drop the student from the course.
- A program may require a student to demonstrate competency skills with a passing grade of “C” or better prior to course enrollment.

General Anatomy and Physiology Repeat Policy:

Please refer to the Western Student Planner and Handbook for the current policy.

This is located on Western’s website at www.westerntc.edu, or can be purchased at

Program Dismissal Policy

General Policy

- Students may be dismissed from a program for:
 - Violation for the Western Student Code of Conduct
 - Actions that significantly endanger patient safety (which includes but is not limited to alcohol/drug usage or sexual misconduct) will be dismissed from the course, program and /or clinical/internship site immediately.
 - Jeopardizing patient confidentiality or clinical/fieldwork or internship relationships.
 - Violation of program or facility specific policies.
 - Receiving a total of three or more non-passing grades (“D”, “F”, or “W”) in program core and/or science courses.
- Students may appeal their dismissal to the Dean of Health and Public Safety for program re-entry. Please refer to Program Re-Entry Appeal Process listed in the [Student Planner](#).

Program Re-entry Appeal Process

Procedure:

Students failing or dismissed from a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

Students requesting program re-entry are required to follow the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
 - The student's professional goals.
 - An examination of the student's choices and behaviors that prevented successful completion of courses/program.
 - The student's plan for change and improvement for program success.
 - Contact information: name, program, student ID number, address, phone and email.
2. Mail letter of intent to: Dean of Health and Public Safety, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI 54602-0908.
3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
4. The student will be notified of the Dean's decision by letter (email or USPS).

Program re-entry is always dependent on space availability. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include (but is not limited to the following):

1. Additional courses for remediation.
2. Competency demonstration.
3. Required meetings with Western faculty or staff.

Performance and Practice of Clinical Skills

Students who are enrolled in Health and Public Safety Division courses that require the student to practice skills as identified by the program on student partners, invasive or otherwise, shall be required to read the *Liability Waiver and Direct Supervision Agreement*. This agreement will be in effect for all courses within the program that require students to practice or perform skills on each other, or perform skills that may incur risk to the student (sharp handling, instrument handling, lifting etc.). Administration of the agreement and management of the signed agreements will be done at the program level.

Liability Waiver and Direct Supervision Agreement

In consideration of my participation in the Paramedic Program, I hereby release Western Technical College, its officers, employees and agents from any and all liability arising out of my participation. I understand the health and safety concerns involved, and I accept and assume all risk for any harm, injury, or damages that may befall me, foreseen and unforeseen, as a result of my participation. Further, I agree not to practice or perform clinical skills as identified by the program, invasive or otherwise, with a student partner without the direct supervision and/or consent of the instructor.

Student Employment at Clinical* Site Policy

Any agreement a student may enter into with a clinical affiliate for employment purposes is not a requirement of the program and is a separate agreement between the clinical* site and the student in an employer/ employee relationship. Any student employed while he/she is still enrolled in a program in the Health and Public Safety Division may not receive payment for his/her clinical* time. Paid time can NOT count as clinical time.

*Note: for purpose of this policy, the term “clinical” is interchangeable with the terms fieldwork, internship, and practicum.

Western Technical College
Health and Public Safety Division

Paramedic Programs- Statement of Professional Behaviors

Examples of professional behavior include, but are not limited to the following:

Integrity-

1. Is consistently honest
2. Is able to be trusted with the property of others
3. Can be trusted with confidential information
4. Records complete and accurate documentation of patient care and learning activities

Empathy-

5. Shows compassion for others
6. Responds appropriately to the emotional response of patients and family members
7. Demonstrates respect for others
8. Demonstrates a calm, compassionate, and helpful demeanor toward those in need
9. Is supportive and reassuring to others

Self-Motivation-

10. Takes initiative to complete assignments
11. Takes initiative to improve and/or correct behavior
12. Takes on and follows through with tasks without constant supervision
13. Shows enthusiasm for learning and improvement
14. Strives for excellence in all aspects of patient care and professional activities
15. Accepts constructive feedback in a positive manner
16. Takes advantage of learning opportunities

Appearance and Personal Hygiene-

17. Clothing is appropriate and uniform is neat, clean, and well maintained
18. Good personal hygiene and grooming

Self Confidence-

19. Demonstrates the ability to trust personal judgment
20. Demonstrates an awareness of strengths and limitations
21. Exercises good personal judgment

Communications-

22. Speaks clearly
23. Writes legibly
24. Listens actively
25. Adjusts communication strategies to various situations

Time Management-

- 26. Is consistently punctual
- 27. Completes tasks and assignments on time

Teamwork and Diplomacy-

- 28. Places the success of the team above self interest
- 29. Does not undermine the team
- 30. Helps and supports other team members
- 31. Shows respect for all team members
- 32. Remains flexible and open to change
- 33. Communicates with others to resolve problems
- 34. Refrains from freelancing

Respect-

- 35. Is polite to others
- 36. Follows the chain of command
- 37. Does not use derogatory or demeaning terms
- 38. Behaves in a manner that brings credit to the profession

Patient Advocacy-

- 39. Does not allow personal biases or feelings to interfere with patient care
- 40. Places the needs of patients above self interest
- 41. Protects and respects patient confidentiality and dignity

Careful Delivery of Service-

- 42. Masters and refreshes skills
- 43. Performs complete equipment checks
- 44. Demonstrates careful and safe ambulance operations
- 45. Follows policies, procedures, and protocols
- 46. Follows orders and the incident management system

Western Technical College Paramedic Program Agreement

By providing my initials, I verify that I have read and understand each policy described within the Student Reference Guide.

- Initial _____ Standards of Conduct in the Use of Social Media
- Initial _____ Body Art or Piercing Policy
- Initial _____ Confidentiality Policy
- Initial _____ Academic Dishonesty and Student Code of Conduct
More information can be found at: http://www.westerntc.edu/student_handbook/StudentHandbook.pdf.
- Initial _____ Influenza Vaccine or Immunization Refusal Policy
- Initial _____ Needle Stick Policy
- Initial _____ TB Policy
- Initial _____ Pregnancy Policy
- Initial _____ Program Records Policy
- Initial _____ Transferability of Credit Policy
- Initial _____ Background Check Policy and Procedure
- Initial _____ Course Repeat Policy
More information can be found at: http://www.westerntc.edu/student_handbook/StudentHandbook.pdf.
- Initial _____ Program Dismissal Policy
- Initial _____ Program Re-Entry Appeal Process
- Initial _____ Performance and Practice of Clinical Skills
- Initial _____ Student Employment of Clinical Site Policy
- Initial _____ Paramedic Programs Statement of Professional Behaviors

Signature

Printed Name

Date

**Western Technical College
Paramedic Program Agreement**

By providing my initials, I verify that I have read and understand each policy described within the Student Reference Guide.

- Initial _____ Standards of Conduct in the Use of Social Media
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- Initial _____ Program Dismissal Policy
- Initial _____ Program Re-Entry Appeal Process
- Initial _____ Performance and Practice of Clinical Skills
- Initial _____ Student Employment of Clinical Site Policy
- Initial _____ Paramedic Programs Statement of Professional Behaviors

Signature

Printed Name

Date