



LAGUARDIA COMMUNITY COLLEGE  
PARAMEDIC PROGRAM

**STUDENT MANUAL**  
**PARAMEDIC CLASS 21**



## *Welcome from Matt Smith*

As the Paramedic Program Coordinator, I would like to extend a warm welcome to all of the students beginning their Paramedic education today. Before we review the policies and procedures for the Program, I would like to introduce to you the Program faculty and staff.

### Senior Staff

Medical Director: Lorraine Giordano, M.D., FACEP

Director of Prehospital Care Programs: Christine Alvarez, BS, EMT-P

Paramedic Program Coordinator: Matthew Smith, JD, EMT-P

Certified Instructor Coordinator/Skills Coordinator: Robert Parisi, MS, EMT-P, CIC

### Lecture Faculty:

Anatomy and Physiology: Prof. Mike Demarest

Medical Emergencies: Dr. Lorraine Giordano

Neurology and Trauma: Dr. Reynold Trowers

Obstetrics: Dr. Thomasena Ellison

Pediatrics: Dr. Arthur Cooper

Pulmonary: Dr. Vasilios Sierros

Rescue: John Busching, EMT-P

Medical Emergencies: Dr. Nail Cemalovic

12 Lead EKGs: David Brenner, MS, MS, PD, EMT-P, CIC

### Lab Skills Instructors:

Leonardo Bedoya, EMT-P

Lenel Caze, NRP, CIC

Austin Eckhoff, EMT-P

Louis Felice, EMT-P

Alex Makuch, EMT-P

Marc Moorer, NRP

Juan Ramirez, EMT-P

Iliia Razoumov, EMT-P

Andres Rodriguez, EMT-P

Bennet Williamson, EMT-P

Yadiro Ydrobo, EMT-P

Jerry Zender, EMT-P

### Office Staff:

Administrative Associate: Joanne Chu

Technical Specialist: Steffini Stepinski

Senior Office Assistant: Erik Arenas

Office Assistant: Jasmin Sutherland

## *Introduction*

The field of prehospital care is responsible for the initial treatment and transportation of individuals suffering from an acute illness or sudden injury. Working within established Emergency Medical Services (EMS) systems, the EMT-Paramedic is the highest level of provider. Working under the authority of a physician medical director, the EMT-Paramedic is responsible for the recognition and treatment of life-threatening and potentially life-threatening medical and traumatic conditions, initiating proper advanced level treatments such as IV access, advanced airway management, medication administration, EKG monitoring, defibrillation, cardioversion and external pacing. The EMT-Paramedic also documents all care and treatment rendered.

You will build upon the foundation of your EMT certification and will be prepared to provide advanced level care in the prehospital setting. As paramedics, you must be highly skilled in patient assessment and competent in all skills required for performing advanced level procedures. The course of study here at LaGuardia Community College is designed to teach you the fundamental clinical principles as well as the clinical and technical skills needed for the practice of advanced level prehospital care.

For communication with Staff and Faculty, use the following e-mail accounts:

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## *Mission Statement*

The mission of the LaGuardia Community College Paramedic Program is to set the standard for advanced EMS training in the NYC metropolitan area and to prepare knowledgeable, professional, clinically competent, and technically proficient graduates for positions as entry-level paramedics.

We will accomplish this by:

- Providing an environment that is conducive to learning and supportive to you, the student.
- Providing you with the necessary support and guidance including counseling and remediation.
- Ensuring that you have state-of-the-art equipment available to learn, practice, and improve your advanced life support skills and concepts.
- Hiring faculty who are experts in their fields.
- Recruiting instructional skills staff with exceptional field experience and teaching ability.
- Ensuring that you have access to a wide variety of clinical experiences through affiliation agreements for clinical rotations and field internships.

## *Background*

The New York State Department of Health Bureau of EMS authorizes LaGuardia Community College to conduct basic as well as advanced level courses, including Paramedic. The Paramedic Program includes all emergency medical concepts and techniques currently considered by the state and region to be within the responsibilities of the advanced EMS provider. This program will develop both basic and advanced skills in the recognition of signs/symptoms of illness and injuries and in the proper procedures for both basic and advanced life support. The purpose of the education is to ensure *YOUR CLINICAL COMPETENCY* by the successful completion of all learning objectives. The LaGuardia Paramedic Program Curriculum currently meets and exceeds the minimum educational standards of the New York State Department of Health Bureau of EMS and United States Department of Transportation Paramedic National Standard Curriculums. The paramedic program consists of didactic (lecture) instruction, practical skills training, clinical rotations, field internship, and other supportive educational activities.

If you wish to become a paramedic through LaGuardia Community College, you have two options: the AAS Degree Program in Paramedic and the Certificate Program in Paramedic. The AAS Degree Program is 60 credits whereby graduates earn both an Associate of Applied Science Degree in Paramedic as well as certification by NYS DOH as a Paramedic. LaGuardia Community College will also grant 34 exemption credits to currently certified NYS Paramedics who wish to pursue their AAS Degree. LaGuardia Community College was the first community college in the state to offer an Associate's Degree in Paramedicine and is the only program in New York City to offer you a choice of both a degree and certificate program. In 1996, LaGuardia Community College began offering its own paramedic training program on campus. Upon successful completion of the Paramedic Program, you will be eligible for certification as a Paramedic by the New York State Department of Health.

Historically, graduates of the Paramedic Program at LaGuardia Community College have found employment as paramedics for private ambulance services, hospitals providing paramedic ambulances for the 911 system, FDNY, as well as positions in hospitals as RN extenders and ER technicians. Other graduates have pursued other health careers as nurses, physician assistants and physicians.

## *Overview of Program*

Understanding is the key to good clinical judgment. The Paramedic Program at LaGuardia Community College has four distinct educational components: didactic activities, practical skills labs, clinical rotations and field internship. This combination will provide you with the cognitive ability, technical proficiency, professional attitude, and clinical competency required to become an entry-level paramedic.

Successful completion of the program requires that you demonstrate competency in all four areas.

### **DIDACTIC:**

The didactic component of the program takes the form of lectures or other learning activities which are designed to assist your understanding of the rationale behind the many prehospital treatments and skills. Lecturers are selected who have expertise and experience in the topic area and understand how prehospital providers must use the information to provide appropriate patient care. Lectures provide you with the opportunity to ask questions and gain deeper understanding of the subject matter. It is *expected* that you will have completed the reading assignment for a particular topic prior to the scheduled lecture. This preparation will enable you to understand and capture the lecture to a greater degree and thus improve retention of important clinical concepts.

### **PRACTICAL SKILLS:**

The practical skills labs are designed to teach you the advanced level skills required of an entry-level paramedic and give you the opportunity to improve these techniques in a controlled environment. Under the supervision of the Paramedic Lab Instructors, all of whom have extensive prehospital care experience, your performance and understanding of the required skills will be evaluated and you will receive feedback from the instructor and skills coordinator. Advanced paramedic skills will not be limited to those tested on the final practical exam, you will be evaluated at several intervals throughout the class.

Good advanced life support is not possible without an excellent foundation in basic life support skills. To ensure that you possess the necessary knowledge and skills, a review and evaluation of basic EMT skills is also part of the program. **You must maintain a valid EMT certification throughout the program.** Practical lab sessions will also include simulated situations in which you will perform the skills on manikins as a medical or trauma situation develops. As the course progresses, these scenarios will become increasingly more complex. They will incorporate patient assessment skills, basic and advanced skills as well as decision making ability. You will be required to demonstrate the integration of skills and knowledge to provide the appropriate patient care, select the correct treatment modalities, communicate with team members and present the case to a medical control physician.

### **CLINICAL ROTATIONS:**

The clinical rotations allow you the opportunity to apply the theoretical knowledge to actual patient care situations and perform advanced level skills on actual patients. Clinical rotations are designed to integrate and reinforce the didactic and practical skill components of the program. The clinical rotations are scheduled at facilities that have entered into legal Affiliation Agreements with the Paramedic Program. You will be able to practice the skills that you will need to master for the care and treatment of your patients, under the supervision of the clinical preceptor. You will be able to participate in all facets of care, beginning with observation and gradually taking on additional responsibilities under the guidance of the preceptors. It is expected that you will gradually make the transition from observer to participant to team leader in these clinical rotations. You are not allowed to practice any skills outside of the scheduled clinical rotations.

### **FIELD INTERNSHIP:**

The program concludes with a field internship experience that allows you to "put it all together" and demonstrate mastery of the integration of the didactic, skills and clinical portions of the program. This portion of the clinical experience is not instructional, but rather an evaluative phase of the program. You will be expected to demonstrate the competencies of an entry-level paramedic working within the NYC EMS system.

A remediation process has been established through which students, who have had difficulty with didactic, skills, or clinical components of the program, can receive assistance in mastering the material or skill area causing difficulty. Students with failing grades in any of the three components are expected to participate in remediation. Others may participate with permission of the Senior Paramedic staff.

## ***Role and Responsibilities of All Paramedic Students***

You will be expected to meet all NYS DOH requirements, as well as complying with all guidelines and policies developed by the LaGuardia Community College Paramedic Program.

Your role and responsibilities as a paramedic student include the following:

- Applying your best effort to develop your knowledge and skills as a paramedic student.
- Reading and understanding the Paramedic Program Student Manual and adherence to the policies & procedures contained in it.
- Adhering to all LaGuardia Community College and Clinical Affiliates' policies & procedures.

- Making every attempt to attend classes and scheduled clinical experiences.
- Making every attempt to arrive prepared and on time for classes/clinical rotations.
- Preparing for all class sessions and submitting all assignments on time. Making every attempt to study and prepare for classes, practical skills sessions and clinical rotations.
- Exercising complete honesty and integrity during all aspects of this program.
- Maintaining patient confidentiality in all activities associated with the program.
- Treating the faculty, staff, rotation preceptors, fellow students, and patients with respect and dignity.
- Making payments on time, in accordance to agreed-upon payment plan, if applicable.
- Demonstrating proper decorum and behavior with respect to faculty and fellow students, as well as to preceptor, patients, family, and hospital staff when on clinical rotations.
- Respecting College and Clinical Affiliates' facilities, property, equipment, and supplies by maintaining same in good order, clean and free from trash, and in their proper place.
- Following all treatment protocols and operating within the scope of care.
- Completing all clinical paperwork in a timely fashion according to Paramedic Program policies and procedures.
- Maintaining current certifications as specified by NYS DOH guidelines and providing copies of these cards to the Paramedic Program Coordinator as they are renewed (i.e. EMT certification).
- Informing the Certified Instructor Coordinator and/or the Paramedic Program Coordinator of any issues or problems which are affecting your performance in the paramedic program in a timely manner.

## ***Admission to the Paramedic Program***

### **PRE-REQUISITES**

As a current student of the paramedic program, you have met the following prerequisites

- High School Graduate (GED/HSE accepted)
- Evidence of current NYS EMT certification (must remain valid for duration of paramedic training)
- Optional 6 months or 200 hours of patient care experience or participate in BLS 9-1-1 rotations during the first few months of the course.

*Note: If your prehospital experience consisted of strictly transport EMS or minimal 9-1-1 experience, you will be required to complete 911 RI S Clinical Rotations prior to starting your A1 S Clinical Rotations (The exact number will be determined by the Program Coordinator).*

### APPLICATION PROCESS for Paramedic

As an applicant of the Paramedic Program, you are required to submit an Application for Admission from the EMT-Paramedic Program Office.

In addition, if you applied (or plan to apply) for the AAS Degree Program, you must complete the standard College Admissions procedures as described in the LaGuardia Community College Catalog.

### SELECTION PROCESS

As an applicant (certificate), you are required to take the Entrance Exam for entry into the Paramedic Program.

The Entrance Exams consists of the following:

- EMT Examination, 50 questions, 75 passing score
- TABE Exam
- Basic Math, 50 questions, 75 passing score

Applicants are selected based on the following criteria:

- Grades on Entrance Exams
- Interview score
- EMS experience
- Educational background

Grant funded students are also selected based on meeting eligibility requirements.

PROCEDURE

1. As an applicant to the program, you must complete the Application for Admission and include the following items:
  - Copy of your current EMT certification (must remain valid for the duration of the program).
  - Copy of high school diploma or GED.
  - Optional - Letter verifying EMS affiliation/prehospital care experience
  - Non-refundable \$100 application fee.
2. You must attend an entrance exam session, or make arrangements with the Program Coordinator to take the Paramedic Program entrance exams.
3. You must also meet with the Paramedic Program Coordinator and/or other members of the faculty for a personal interview.

In order to reserve a seat in the program, a check/money order must be received by the Program in the amount of \$750.00 or greater by the date indicated in the acceptance letter.

If you are an AAS degree student, you must have met the following ADDITIONAL requirements:

- No remediation courses resulting from the CUNY ACT Exam.
- Minimum GPA at LaGuardia (or transferring institution) of 2.5
- Active student status (no registrar stops)
- Completion of Human Biology I & II (SCB203 and SCB204) with C or better
- Completion of all General Education requirements

**Degree students are admitted to the program according to the following criteria:**

- Grade Point Average (GPA)
- Results of the candidacy process
- Date of application to the program

For more information – degree students should refer to the Program's handbook, located on the college website.

PROCEDURE - Certificate

1. As an applicant to the program, you must complete the Application for Admission and include the following items:
  - Copy of your current EMT certification (must remain valid for the duration of the program).
  - Copy of high school diploma or GED.
  - Optional - Letter verifying EMS affiliation/prehospital care experience
  - Non-refundable \$100 application fee.
2. You must attend an entrance exam session, or make arrangements with the Program Coordinator to take the Paramedic Program entrance exams.

3. You must also meet with the Paramedic Program Coordinator and/or other members of the faculty for a personal interview.
4. In order to reserve a seat in the program, a check/money order must be received by the Program in the amount of \$495.00 or greater by the date sent in the acceptance letter.

## ***Appeals of Grades***

You have the right to appeal any grades, practical skills evaluations, and clinical evaluations according to the procedures described below.

### **PROCEDURE**

#### **Grades:**

1. If you wish to challenge any grade or have concerns regarding the fairness of an academic assignment and/or grade, you should first discuss the issue with the CIC. If the issue cannot be resolved, you should bring the issue in writing to the Paramedic Program Coordinator. The PPC will consult with the Director of Prehospital Care Programs and the Medical Director to determine the outcome and report it to you. The Medical Director has the ultimate decision making authority for resolving issues regarding academic grades and may designate a member of Senior Staff to make a recommendation for resolution and decide.
2. If you wish to challenge questions in any particular didactic test, you must, in writing, state the following:
  - The question being challenged and the test it is from
  - Reason(s) why you feel your answer is correct
  - References which support your challenge
3. You must submit your challenge no later than two (2) class days after the test is reviewed.
4. The CIC, or his/her designee, will review each challenge and report the findings back to you. This decision will be final.

#### **Practical Skills Evaluations:**

1. If you feel you have received a failing grade unfairly during a practical skills evaluation, you should contact the Lab Skills Coordinator before discussing the issue with the Senior Instructor Coordinator.
2. The Skills Coordinator will review the student's skills performance evaluation and discuss your performance with the evaluator. At the discretion of the Lab Skills Coordinator, the grade may be changed, or you may be required to re-take the practical skill evaluation without penalty, or the grade may be upheld.
3. Should the student disagree with the Skills Coordinator's decision, the student may appeal the decision to the Paramedic Program Senior Coordinator. You have one week from the date you receive the decision from the Skills Coordinator to present your Request for Appeal to the Senior Instructor Coordinator.

#### **Clinical Grades:**

Clinical grades are determined from evaluation forms completed by clinical preceptors. The Program Coordinator reviews the grades based on the feedback and information contained on the clinical rotation sheets. The Paramedic Program Coordinator and/or Medical Director or designee may contact a preceptor, clinical supervisor, or Clinical Affiliate representative for further information regarding the preceptor's evaluations. The Medical Director is the ultimate authority on issues regarding clinical grades.

For appeals regarding probation, dismissals, disciplinary actions, or other issues, see the explanation under "Grievances" in this Student Manual.

## ***Assignments***

During the course of the Paramedic Program, you will be given assignments that will count towards your course average. These assignments must be completed by the due date according to the guidelines distributed at the time the assignment was given. These assignments may include any of the following:

- Group projects on a selected topic
- Oral presentations on a selected topic
- Written reports on a selected topic
- Oral case presentations/call reviews
- Completed Prehospital Care Reports with appropriate patient follow-up information
- Homework assignments (i.e. drug and dosage calculations, etc.)

Failure to complete assignments may result in a zero (0) for the assignment and will be calculated into your course average. Assignments submitted after the due date will be graded to reflect the late submission.

## ***Attendance - Class***

Classroom attendance is mandatory. Due to the intensive nature of the program, attendance is essential for you to be successful in the program. The schedule of sessions does include some off-campus activities. These are also mandatory.

- You are to sign in for every class session on the Attendance Sheet, which is the official record of your attendance. Failure to sign the Attendance Sheet will result in you being marked absent for the session. If you are not in the classroom when the class begins, even if you have already signed in for the session, you will be marked late by the CIC and/or Skills Coordinator after the scheduled start time of class. The CIC has the right to close and lock the door to the class after the designated start time of class and refuse entry to students, until such time as the class takes a break. If this is done, it is out of courtesy for both faculty and other students. Any students arriving late that are allowed entry should use the rearmost appropriate door and minimize their disruption to the class.
- If you are more than a half hour late or leave more than 15 minutes early, you will be marked absent.
- You must sign in only for yourself. If you sign in for another student(s), you will face disciplinary actions.
- If you are unable to attend class or will be late to class, you are required to contact the Paramedic Program Office prior to the start of the class at 718 482-5768 and email the course CIC. The instructor will record all instances of absences, late arrivals and early dismissals on the area provided on the Attendance Sheet. Breaks will be provided to you during the class sessions. You are expected to return on time and be ready to continue. If you return late from break, you will have a lateness counted against you. Every four (4) late arrivals or early departures, whether at the start of class, returning from break, or leaving class early, will result in your receiving a warning notice as well as one (1) absence. More than twelve (12) late arrivals may result in dismissal from the program.
- **ALL absences must be made up.** The CIC will define the format of make-up assignments. We encourage you to discuss with the CIC any issues you are having affecting your attendance so that the Program can assist you in seeking solutions or providing resources to overcome obstacles that may prevent you from succeeding in the course.

## ***Attendance Make-up Procedure***

- You will meet with the CIC to formulate a plan to make-up the missed session(s). The plan will include the mechanism to be used and a due date for the make-up.
- You will complete the requirements as outlined in the plan and submit the required assignment or

documentation to the CIC by the due date.

- Any assignment submitted after the due date will result in additional work.
- The CIC will record the make-up session.
- **You are permitted a total of five (5) absences in Fall Session 1, three (3) absences in Fall Session 2, five (5) absences in Spring Session 1 and three (3) absences in Spring Session 2.**

**Note: Absence for an entire Saturday consisting of 2 sessions, counts as two (2) absences. Clinical absences are not included. Further information on clinical absences can be found in the Clinical Rotation Manual. Please note that absences with documentation of a verifiable emergency or valid reason for absence still count as an absence.**

- You are responsible for getting any and all missed material due to lateness, absences or other reasons including class notes, handouts and make-up assignments for all sessions missed.
- If you miss three (3) or more consecutive classes, clinical or field internship rotations, without prior notification in writing, you must contact the Paramedic Program Coordinator prior to returning to class.
- You must request permission to be excused by the CIC if you need to leave early. In a documented emergency, when permission from the instructor has been requested, you may not be marked absent. The Certified Instructor Coordinator may request written verification of the emergency. If you leave before the end of class without prior permission from the CIC, you will be marked absent for that session. No one will be permitted to leave early on a regular basis.

## ***Awards***

The Program will present awards to those who complete the program with academic excellence and with skills excellence. The Program will present a Valedictorian Award to the individual with the highest performance in each paramedic class. Skills and clinical performance, in addition to academics, will be considered in choosing the recipient of the Valedictorian Award. The Faculty Recognition Award may be presented to an individual who exemplifies the ideals of professionalism and teamwork. The Special Incentive Award may be presented to an individual who has overcome significant obstacles to complete his/her paramedic training. Recognition will be given to the students with the highest # of IVs, highest # of medication administrations, and highest # of intubations from the data submitted to FSDAP reflecting performance while on clinical rotations. An award will also be given for Perfect Attendance.

## ***Cell Phone Policy***

Using a cell phone while in the classroom, either in voice or text mode, is disrespectful to the faculty and distracting to other students, and therefore is not allowed. Cell phones are to be shut off while the student is in class or placed in silent mode. If the cell phone rings in the classroom, the student will receive a Professional Behavior Warning for disruption of class. Likewise, students who text while in class will receive a Professional Behavior Warning for disruption of class. Any student who needs to keep his/her phone on because of a possible emergency call (sick child at home, family member in the hospital), must receive **prior permission from the CIC** for each class session and maintain the phone in vibrate or silent mode. The student will leave the classroom if he/she needs to respond to an emergency call.

No cell phones should be kept out unless allowed by the CIC.

Students who do not comply with this policy may receive any of the following: an absence for the class session, a Professional Behavior Warning may be placed in their file, and they may be referred to the Program Coordinator to discuss their conduct.

## ***Change of Personal Information***

You are required to notify the CIC or Program Coordinator, in writing, of any changes in name, address, e-mail address, phone numbers, or emergency contact information as soon as the change takes place.

## ***Class Cancellation***

In the event of inclement weather or any other event that may cause the emergency closing of the college, you should call the EMS Programs Office at (718) 482-5768 to confirm that class will indeed be cancelled. CHECK THE PROGRAM FACEBOOK PAGE FOR CLASS CANCELLATION ANNOUNCEMENTS. The list of radio stations below have been selected and authorized to broadcast an emergency closing of the school, including closing for inclement weather. The stations should begin broadcasting this information by 7:00 AM.

NY1 <http://ny1.com>

WCBS 880 AM

WINS 1010 AM

In the event that class is cancelled while the college is open, the Paramedic Program will make every attempt to notify you by telephone and e-mail. If there is a question as to whether class will be held, it is your responsibility to contact the Paramedic Program at 718-482-5768.

Make-up classes will be scheduled when possible. Attendance at the make-up session will be required. Class cancellations have no relationship to clinical rotations.

## ***Code of Conduct***

You must demonstrate personal conduct that is based upon **courtesy, integrity, safety, adherence to Program, College, and Clinical Affiliate rules and regulations, and adherence to the law**. You are expected to behave in a mature, honest, and professional manner.

The following types of behavior are examples of violations of the program standards for student conduct (but cannot reflect all possible situations that may be included) and may result in suspension or other disciplinary action(s):

### **Courtesy**

- Conduct that substantially disrupts, impedes, or interferes with the operation of the program, College, or activities at Clinical Affiliates.
- Conduct that substantially infringes upon or invades the rights of others.
- Failure or refusal to follow the instruction of a duly assigned instructor and/or preceptor the first time it is given, refusal to accept an assignment, or insubordination.
- Using vile, intemperate, or abusive language, or acting in a disrespectful manner toward any patient, student, instructor, staff, or clinical affiliate employee.
- Behavior that is inconsistent with the National Association of Emergency Medical Technicians Code of Ethics.
- Behavior that is inconsistent with the LaGuardia Community College Paramedic Program Professional Behavior Statement.

### **Integrity**

- Academic dishonesty
- Falsification of admission application or other Paramedic Program records
- Falsification of any clinical rotation document.

- Unauthorized possession, use, copying, or reading of College, Program, patient or hospital records, or disclosure of information contained in such records to unauthorized personnel.

### **Safety**

- Threatening the life or physical safety of others.
- Reporting for a clinical rotation under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs. Your exhibiting signs and symptoms that are generally accepted by the medical community as indications of substance use, will be cause for you to be subjected to disciplinary proceedings.
- Disorderly conduct such as fighting or "horseplay" on the premises.
- Possession of any weapon of any type on the premises or on clinical rotations.
- Creating, or contributing by an act of omission, to unsafe or unsanitary conditions.
- Smoking in unauthorized areas or at unauthorized times.
- Improper or dangerous patient care; failure to follow protocols, standards, and General Operating Procedures (GOPs).

### **Adherence to Program, College, and Clinical Affiliate Rules and Regulations**

- Negligent or deliberate destruction or misuse of property belonging to the college, clinical affiliates fellow students, instructors, staff, preceptors, or to a patient in the course of clinical rotations.
- Violation of condition of Professional Behavior probation.
- Conduct that has resulted in your criminal conviction for any offense specified in the federal, state, or local statutes. It is not the intent of these policies to prohibit the participation of individuals who may have a previous criminal record for which they have met the requirements of the law.
- Harassment involving an instructor, staff member, employee of a Clinical Affiliate, patient, or student, including sexual harassment.
- Violation of any rule, regulation, or practice of the Program.
- Loitering, loafing, or sleeping while functioning as a student in class or on clinical rotations.
- Posting or removing of notices in the College or Clinical Affiliate without permission from the Paramedic Program Coordinator; unauthorized solicitation or distribution of literature on College or Clinical Affiliate property.
- Unprofessional personal appearance or personal hygiene.

### **Adherence to the Law**

- Gambling, or possessing gambling equipment on the premises.
- Larceny, misappropriation or unauthorized possession of property belonging to the College or its employees, clinical affiliates, students, instructors, preceptors or patients.
- Any unauthorized manufacture, possession, use, distribution, or sale of alcohol or drugs, on college property or at clinical affiliates.
- Violation of Chapter VI of Title 10 (Health) of the Office Compilation of Codes, Rules and Regulations, State Emergency Medical Services Code Part 800 - Emergency Medical Services (Statutory Authority: Public Health Law, Article 30).
- Falsification of any clinical rotation document.

## **PROCEDURE**

All established College and University Policies such as Academic Integrity, Sexual Misconduct, and Workplace Violence etc. that are in effect at the time of the infraction will be applied when appropriate to student conduct. These policies are available on the College web site and are subject to change without notice.

For those infractions not covered by College or University policies - the CIC, Paramedic Program Coordinator, or other such person as may be designated by the Course Sponsor Administrator, will be responsible for considering and imposing a student disciplinary action. Any student, instructor, employee of the College or Clinical Affiliate, or preceptor may request the initiation of a disciplinary action through the

CIC,, PPC, Sponsor Administrator, or College administrator. The Medical Director will be consulted regarding most disciplinary actions.

With some exceptions (such as, but not limited to, those involving danger to life, limb, or property), a suspension or other disciplinary action will be preceded by a conference where you will be advised of the nature and extent of the alleged offense. If you deny having committed such offense, then you will be given an explanation of the evidence and will have an opportunity to present your version of the incident.

If the Program elects to impose disciplinary measures, you will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be provided to all available parties: the student, the CIC, the Course Sponsor's Administrator, Paramedic Program Coordinator, and Medical Director.

The Paramedic Program reserves the right to initiate suspension or dismissal actions when it is determined that your conduct is detrimental to the best interest of the program. Final determination will be made by the designated College authorities.

For violations of the State EMS Code, the NYS DOH NYC office must be notified.

### ***Counseling Sessions***

At the discretion of the CIC or the Program Coordinator, a conference may be scheduled to discuss any matter that may impact your performance or continuation in the program. If necessary, the Sponsor Administrator and/or Program Medical Director and/or other College official may also participate in the session.

Documentation of the session including the subject, results and agreed upon actions can be placed in your file.

The Program Coordinator may refer you for personal counseling or other services, if appropriate. Those sessions will remain confidential.

### ***PARAMEDIC Course Completion Requirements***

You must meet the following requirements in order to be allowed to take the Practical Skills Exam and the New York State Certification Exam for Paramedic. You must demonstrate competencies in all necessary psychomotor skills, patient age groups, pathologies, patient complaints and team leader skills required for clinical competence as a skilled provider at each certification level.

You will be awarded a Certificate of Completion upon successful completion of all program requirements. These requirements include, but are not limited to, the following:

- All attendance requirements have been met, including adherence to policies on make-up sessions;
- All academic requirements have been met including:
  - o Minimum Grade Point average of 75 for each semester as well as cumulatively at the end of the Program;
  - o Successful completion of the written final exam or retest with a 75 or better.
  - o BCLS, ACLS, and PALS testing have been passed according to current American Heart Association standards.
- Satisfactory completion of all laboratory skills required by the program including:
  - o Successful completion of all individual EMT and paramedic skills tested on the NYS Practical Skills Examinations.
  - o Passing of the final megacode evaluation or retest at the end of the program

--All clinical and field internship requirements have been met including competencies in all necessary psychomotor skills, patient age groups, pathologies, patient complaints and team leader skills required for clinical competence as an entry-level paramedic:

- o Correctly administer 50 medications
- o Successfully intubate 6 human patients\*
- o Successfully gain venous access 70 times
- o Successfully ventilate 10 unintubated patients
- o Perform comprehensive patient assessments on 36 pediatric patients
- o Perform comprehensive patient assessments on 60 adult patients
- o Perform comprehensive patient assessments on 40 geriatric patients
- o Perform comprehensive patient assessments on 13 obstetrics patients
- o Perform comprehensive patient assessments on 50 trauma patients
- o Perform comprehensive patient assessments on 20 psychiatric patients
- o Perform comprehensive patient assessments on 40 patients presenting with chest pain
- o Perform comprehensive patient assessments on 20 adult and pediatric patients presenting with respiratory distress
- o Perform comprehensive patient assessments on 20 patients presenting with abdominal complaints
- o Perform comprehensive patient assessments on 20 patients presenting with altered mental states
- o Perform comprehensive patient assessments on 20 patients presenting with syncope
- o Serve as a team leader for a minimum of 50 prehospital emergency responses of which at least 35 should be ALS.

--Satisfactory affective (behavioral) evaluations;

--Successful completion of all learning contract requirements;

--All tuition, fees, and outstanding fines are paid in full.

The Paramedic Program will not allow you to take the NYS DOH certifying examination until you have successfully completed all phases of training.

If you are a degree student, you should consult the most current LaGuardia Community College catalogue for additional requirements for the AAS degree.

- See Appendix C for exception.

## ***Curriculum***

The Paramedic Program is conducted in accordance with the most recent US DOT National Standard Curriculum for the Paramedic. Any modifications will be as required by the NYS DOH and will follow the curriculum in regard to cognitive, psychomotor and affective objectives. The curriculum will consist of lectures, practical skills labs, clinical rotations, and field internship.

## ***Definitions***

ACLS                      Advanced Cardiac Life Support

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ACR                        Ambulance Call Report (Prehospital Care Report)

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BCLS                      Basic Cardiac Life Support, also known as CPR for the Professional Rescuer

Certificate Student	Any student who is currently enrolled in the Paramedic Program at the LaGuardia Community College, but who is not in the AAS degree program.
CIC	Certified Instructor Coordinator, responsible for the overall coordination of the instructional aspects of the paramedic program. (Also referred to as the "Senior Instructor")
CLI	Certified Lab Instructor, a EMT/AEMT who has met the certification requirements for a lab instructor by the NYS DOH
Clinical Affiliate	Hospital, Medical Facility, or Ambulance Service that has agreed to allow paramedic students to participate in clinical rotations.
Clinical Rotation	The shifts that the student must complete at the affiliated medical facilities in order gain the clinical competencies required for entry level paramedics. This includes ambulance rotations prior to the field internship.
CLT	College Lab Technician, individual responsible for maintaining the lab, equipment, supplies and serving as an assistant to the Program Coordinator
COAEMSP	Committee on the Accreditation of Educational Programs of the EMS Professions
Course	Refers to the Paramedic Program in its entirety as submitted to the NYS DOH, <u>not</u> to the specific courses degree students register for as part of their degree requirements.
Course Sponsor Administrator	Person chosen by the College to be the representative to the NYS DOH BEMS
CPR	Cardiopulmonary Resuscitation
Credit Student	Any student who is currently enrolled in the EMT-Paramedic AAS degree program at LaGuardia Community College.
Cumulative Exam	A test consisting of more than 100 questions.
CUNY	City University of New York
EMT	Emergency Medical Technician
EMT-CC	EMT-Critical Care, an advanced level EMT authorized for IV access, intubation and some medications used in some regions.
Exam	Written evaluation with more than 50 questions.

Excused Absence	Absence that is beyond the control of the student, i.e. mandated overtime, etc.
Field Internship	The evaluative process at the conclusion of the program to assess your ability to function as an entry level paramedic. These ambulance shifts take place after the ambulance rotations have been completed.
JCAHO	Joint Commission on the Accreditation of Healthcare Organizations. The credentialing body which sets standards for hospitals.
Medical Director	The physician who is the ultimate medical authority for the program.
NYS DOH BEMS	New York State Department of Health Bureau of Emergency Medical Services
NRP	National Registry Paramedic
PALS	Pediatric Advanced Life Support
PAR	Primary Area of Response: the area assigned to various EMS units
Paramedic Program Committee	Committee responsible for oversight of all aspects of the Paramedic Program. Consists of the Paramedic Program Coordinator, Senior Instructor, and Sponsor Administrator, and Medical Director
PCR	Prehospital Care Report
Prehospital Care Program Director	Overall Administrator of the Paramedic, EMT, and Medical Office Clinical Technician Programs
Program Coordinator	The direct supervisor of the paramedic program.
Quiz	Written evaluation with 50 or less questions.
REMAC	The New York City Regional Medical Advisory Committee (the governing body that sets forth the Paramedic Treatment Protocols), a component of the Regional Emergency Medical Services Council
REMSCO	Regional Emergency Medical Services Council of NYC
Retest	Test given following failure of a major exam.
Senior Instructor	CIC responsible for coordinating the academic aspects of the paramedic program, overall attendance and behavioral issues.
Skills Coordinator	CIC responsible for coordinating and overseeing skills sessions of the

paramedic program.

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Test	Any quiz, exam, cumulative exam, final exam or retest, oral exam, megacode exam, interim or final skills exam, or make –up exam of any type
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## ***Disabilities***

Students who desire extra testing time for the NYS DOH certification examinations must contact the NYS DOH BEMS office at 518 402-0996 well in advance of the test date and fill out the appropriate DOH form. Students who desire extra testing time for the Program written exams should contact both the Paramedic Coordinator and the Office for Students with Disabilities. The Office for Students with Disabilities is located in M102 and the phone number is 718 482-5278. **Authorization for extended testing time or other accommodations must be made by the Office for Students with Disabilities.** The Program Recommends you contact that office prior to needing extra testing time. The CIC and Skills Coordinator are not permitted to grant extra testing time based on your assertion that you have a disability.

Other types of accommodations will be reviewed on a case by case basis. The NYS DOH may be consulted regarding some requests for accommodations.

## ***Disciplinary Policy and Procedures***

As paramedic students, you are expected to follow program policies, REMAC protocols, guidelines and standards of care and meet program requirements relating to:

1. Attendance and make-up policies (See “Attendance” in this Manual)
2. Academic performance (See “Course Completion Requirements” in this Manual).
3. Clinical and field internship requirements (See “Course Completion Requirements” in this Manual and Clinical Rotation Manual).
4. Practical laboratory skills and use of skills on rotations (See “Course Completion Requirements” in this Manual and Skills Manual)
5. Personal Code of Conduct - Professional Behavior (See “Code of Conduct” in this Manual).

Deviations from any of these may result in corrective, remedial or disciplinary actions. When practical, actions will be progressive in nature.

Serious or repeated deviations may result in being placed on probation until appropriate corrective or remedial actions are taken. Failure to comply with required corrective or remedial actions may result in dismissal from the program.

## **PROCEDURE**

### Notification of Deficiencies:

When practical, you will be given written notices if you fail to follow established program policies, protocols, guidelines and standards of care. This notice will also include actions required by you and recommendations (including counseling), if any. Examples include:

- Academic Warning (failure to maintain 75 average, failure to submit assignments by due date)
- Attendance Warning (excessive absences/lateness and/or failure to comply with make-up policy)
- Skills Warning (failure to demonstrate proficiency in skills)
- Clinical Warning (failure to attend rotations, failure to submit documentation in a timely manner, questionable patient care, or other areas of concern noted by clinical preceptors)
- Professional Behavior Warning (failure to behave in a professional manner, behaviors not consistent with the profession or contrary to those outlined in Code of Conduct).

You will then be asked to sign a copy of the warning which will be placed in your file. In those instances where remediation is required, you must contact the CIC to make the necessary arrangements. Repeated occurrences of the same or similar actions may warrant further actions including probation or dismissal from the program.

**Probation:**

Upon recognition that a problem or potential problem exists, the CIC will discuss the situation with the paramedic Program Coordinator.

If the Program Coordinator finds sufficient cause, a meeting will be held to discuss the situation with you. The Medical Director and/or the Director of Prehospital Care Programs may attend depending on the circumstances.

At the meeting, the issue(s) will be discussed and you will be given the opportunity to respond. A plan of corrective actions will be formulated. A signed copy of this document will be placed in your file. The plan of corrective actions will also include the following, if applicable:

- Summary of any restrictions – including restriction from rotations
- Actions which must be taken to correct deficiencies
- The standards which must be met to elevate you to a student in good standing
- The date by which the required actions must be completed and / or standards met.

On the date set for completion of corrective actions, the Paramedic Program Coordinator may take one of the following actions:

- Reinstate you to good standing
- Extend your period of probation
- Request an additional meeting to discuss the situation and the further actions which are required
- Move to dismiss you from the program

**Dismissal from Program:**

Upon recognition that a problem exists which has not been corrected through remedial actions, or recommended remedial actions have not been completed by the agreed upon date, you may be dismissed from the program. Additional reasons for dismissal from the program may result from, but is not limited to, any of the following reasons:

- Failure to maintain a NYS EMT certification throughout the program ;
- Violation of the attendance requirements;
- Inability to meet academic requirements;
- Violation of the Academic Integrity Policy or Code of Conduct ;
- Inability to meet clinical requirements;
- Violation of any regulation or policy found in this manual or any program manual;
- Violation of any College or University Policy, rule or regulation;
- Violation of any Clinical Affiliate policy, rule or regulation;
- Violation of the Public Health Code or any law;
- Failure to pay the required tuition and fees.

A meeting to discuss the problem(s) that have led to the dismissal should be scheduled. You have the right to request to be informed of the reason for the dismissal. You may be asked to sign a dismissal letter and a copy will be placed in your record. NOTE: For degree students, to avoid academic penalty, you must also officially withdraw from the courses. Withdrawal forms are available from the Registrar's Office, Room C-107.

You may appeal the dismissal according to the procedures in the LaGuardia Community College Student Handbook, available on the College website.

# Dishonesty (Academic Integrity)

Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College.

## Academic Dishonesty includes:

**CHEATING** - the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples: Copying from a student during an examination, unauthorized collaboration on take home assignments, submitting someone else's work as your own, allowing another student to take an examination for you, or unauthorized use of notes, electronic devices or other materials during an examination.

**PLAGIARISM** - the act of presenting another person's ideas, research or writings as your own. Examples: Copying another person's actual words without the use of quotation marks and/or footnotes, failure to acknowledge a source when using information that is not common knowledge or failure to acknowledge collaborators on homework or laboratory assignments.

**INTERNET PLAGIARISM** - plagiarism that includes the submitting of downloaded term papers or parts of term papers as a student's own work, paraphrasing or copying information from the internet without citing the source, as well as other forms of "cutting and pasting."

**OBTAINING UNFAIR ADVANTAGE** - any activity that intentionally or unintentionally gives a student an unfair academic advantage over other students. Examples: Stealing, circulating or otherwise gaining access to unauthorized examination materials, intentionally obstructing or interfering with another student's work, depriving other students of access to needed class or library materials by stealing, destroying or defacing them, retaining or circulating examination materials that clearly should have been returned at the end of the exam.

**FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS** - Examples: Forging signatures or authorization, falsifying information on academic records, falsifying official documents such as grade reports, drop/add forms, ID cards or other college documents.

**MISCONDUCT ON INTERNSHIPS** - Behavior inappropriate to a professional setting or in violation of the rules established by either the College or the internship site. Noncompliance with local, state and federal laws while on internship is also included.

## **PROCEDURES**

### **VIOLATIONS OF ACADEMIC INTEGRITY**

The handling of violations of academic integrity involves the imposition of sanctions in accordance with the College's definitions of academic dishonesty as listed above.

When an incident involving apparent academic dishonesty occurs, the instructor will retain related documentation and complete an "Academic Integrity Complaint Form." The instructor will then meet with you to discuss the academic integrity charge and to explain the proposed sanction. If you do not challenge the accusation and accept the proposed sanction, you will sign the Academic Integrity Complaint Form and will be given a copy. The remaining copies are then given to the Department Chairperson and the College Adjudicator in the Office of Enrollment and Student Development.

If you indicate on the Academic Integrity Complaint Form that you wish to challenge the accusation or penalty or do not wish to make a statement, or if you refuse to sign the Form or meet with the instructor, the Complaint Form is forwarded to the Department Chairperson. You may request to meet with the Department Chairperson. If the matter still remains unresolved, a copy of the Complaint Form is given to you and the

instructor. The remaining copies of the Complaint Form and related documentation are then forwarded to the College Adjudicator in the Office of Enrollment and Student Development for further action.

a) Students challenging cases involving plagiarism: The College Adjudicator will forward the complaint to the College's Academic Standing Committee for review. The ASC will evaluate the alleged violation and return its decision to the College Adjudicator in a timely fashion. At that time, the College Adjudicator will inform you of the final decision and sanction, if any.

b) Students challenging all other cases of academic dishonesty: The College Adjudicator will forward the complaint to the College's Faculty Student Review Board. The FSRB will evaluate the alleged violation and return its decision to the College Adjudicator in a timely fashion. At that time, the College Adjudicator will inform you of the final decision and sanction, if any.

c) Students indicating "I do not wish to make a statement at this time" or refusing to sign the complaint form or meet with the instructor: The College Adjudicator will call you to a meeting to determine an appropriate course of action as described above. In cases in which you fail to appear at the required meeting or to contact the adjudicator within one week of your failure to appear, the instructor's sanction shall apply without further benefit of your appeal. The Adjudicator will keep records of all cases involving academic dishonesty. In cases involving a second or further offense, the Student Faculty Review Board may impose a disciplinary sanction in addition to the academic sanction imposed by the instructor.

**STUDENTS SHOULD TAKE NOTE THAT FALSIFICATION OF CLINICAL ROTATION DOCUMENTS IS NOT ONLY A VIOLATION OF THE ACADEMIC INTEGRITY POLICY OF THE COLLEGE BUT IT IS ALSO A VIOLATION OF THE PUBLIC HEALTH CODE REGARDING "FALSIFICATION OF DOCUMENTS IN ORDER TO OBTAIN A HEALTHCARE CERTIFICATION" AND THEREFORE MUST BE REFERRED BY THE PROGRAM TO THE NYS DOH FOR FURTHER INVESTIGATION AND DETERMINATION OF PENALTIES WHICH MAY INCLUDE LOSS OF CERTIFICATION. THIS MAY RESULT IN ADDITIONAL SANCTIONS TO THE INDIVIDUAL ABOVE AND BEYOND THE ACTIONS THE COLLEGE MAY TAKE.**

## ***Dress Code***

You are responsible for the cleaning and maintenance of your own uniforms/lab coat for all clinical rotations, including the field internship and class hours. All students will be in either clinical dress or uniform dress as below for each class session and appropriately dressed for each rotation. Students out of uniform or in unsafe practice will receive a disciplinary warning, lateness or absence at the CIC's discretion.

Program uniforms, i.e. Program polo shirt, uniform pants, belt with EMS boots are required for lab sessions. For the protection of the student, dangling earrings and jewelry should be avoided during skills sessions. Likewise, any body piercing jewelry that could become entangled during skills should be removed and long hair pulled back for the protection of the student during lab skills.

You are expected to exercise good personal hygiene prior to clinical and field internship rotations. You are also expected to bring the appropriate equipment to clinical rotations as outlined in the Equipment Policy. Students must wear clothing that amply covers private body parts. Clothing should reflect professionalism and avoid language that is inflammatory or offensive. Hats should not be worn within the classroom. Hats should not be worn in any building.

For every didactic class, either dress code below may be followed. During skills classes, the Ambulance rotation dress code must be adhered to.

### **Clinical Rotations - Hospital**

- You will be expected to purchase and wear a **short** white lab coat. See the uniform specifications sheet for patch and embroidery placement. Unless otherwise specified, the lab coat is to be worn during each rotation. The cleaning and upkeep of the lab coat is your responsibility!
- Casual but neat appearance. A button down, collared shirt, blouse or sweater is required; slacks or trousers, tucked in with belt.
- On OR rotations, scrubs as provided by the hospital must be worn. They are not allowed to be removed or brought in to the facility.
- No sneakers, blue jeans, shorts, open toed or open backed shoes or sandals are allowed.
- LaGuardia Community College ID card must be worn visibly. If the affiliate facility requires you to have a hospital ID, you will receive instructions from the Program advising you how to secure one and you will be required to wear the hospital ID as well.
- LaGuardia Paramedic Program Skills Card must be carried with you
- Hair should also be worn away from the face in a manner that does not interfere with vision or providing medical care.
- If jewelry is worn, it should not be excessive and not interfere with providing patient care (i.e. dangling earrings, etc.)
- Piercings may not interfere with patient care or present harm towards any provider or they must be removed. Individual sites may have additional policies and regulations.
- No hats are to be worn other than those permitted for crews on the ambulance units.

#### **Clinical Rotations/Field Internship - Ambulance**

- LaGuardia Community College ID card must be worn visibly. If the affiliate facility requires you to have a hospital ID, you will receive instructions from the Program advising you how to secure one and you will be required to wear the hospital ID as well.
- LaGuardia Paramedic Program Skills Card must be carried with you.
- ANSI Reflective Vest must be carried with you.
- A navy blue Paramedic Program shirt or Paramedic Program sweatshirt (depending upon the season) with Paramedic Program patch and NYS EMT patch as designated on the uniform specifications sheets.
- Dark blue tech pants, shirt tucked in with belt
- EMS boots (no sneakers)
- Hair should also be worn away from the face in a manner that does not interfere with vision or providing medical care.
- If jewelry is worn, it should not be excessive and not interfere with providing patient care (i.e. dangling earrings, etc.)
- Piercings may not interfere with patient care or present harm towards any provider or they must be removed. Individual sites may have additional policies and regulations.
- No hats are to be worn other than those permitted for crews on the ambulance units.

#### **Further Requirements**

You are required to have the following equipment for all clinical rotations those marked with an \* are also required for lab sessions:

- **Watch with second counter (AT ALL TIMES)\***
- Penlight
- Stethoscope
- EMS Shears/Scissors
- **Pen and Pencil (AT ALL TIMES)\***
- **Notebook (to record questions, data to prepare assignments, etc.) (AT ALL TIMES)\***
- NYC REMSCO Prehospital Protocols\*
- Short white lab coat (for hospital) or appropriate dress for ambulance/lab rotations
- Rotation Evaluation Forms

## ***Drug Testing Policy***

The LaGuardia Community College Paramedic Program is committed to protecting the safety, health, and well-being of all students, employees, and the public. We have established a drug free Program Policy that balances our respect for individuals with the need to maintain a drug-free environment. All participants are governed by this policy.

The use, possession, trade, and/or offer for sale of drugs are prohibited throughout the program. This Policy applies to applicants in the intake process, participants in the pre-training phase, training phase, internship and clinical components, job search and job placement components, and other activities of the Paramedic Program.

- 1) The drug testing will be conducted confidentially and discreetly by a facility or facilities chosen by the College. Applicants must participate at the drug screening location designated by the Program at the date and time scheduled. Payment is due by the student at the time of drug screening.
- 2) If the applicant is unable to attend the drug screening on the scheduled day due to personal issues or emergencies, he/she will be given one further opportunity to test at a mutually agreeable time within a two week time frame. If he/she fails to complete the screening, the applicant/participant will be separated from the Program.
- 3) Drug testing will be conducted via urine testing. The substances tested for are cannabinoids, cocaine, opiates, amphetamines, phencyclidine (PCP), benzodiazepines, barbiturates, and methadone. The chosen facility will conduct drug testing in a manner that protects the individual and maintains the integrity of the sample and the process. The screener will ensure the sample belongs to the donor, maintain a chain of custody and safeguard the results at all times.
- 4) Results of the drug screening are sent by the facility to the Director of Prehospital Care Programs. Those who have access to drug screening results are the following:
  - o Applicant
  - o Director of Prehospital Care Programs
  - o Paramedic Program Coordinator

All results will be confidentially maintained in the participant's Medical Record file in a sealed envelope marked "Confidential Medical Record" and with the student's name. This file is managed solely by the Director of Prehospital Care Programs.

- 5) An individual with a positive test result will have the opportunity to provide acceptable documentation as an explanation. Acceptable documentation, from the individual's primary physician, must be presented to the Director of Prehospital Care Programs and must include the name of the medication, dose, daily frequency, duration of medication regimen and if the individual is fit for participation in the Program. Contact information for the individual providing the documentation must also be provided.
- 6) Applicants/students/participants that test positive for drugs will be immediately separated from the program and will be given an official letter written by the Director of Prehospital Care Programs. This letter will contain a list of resources for counseling/ rehabilitation programs. Referrals for counseling/intervention may be made should the student wish this assistance.
- 7) Applicants who are separated from the program due to a positive drug screen may reapply to the program in one year provided they have a certificate/ letter from an accredited counseling and/ or drug rehabilitation program.
- 8) A non-conclusive result will require the participant to retest at their own expense at the facility designated by the Program. The Director of Prehospital Care Programs will schedule the retest at the Program's discretion. A second inconclusive result without physician documentation as to cause will result in dismissal from the Program.
- 9) Any person who refuses to participate in part of the drug screening process or tampers with the process to affect the result will automatically be dismissed from the program. This includes adulteration or dilution of

a specimen, substituting a specimen with that of another, sending an imposter, failing to report to the location, failing to permit direct monitoring of sample collection when required, refusing to provide a test sample, and/or non-compliance with any part of the screening process.

10) Students accepted into the Program may be required to have additional drug screens if required by a clinical or internship site or if there is reasonable suspicion from observations of the participant's behavior, appearance, odor, or speech that the student is attending program activities under the influence of illegal substances.

### ***Important Phone Numbers***

EMT/Paramedic Program Office 718-482-5768 (business hours)

Immediate assistance (problems on rotations or emergencies) 347-669-0437  
(If no answer – then immediately email – if no answer then text message)

Clinical Call-In Number – (207) 318 4702

Security (C Building) 718-482-8053

Security (M & E Buildings) 718-482-5555

Health Center (medical emergencies) 718-482-5280

### ***Employment While Enrolled in Paramedic Program***

You *may* be employed outside regular educational hours, provided the work does not interfere with your academic responsibilities.

You are not permitted to substitute for any paid personnel or a required team member while participating in clinical rotations or field internship rotations.

Letters requesting accommodation from employers are available upon request from the Program Coordinator.

### ***EMT Certification***

You must have an EMT certification that is valid for the entire length of the Paramedic Program. Failure to maintain current NYS DOH EMT certification will result in dismissal from the Program.

### ***Essential Functions of the EMS Student - see Appendix A***

### ***Evaluation of Students***

You will be constantly evaluated on your academic, psychomotor, clinical, and affective performance in the program.

### COGNITIVE EVALUATION

Didactic evaluation will consist of quizzes, exams, cumulative exams, and a final exam. The written evaluation may contain a variety of question types including multiple choice, true/false, matching, situational, short answer, etc. You will be made aware of the material being covered for each examination. The course schedule generally lists the chapters covered for each test. Any exams may contain information previously covered in the course for review purposes.

*\*\*\* NOTE: Any material covered prior to the date of the quiz or exam may be included on the test. This includes both basic EMT skills and knowledge, as well as advanced skills and knowledge.*

Material covered on tests is derived from:

- Reading assignments and homework
  
- Lecture presentations
- Handouts
- NYC REMAC Protocols (both BLS and ALS) and GOPs
- Practical Skills Sheets
- Skills presentations
- Student Manuals
- Any other material covered in the course

There will be a minimum of 23 quizzes, 8 Exams, 3 cumulative exams, and one Final Exam given throughout the program. Expect that you will be tested every day. Anticipated testing dates are noted on the course schedule. The Program reserves the right to change dates as necessary. Furthermore, the Certified Instructor Coordinator and Skills Coordinator may give additional unscheduled quizzes or exams when the CIC feels it is in the students' best interest to do so.

Additional exams include BCLS, ACLS and PALS developed by the AHA, which are not counted as part of your course average. Protocol and Math grades will be calculated as an Exam grade at the end of the semester. A&P quizzes and the final exam will be calculated as an exam grade at the end of the Spring I semester as Exam #6.

#### **Didactic Grades:**

The final course average will be calculated as follows:

Quizzes and exams count for 30% of the course average  
Cumulative Exams count for 30% of the course average  
The Final Exam counts for 40% of the course average

The Semester course average will be calculated as follows:

Quizzes count for 30% of the course average  
Exams count for 30% of the course average  
Cumulative Exams count for 40% of the course average

Each student must pass the Final Exam or Retest with a score of 75 or higher.

#### **Medical Maladies Assignment- Reports/ Presentations:**

The Medical Malady Report/Presentation will count as 10% of the course average in either Fall 2 semester or Sp 2 semester. If the assignment is not completed by the due date, a 5 point penalty will be incurred for each week the assignment is late.

### **Anatomy and Physiology Exam Grade:**

Exam # 6 is the Anatomy and Physiology Exam grade.

Students who are enrolled as AAS Paramedic degree students are encouraged to take the A&P section, however they are not required to attend. Degree students may "challenge" out of the A&P section by taking Exam #6 before the A&P classes start. If they receive a passing score of 80 or higher, they will be exempt from taking the A&P classes and subsequent final A&P exam. If a score of 80 is not obtained, degree students must attend all A&P sessions. **It is highly recommended that all students participate in the A&P section within the Paramedic Program.**

### **Course Average**

Your course average will be calculated following each didactic test and will be distributed to each student. The grades for each semester will be calculated using the quizzes, exams, cumulative exams, and other testing instruments provided in that time period as noted on the course schedule. You must maintain a 75 average at the end of each semester and at the end of the course.

An overall grade average of 75 or better must be maintained for successful completion of the course. If your average falls below 75, you will be placed on Academic Probation. You will then be required to bring your average up to 75 or higher on the next three (3) written tests. If after three (3) written tests, your average is above 75, then you will be removed from Academic Probation. If, however, your average is still below 75 you may face dismissal from the program (four consecutive failing tests). You must also pass each semester with a minimum 75 average.

You must have a class average of 75 or better to be eligible to take your paramedic certification examination. Passing the course Final Exam or Retest with a 75 or better is also required to pass the course. Failure of the Final Exam and Retest constitutes failure of the course.

### **Make-ups**

Permission to take a make-up exam due to missing the exam should be requested without delay. If you miss any exam, you will have 10 points deducted from your overall score on the make-up exam. Arrangements are to be made immediately upon your return to class or you may receive a grade of zero ("0") for that exam at the CIC's discretion. You may not make up more than one exam and two quizzes per semester.

### **Retests**

There are no retests given for any failed quiz, nor for any didactic exam except for the Final Exam. See remediation section below.

### **Remediation of Failed Quizzes/Exams**

Students who fail or miss a quiz may request remediation of their grade from the CIC upon their return to class. The CIC will assign appropriate work enabling the student to demonstrate his or her understanding of the material. A student successfully demonstrating understanding of the material by completing the assignment will receive a new grade assigned by the CIC but not to exceed a grade of 75, or the minimum passing grade for the quiz. Students may exercise this privilege on a maximum of two quizzes per semester. Quizzes missed and not made up or remediated will have the grade earned by the student which is a zero.

### **PSYCHOMOTOR/SKILLS EVALUATION**

You will be evaluated by Program Lab Skills Instructors during practical skills sessions according to skills knowledge, application of skills, problem solving, and teamwork. The skills instructors will use the following criteria for rating students:

- (0) = Student was present, but did not participate. Absent/left session early
- (1) = Poor - Critical and/or potentially dangerous errors or omissions
- (2) = Satisfactory - Minor errors or omissions
- (3) = Good – no omissions, proficient with minimal prompting or guidance
- (4) = Excellent - Completes skill without error, omission, or prompting.

Practical skills examinations will be graded on a pass/fail basis. All skills must be passed for you to pass the practical exam.

You must pass interim skills evaluations using the current criteria of the NYS DOH to continue in the program. Should you fail any interim practical skills evaluation, you will be allowed to re-test a total of three additional times, with appropriate remediation in between. Failure of the same skill four (4) times is grounds for dismissal from the program. Each skill must be completed in the specified time limit.

Basic skills, as well as newly acquired advanced skills, will be evaluated throughout the program. You will be counseled on areas in need of improvement and given strategies for improving skills performance.

While there are many ways to perform a procedure and perform it correctly, only those techniques sanctioned by the Program Medical Director and/or the Certified Instructor Coordinator will be acceptable.

Final Megacode Scenarios must be passed in order to successfully complete the program. Only 1 retest will be allowed for failure of Megacode testing.

Successful completion of the final practical exam is **required** to sit for the New York State Written Certification Examination.

### **AFFECTIVE EVALUATION (See Appendix J)**

Affective evaluations will be provided in both the Fall and Spring semesters in these areas of professional behavior:

#### **Integrity**

Examples of professional behavior include but are not limited to: consistent honesty, being able to be trusted with the property of others, can be trusted with confidential information, complete and accurate documentation of patient care and learning activities.

#### **Empathy**

Examples of professional behavior include but are not limited to: showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate and helpful demeanor toward those in need; being support and reassuring to others.

#### **Self-motivation**

Examples of professional behavior include but are not limited to: taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; and taking advantage of learning opportunities.

#### **Appearance and Personal Hygiene**

Examples of professional behavior include but are not limited to: clothing and uniform is appropriate, neat, clean and well maintained; good personal hygiene and personal grooming.

#### **Self-confidence**

Examples of professional behavior include but are not limited to: Demonstrating the ability to trust personal judgment, demonstrating an awareness of your strengths and limitations, exercising good personal judgment.

#### **Communications**

Examples of professional behavior include, but are not limited to: speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

#### **Time Management**

Examples of professional behavior include, but are not limited to: consistent punctuality, completing tasks and assignments on time.

### **Teamwork and Diplomacy**

Examples of professional behavior include but are not limited to: placing the success of the team above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.

### **Respect**

Examples of professional behavior include but are not limited to being polite to others, not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession.

### **Patient Advocacy**

Examples of professional behavior include but are not limited to: 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.

### **Careful Delivery of Service**

Examples of professional behavior include but are not limited to: mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures and protocols; following orders.

These professional behaviors will be assessed during classroom activities and practical lab sessions, clinical rotations and field internship rotations. Interactions between you and other students, instructors, preceptors, patients and others you have interact with will form the basis for evaluation in this area.

Areas in need of improvement will be discussed with you in counseling sessions. Documentation will include the areas in need of improvement as well as corrective actions that need to be taken. **Continued problems in this area may lead to your dismissal from the program.**

## ***Exposure - Blood & Known/Suspected Communicable Diseases***

As a paramedic student, you will follow the procedures of the Clinical Affiliate where the exposure occurred and report the exposure to the Paramedic Program Coordinator as soon as possible after the exposure. This includes the initial treatment and evaluation, as well as follow-up if recommended or required.

You are responsible for all costs involved in the evaluation and follow-up of an exposure.

### **Procedure**

You will notify the clinical preceptor of the incident as soon as it occurs.

You will take the appropriate post-exposure measures (i.e. hand-washing, irrigation, etc.) as dictated by the specific policies and procedures of the clinical affiliate. NOTE: The cost for all evaluation, treatment, tests, etc. is the financial responsibility of you, the student.

You will complete all paperwork required by the clinical affiliate. In addition, you will also notify the Paramedic Program Coordinator by phone as soon as possible and also in writing for the next scheduled class session.

You will submit the report to the Paramedic Program Coordinator at the next class session.

## ***Facilities (EMS Program)***

The Paramedic Program is located in the C Building, 29-10 Thomson Avenue. There are three dedicated

classrooms of 900 to 1000 square feet for lecture and practical skills sessions for EMS Programs. A mini-computer lab is located within the EMS lab.

The C building is only open from 0700-2300 hours. Facilities must be vacated by 2230 hours and the building by 2300 hours. Any emergency requiring a student to stay late, the program must be notified via the emergency line or in person and security notified at 718-482-5558.

The EMT-Paramedic Program Office is located in C-339. The Paramedic Program Director's Office is located in room C-368.

Bathrooms are located in close proximity to the classrooms. Vending machines are located in the cafeteria across the hall from the EMS lab.

The computer mini lab in C 330 will only be available when there is no day class in session or after the day class hours (1630 hours). It will be available during breaks, unless this privilege is abused.

For the many available College facilities, see "Services Available to Students" in this Manual.

### ***Functional Job Description***

You will be required to sign a Certification of Eligibility (Appendix J) upon enrollment in the Paramedic Program. By signing this form, you state that you have read and understood the functional job description of an AEMT and either have or do not have conditions that would preclude you from safely and effectively performing all of the functions required for that level of training or are planning to request an accommodation for the NYS Written Examination.

#### Procedure

The CIC will distribute the NYS DOH BEMS Policy on Americans with Disabilities and the functional job description for EMTs and Paramedics.

During the next session, you will sign a statement indicating that you have read and understood the functional job description of an AEMT and either have or do not have conditions that would preclude you from safely and effectively performing all of the functions required for that level of training or are planning to request an accommodation for the NYS Written Examination.

The signed form becomes part of your permanent file.

### ***Goals and Objectives***

The LaGuardia Community College Paramedic Program dedicates its efforts and resources toward assuring excellence in education for you. The program strives to produce healthcare providers with a sound knowledge base and outstanding clinical abilities. LaGuardia graduates are expected to be leaders in the industry, who will provide a high level of compassionate patient care, and who are intelligent in their approach to the discipline of prehospital medicine.

The Paramedic Program at LaGuardia Community College provides didactic, psychomotor, and clinical instruction, as well as field internship experience to assist you in developing the theoretical and technical skills consistent with the goals and objectives of the U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. Our program objectives are as follows:

1. You will be competent as defined by the DOT Paramedic Curriculum.
2. You will be prepared to successfully complete all National, State, and Regional Certification Exams as outlined in the syllabus.

3. You are capable of providing quality emergency medical care with ethical values as evidenced by your performance during the "Phase Three Field Internship Evaluations".
4. Employers will be satisfied with the performance of our entry-level paramedic graduates.

**The goal of the LaGuardia Community College Paramedic Program is to produce competent, entry-level paramedics to serve in career and volunteer positions in a variety of settings.**

## ***Grievances***

For an Appeal of Grades, please see that section of the Student Manual.

Procedures for filing a grievance can be found on the College's website in the LaGuardia Student Handbook.

## ***Identification Cards***

You will receive a LaGuardia Community College ID badge. This will be obtained from the ID office, located on the first floor of the C-Building. You will be informed of the hours of the ID office. You will be notified when you are able to get your ID's and any deadlines.

ID badges should be worn during all class sessions, all events associated with the program, **and must be worn** during all clinical/field internship rotations.

You will also receive a program skills card. This skills card will indicate to your preceptors what skills you have been cleared to practice in the field. Any skill not punched, you are not permitted to practice. You must carry your skills card with you on all rotations and all skills sessions.

CPR cards and a form of photo identification must also be carried on your person at all times.

## ***Incident Reporting***

Students are required to comply for any request for an incident report by the Program, including cooperating with any investigation or requested interview. Students must initiate an incident report on their own when any of the below situations are encountered. Students may also initiate a report when he/she believes it is warranted.

**All incidents will be documented in writing according to the procedure described below.**

An incident is defined as any unusual event or circumstance that you are involved in which can include, but is not limited to, the following:

- Injury which occurs during a program activity (lecture, lab or clinical rotation), or threat of injury
- Altercations with other students, clinical preceptors, patients or family members
- Unusual occurrences at any clinical rotation/field internship (i.e. other students showing up for rotation when not scheduled, students from other programs scheduled for same shift, etc.)
- Needle-stick injuries or exposure to communicable diseases
- Any other physical injuries
- Emotional trauma
- Any occurrence, which may result in litigation (Le. errors of commission, omission, negligence, etc.)
- Any phone call to the emergency line

The elements to be included in the written report include, but are not limited to, the following:

- Name of individual(s) involved

- Details of incident (location, date of incident, time of incident, description of incident, etc.)
- Witnesses to the event(s)
- Treatment rendered, if necessary, or refusal of care statement.
- Corrective actions taken following the incident

#### Procedure

You will obtain whatever assistance is required (i.e. medical attention, etc.) following the incident.

You will write a report of the incident including all the pertinent details.

You will submit the incident report to the CIC or Skills Coordinator. If the matter is urgent, you must contact the Paramedic Program Coordinator directly at (718) 482-5327 or on his/her cell phone.

The CIC will forward the report to the Program Coordinator.

The Program Coordinator will review the incident and will contact College and Program personnel as necessary.

The incident and its outcome/resolution will be reported back to you.

## ***Infection Control***

You are to follow the procedures listed below during practical skills lab and clinical rotations. The specific guidelines for each clinical affiliate must also be followed. The clinical affiliates will provide the necessary procedures and personal protective equipment necessary to protect your health during the clinical rotations.

You must indicate in writing that you have reviewed and understand the regulations set forth in OSHA Standard 1910.1030 and Guidelines Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities, 1994.

#### **Background**

Universal Precautions are intended to prevent parenteral, mucous membrane, and on-contact skin exposures of health care workers to blood borne pathogens. Universal precautions should be used in the care of all patients. Examples of body secretions are: amniotic fluid, cerebrospinal fluid, feces, nasal secretions, pericardial fluid, pleural fluid, saliva, semen, sputum, synovial fluid, tears, tissues, urine, vaginal secretions, and emesis.

Universal precautions mandate that all prehospital providers shall routinely use appropriate barrier precautions when possible exposure to blood or body fluids might occur. Medical history and examination cannot reliably identify all patients infected with HIV, HBV or other pathogens, hence the institution of these Universal Precautions.

#### Procedure

The following guidelines shall be adhered to whenever a communicable disease is suspected or when there is exposure to blood, body fluids, or excreta:

--Disposable gloves will be worn whenever there is the possibility of exposure to body fluids. Gloves should be worn for touching any blood and body fluids, mucous membranes or skin of all patients, for handling items or surfaces soiled with blood or body fluids/substances, and for performing venipuncture and other vascular access procedures.

--Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids in order to prevent exposure of the mucous membranes of the mouth, nose, and eyes. Situations such as endotracheal intubation, suctioning, may cause contamination of the eyes.

--Personnel should always wash their hands after taking care of a patient, handling any contaminated

equipment/supplies or cleaning any contaminated equipment/surface, etc. EVEN WHEN GLOVES ARE WORN. (NOTE: Gloves are to be removed prior to washing hands.) In addition, personnel should wash their hands after touching any body fluids.

- Blood contaminated needles are to be handled with extreme care and should not be recapped. They should be disposed of in a safe manner by placing the needles in a puncture-proof container. Needles used for IV skills practice should also be placed in puncture-proof containers.
- You should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleaning used equipment, and during disposal of used needles.
- To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, or removed from disposable syringes. If recapping cannot be avoided; a one-handed technique must be used.
- Needles, scalpel blades and other sharp items should be placed in a puncture resistant containers. When these containers are full, close and lock them by pushing.
- Mouth-to-mouth resuscitation should be avoided. An airway adjunct should be used whenever there is the need for respiratory assistance or resuscitation.
- Spills of blood and body fluids should be cleaned as soon as possible.
- Personnel must wear gloves during this procedure.
- Excess liquid should be cleaned up with an absorbent cloth. The area should then be washed with a solution of bleach and water (1 part bleach and 10 parts water). Fresh solutions must be made up every time.
- If you have exudative lesions or weeping dermatitis, you should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- Implementation of Universal Precautions for all patients eliminates the need for disease specific isolation precautions, except when respiratory isolation is needed. Respiratory precautions should be put into effect with patients known or suspected to have:
  - o Chicken Pox (Varicella)
  - o Pertussis (whooping cough)
  - o Fever of unknown origin
  - o Rabies
  - o Measles
  - o Rash
  - o Meningitis
  - o Rubella
  - o Mumps
  - o Tuberculosis

It is also recommended that students utilize respiratory precautions during the administration of nebulized medications.

- You will be fit-tested prior to the beginning of clinical rotations. If you are unable to utilize a respirator with a good seal, you will not be permitted to participate in any patient care activities with any patient with a confirmed or suspected airborne communicable disease. If the patient contact occurs during an ambulance rotation, you will be required to sit in the front compartment of the ambulance with the door/window closed between the cab and patient compartments.
- You must follow the procedure of the Clinical Affiliate for decontamination of equipment.
- You must follow the procedure of the Clinical Affiliate for disposal of any contaminated supplies.

If contamination of clothing is a high possibility, protective clothing should be worn, i.e. gowns, aprons, sleeve covers, jump suits, etc. Clothing contaminated with blood, other body fluids, or excreta shall be immediately changed and decontaminated following Clinical Affiliate guidelines.

\*\*\* NOTE: You should bring a change of clothes to all clinical rotations in the event of clothing contamination.

Report exposures as well as suspected exposures using the Infectious Disease Exposure Report of the Clinical Affiliate. The Paramedic Program should also be notified in writing of any potential/actual exposure.

## ***Injury/Illness***

The LaGuardia Community College Paramedic Program will not be liable for any injuries/illnesses to you during the course of your education. If you are injured or become ill during any phase of the program, you will be responsible for the medical expenses incurred.

If your injury or illness occurs during a clinical rotation or field internship, all clinical affiliates have agreed to provide initial emergency medical care. You are responsible for all costs related to the care rendered. It is strongly recommended that you have current health coverage.

During your participation in program activities, report all injuries/illnesses to the CIC or clinical preceptor as soon as possible. The CIC or preceptor may request a written report about the injury/illness.

If you have an infectious disease (common cold, flu, hepatitis, herpes, etc.), you should not participate in program activities, especially clinical rotations. You will be expected to contact a health care practitioner and notify the CIC and/or Skills Coordinator of your condition. You will make up missed practical sessions according to the policy on Make-ups. You will be held responsible for the instruction and will be expected to practice on your own time to maintain skill levels in keeping with class progress at the time. No patients, students, or personnel should ever be put at risk from your infectious disease(s).

In the case where any illness/injury requires you to miss four (4) or more consecutive class dates/clinical/field internship rotations, you will be required to have a medical release by a physician before being allowed to return to class or participate in clinical rotations.

## ***Learning Contract - see Appendix E***

### ***Make-ups for Missed Sessions***

All missed sessions must be made up as described below. Make-up sessions/activities are not to interfere with regularly scheduled classes or other activities and must be completed within 10 days from the date of the absence. Failure to abide by this make-up policy may result in disciplinary proceedings.

#### **LECTURES:**

Missed lectures may be made up in anyone of the following manners, in consultation with and approval of the CIC:

- View recordings of the lecture (if available). A post-test on the missed session may be required.
- Submit a written report on the topic no less than five pages in length
- Make a 15 minute oral summary presentation of the topic to the class
- Attend the same lecture at another Paramedic Program (proof of attendance must be submitted)
- Attend a Continuing Medical Education session, or similar educational activity, which covers the majority of the didactic material covered

- Complete on-line activities connected to the textbook
- Another activity agreed upon and approved by the CIC

PRACTICAL SKILLS LABS:

Missed skills sessions may be made up in anyone of the following manners, in consultation and approval of the CIC:

- Attend a make-up open lab session
- Attend the same skills session at another Paramedic Program (proof of attendance must be submitted)
- Schedule an additional 8 hours of ambulance rotation for every missed lab session

EXAMS/QUIZZES:

See Evaluation Section of Manual.

## ***Malpractice Insurance***

The college will provide you with professional malpractice insurance. Such insurance must pay up to \$1 million per occurrence and up to \$3 million annual aggregate protection. **This protection is limited and will only cover you while you are functioning as a student of the program (i.e.: on a pre-scheduled and authorized clinical rotation)**

**Any potential liability problems (Le. errors of omission, commission, negligence, etc.) are to be reported to the Paramedic Program Coordinator within 24 hours of occurrence with a written incident report.**

## ***Notice of Non-Discrimination***

LaGuardia Community College is committed to the principles and spirit of affirmative action and equal opportunity. It is the policy of LaGuardia Community College to recruit, employ, train and promote employees on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, religion, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era veteran.

LaGuardia Community College recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, and academic and athletic programs. The College believes in a policy of nondiscrimination, and as an educational institution maintains an ongoing program to assure compliance with federal legislation and University guidelines. The Affirmative Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the college community who engages in harassment on the basis of race, sex, sexual orientation or disability, or any individual who reports such an incident.

It is the policy of LaGuardia Community College to operate and comply with the requirements of the Equal Pay Act of 1963, the Civil Rights Act of 1964, Title VI, Title VII, the Educational Amendment Act of 1972 (Title IX), Executive Order 11246 as amended by Executive Order 11375, the Rehabilitation Act of 1973 (503 and 504), Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Immigration Reform and Control Act of 1987, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The "protected classes" as delineated in the Federal Executive Order [Black, Hispanic (including Puerto-Rican), Asian/Pacific Islander, American Indian/Alaskan Native and Women] were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans and the University and the College has and will continue to exercise affirmative action for the "protected classes" including

Italian-Americans.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program to the Affirmative Action/Equal Employment Officer, Room E-512, (718) 482- 5088, [AffirmativeAction@lagcc.cuny.edu](mailto:AffirmativeAction@lagcc.cuny.edu)

## ***Certification Exams and On-Site Testing Fees***

You are required to pay \$20.00 for onsite scoring for all NYS DOH written certification examinations that you take as part of this program. Payment must be made through purchase of a money order. No cash or personal checks are accepted. National Registry registration is \$110. All exam prices are subject to change.

## ***Orientation to Clinical Rotations***

You must be present for and complete the Clinical Rotations session prior to starting any clinical rotations or field internship.

Completion of this session must be documented, either with signed attendance sheets, appropriate make-up assignments, or completion of required post-tests.

You are responsible for supplying all required documentation.

You must also complete any requirements set forth by the individual clinical sites before scheduling rotations at that site. All clinical sites reserve the right to deny access to their site if requirements are not met.

**You may not schedule more than 16 hours of clinical rotations/class time. You are strongly urged not to schedule any more than 16 hours working/class time and clinical rotations as well.** Any violation of these 16 hours will result in an absence from the clinical rotation and/or the class session.

## ***Parking***

Street and meter parking is available on the streets surrounding the college.

If you who wish to park your car in the college parking lot, you may do so provided that your car is parked after 4:00 PM and is removed before 11:00 PM. A security guard attends the parking lot until 11:00 PM, at which you will not be able to retrieve your keys for the night. The entrance is on 29<sup>th</sup> Street between 47<sup>th</sup> Avenue and Skillman Avenue. A College ID is required to receive the student parking rate.

## ***Patient Confidentiality***

You are expected to keep confidential all information regarding patients and the hospital/pre-hospital records, as well as all other Clinical Affiliate information. Patient information should be handled and distributed in a manner that safeguards the confidentiality of the information. It should be remembered that information concerning patients is extremely confidential and should not be released or discussed with anyone, including the patient's family and the press, without the authorization of the Paramedic Program Coordinator or clinical preceptor. Requests for information about patients treated or transported by EMS services should be referred to either the hospital Emergency Department staff or to the EMS Supervisor. Paramedic students should not release information about patients to anyone not directly involved in the care and treatment of the patient.

You should not discuss matters concerning particular patients with other students, preceptors, faculty, or staff in the hallways or in other public areas of the Clinical Affiliation sites except in extreme emergencies. Any violation of this policy is extremely serious. The administration at the Clinical Affiliates has the right to request disciplinary actions to be taken against you or can refuse to allow you to participate in rotations at their facility, for failure to keep hospital/patient information confidential.

You will be required to sign an attestation on Patient Confidentiality prior to starting any clinical rotations. You should try to interview patients in as confidential manner as possible consistent with immediate needs and urgencies of the situation. The patient should be given as much privacy as feasible in conducting interviews and physical assessments. In relaying reports to medical providers involved in the further care and treatment of the patient, the pre-hospital providers should minimize the chances of being overheard, particularly where the information is of a sensitive nature. When completing ACRs/PCRs, no protected health information (PHI) (e.g. patient name, date of birth, or any other information that could be used to identify the patient) is to be used.

## ***Pluralism***

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community. We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

- Celebrate: individual and group diversity.
- Honor: the rights of people to speak and be heard on behalf of pluralism.
- Promote: intergroup cooperation, understanding and communication.
- Acknowledge: each other's contributions to the community.
- Share: beliefs, customs and experiences which enlighten us about members of our community.
- Affirm: each other's dignity.
- Seek: further ways to learn about and appreciate one another.
- Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentrism that fragment the community into antagonistic individuals and groups.

We believe by carrying out these actions we as students, faculty and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.

## ***Professional Behavior Evaluation (Affective Domain) - see Appendix J***

### ***Program Personnel Contact Information***

**DIRECTOR OF PREHOSPITAL CARE PROGRAMS**  
Christine Alvarez. BS. EMT-P Room C370  
718 482 5734

**PROGRAM COORDINATOR**

Matthew Smith JD, EMT-P Room C--C68  
718-482-5327

**CERTIFIED INSTRUCTOR COORDINATOR/SKILLS COORDINATOR**

Robert Parisi, MS, EMT-P, CIC  
718 482-5768

**PROGRAM OFFICE**

718 482-5768

## ***Re-admission to Paramedic Program***

You will be *considered* for re-admission for the next paramedic program if the following criteria are met:

- You have maintained a 75 or better average in the module prior to withdrawal.
- You have no outstanding debt to LaGuardia Community College.
- You have received satisfactory evaluations on practical skills evaluations prior to withdrawal.
- You have received satisfactory evaluations on clinical rotations prior to withdrawal.
- You have satisfactory professional behavior evaluations prior to withdrawal.

If you left a previous paramedic class due to a failing status (i.e. academic, skills, clinical), you may be considered for re-admission providing you are able to demonstrate that additional academic or clinical experience you have acquired will help improve your performance in the program. Entrance exams may not be required. However, all other application policies and procedures must be completed.

There is no obligation on the part of the College to readmit a student. Decisions will be made on a case by case basis because admission to the Program is done on a competitive basis with the strongest candidates chosen each year.

Students are only permitted to repeat the program once, unless extenuating circumstances are present and such repeat is approved by the Paramedic Program Committee.

## ***Release of Information***

No information related to you will be released without your written, signed consent.

You will sign a release form that will allow the Paramedic Program to share information required by clinical affiliates to determine your eligibility to participate in clinical rotations. Information that can be shared with clinical affiliates includes:

- Your health status and history as documented (or revised) on the medical form
- Your contact and emergency contact information
- Immunization records/titer results
- PPD testing results and chest x-rays results if positive
- OSHA verification
- Fit testing
- Non-habituation statement
- Results of any drug screen test
- Other information you authorize to have released

You will also be required to sign a Model Release. All clinical affiliates are required to have a photographic reference of all students.

## ***Review of Tests***

Didactic tests will be reviewed if time permits in the Program schedule. Students may request to review their test outside of scheduled class time by speaking with the CIC. The CIC may assist the student with this request or refer the student to Program Staff. The student will be allowed to see a photocopy of their test answer sheet and a copy of the test to review. This review must be in the presence of the CIC or staff person in a location to be designated by the Program. Both the answer sheet and test must be returned to the person supervising the student's review. The student may not copy or photocopy any of these materials, except to make a challenge of an exam question.

## ***Review and Remediation Sessions***

### **REVIEW SESSIONS**

Students who wish to review and practice skills taught in practical skills labs should attend the open lab skills sessions available throughout the year.

Open didactic review sessions will be held as needed. The following topics are often the subject of review: Interpretation of EKGs, Drug Dosage Calculations, and Pharmacology. Additional sessions may be arranged for other topics if the CIC, Medical Director, or Program Coordinator deems it to be necessary.

Since both open skills sessions and open didactic review sessions are provided at no additional cost to the student, the Program requires that the student sign up for the additional session at least 3 days in advance. If less than 5 students have signed up for the session, the session will be canceled. **Students who sign up but do not attend will receive an absence on their attendance record.**

### **REMEDIATION**

The CIC may give you assignments, tutoring appointments (if available), or on-line work to assist you in remediation of areas of weakness so that you can master the material necessary. On-line chapter pretests may be required, as well as workbook chapters recommended to assist you. Use all of the resources available to you.

The Skills Coordinator and Skills Instructors can provide you with appropriate remediation based on your performance during practical skills sessions and practical skills evaluations. Feedback from clinical preceptors (i.e. areas in need of improvement, success rates on advanced level skills, etc.), feedback from the Paramedic Program Coordinator, as well as your FISDAP summaries should assist you in evaluating your clinical performance. Consult with the Program Coordinator whenever you are in need of assistance with clinical performance.

## ***Revisions of Policies and Procedures***

The Paramedic Program reserves the right to revise the content of any policy, procedure or guideline.

You will be informed of these changes in writing as they occur.

All policies and procedures will be reviewed at least annually and revised as needed.

## ***Safety***

You must adhere to the directions of the Campus Security and Public Safety Department. Any unusual incident, such as theft, assault, etc. should be reported to the Security Department in E- 100 (482-5558). On clinical rotations, including the field internship, you must adhere to the policies and procedures of the clinical affiliate.

You should utilize appropriate safety measures and equipment as appropriate:

- Do not re-cap needles, even those used in the skills practice.
- Discard all needles used in skills session in appropriate containers.
- Report all unsafe conditions to the CIC present at the session (i.e. spills, etc.)
- Report all injuries to the CIC present at the session. In the event of a serious injury, the Health Center (ext. 5280) and Security (ext. 5555) should be contacted. If the injury occurs on a clinical rotation, report the injury to the clinical preceptor and follow the policies of the clinical affiliate. Any injuries that occur on a clinical rotation should also be reported to the Paramedic Program Coordinator.

- Training equipment is not to be used unless supervised by a CLI or authorized by the CIC or Program Coordinator.
- Use proper techniques when lifting and carrying. You are encouraged to request assistance when needed.
- Utilize appropriate infection control precautions following the Infection Control policy as well as the specific guidelines for the clinical affiliations.
- Check all equipment regularly. Report all equipment failures to the CIC.
- Pregnant women should exercise caution on clinical rotations (waste anesthetic gases, violent patients, risk of exposure to communicable diseases, risk of injury responding in emergency vehicles, operating at the scene of emergencies and transporting patients in an ambulance, lifting and moving patients). If you are pregnant or become pregnant during the course, you should notify the Program Coordinator and consult your obstetrician regarding safety issues. Be sure to follow your physician's advice.

### FIRE SAFETY

- In the event of a building evacuation for a fire or other emergency, you must all immediately exit the building via the designated emergency exits and await further instructions. The meeting site will be behind the B building, upon exit. Any further instructions and deployment in the event of necessary help will be given from there.
- If your clothing should catch fire, you should STOP DROP and ROLL.
- If you should discover a fire: remember RACE:
  - Rescue: any individuals in the immediate area
  - Alarm: activate one of the alarms
  - Contain the Fire (close the door, etc.)
  - Extinguish the fire
- Be familiar with how to extinguish fires (PASS)
- Pull the pin
- Aim (at the base of the fire)
- Squeeze the handle
- Sweep the hose back and forth back and forth.

### Related Policies and Procedures

See the following safety related Paramedic Program Policies and Procedures:

- Code of Conduct
- Emergency Phone Numbers
- Exposure to Blood/Known/Suspected Communicable Diseases
- Incident Reporting
- Infection Control
- Injury/Illness
- Orientation to Clinical Rotations

## **Schedule**

The paramedic course is conducted on Tuesday, Wednesday and Thursday evenings from 6:00 PM to 10:00 PM and numerous Saturdays from 9:00 AM to 4:00 PM. Some Monday sessions may be scheduled.

A course schedule is distributed to students on the first day of class. Because almost all course faculty are involved in emergency care, it is sometimes necessary to make last minute changes to the topic or lecturer scheduled due to emergencies. Semester end dates are noted on the schedule. Absences and tests given after the semester is over will be counted towards the following semester. Tests and absences given after the end of the final semester will be counted toward the cumulative course grade.

When possible, you will be notified in advance and in writing of any changes to the course schedule dates, except for emergency closings due to weather, etc.

Test dates may be changed if the Senior Instructor deems it to be in the best interest of the Program to do so. The Senior Instructor may also give tests without them being noted on the schedule (surprise quiz).

Cut points are noted on the schedule. Due to retesting and remediation, a student may be cut after the cut point date has passed. Also, students who fail four consecutive exams may be cut at any time during the Program as well as students with excessive absences or disciplinary actions.

REMAC Protocols and REMAC medications to be reviewed are noted on the schedule. After being reviewed, you will be responsible for knowing the protocols and medications. Please note that REMAC medications are not the only medications for which you will be responsible.

## ***Schedule Changes***

Every attempt will be made to adhere to the schedule as published and distributed to you. In the event of a sudden cancellation by an assigned lecturer, alternative activities may be undertaken such as:

- Student presentations
- Review session
- Protocol review

Cancelled sessions will be re-scheduled whenever possible.

Classes are normally held in the assigned room. If there is a change in the assigned room, a notice will be placed at the scheduled location.

Academic Calendar

**LaGuardia's academic calendar consists of two enhanced 18-week semesters. Each semester is split into a 12-week session (Fall I and Spring I) and a 6-week session (Fall II and Spring II).** <http://laguardia.edu/Academics/Academic-Calendar/>

## ***Services Available to Students***

The following services are available to you as an enrolled paramedic student, although some are limited to degree or non-degree students only:

- **Health and Recreation Department**, located in MB 31, offers gym, pool, fitness class, and personal training facilities (718-482-5963).
- **Office for Students with Disabilities (OSD) Office**, located in M-102, offers personal, academic, career, and accommodations counseling, evaluation referrals, testing for learning disabilities, and adaptive/assistive technology for those students who qualify (718-482-5279).
- **Health Center**, located in MB40, offers emergency first aid, treatment of minor illnesses, blood pressure monitoring, counseling and referrals for all health related matters, information on a variety of health promotion topics, physical exams, immunization and Hepatitis B vaccine clinics (718-482-5280).
- **Early Childhood Learning Center Programs**, located in MB09, offers child-care services for the children (ages 12 months to 12 years of age) of LaGuardia students. (718-482-5295).
- **Wellness Center** located in C249, offers individual counseling for students having issues that may be adversely affecting their performance in the program. This department also offers academic and career counseling for degree students, as well as offering workshops for all students to improve specific academic skills, such as study skills, note taking, and test taking (718-482-5250).
- **Academic Advisement for Paramedic Majors**, contact Phil Gimber, Chairperson of Health Sciences at 718 482 5745 or the Health Sciences Office at 718 482 5740 for the Paramedic Program Advisor. **Office of Transfer Services**, located in B215, offers assistance to students seeking to transfer (718-609-2100) [transfer@lagcc.cuny.edu](mailto:transfer@lagcc.cuny.edu)  
**Office of International Student Services**, located in B117, offers assistance and advisement to foreign students (718-482-5145) [fsinformation@lagcc.cuny.edu](mailto:fsinformation@lagcc.cuny.edu)

- **Bookstore**, located in MB-05, stocks all required textbooks and other study aids (718-482-5579).
- **Center for Career and Professional Development**, located in B-114, offers job search assistance, resume building, job fairs, on campus recruitment, and much more (718-482-5236). e-mail: [career@lagcc.cuny.edu](mailto:career@lagcc.cuny.edu)
- **Performing Arts Center**, located in E-241, provides opportunities for children and families to gain a theater experience and build a tradition of art appreciation that will flourish for years to come (718-482-5151).
- **Writing Center**, located in B-200, will help you improve your writing for any class, except ESL and Reading department courses, which have their own tutoring labs. Writing Center tutors can help you get started on a research paper, teach you how to proofread, or help you correct a graded essay. No advance appointments are necessary. M-F, 9:15am-9pm. [www.lagcc.cuny.edu/english/writingcenter/](http://www.lagcc.cuny.edu/english/writingcenter/)
- **Mathematics Tutoring Center**, located in MB-44, will help you with any level of math, including help with homework, courses, & projects. You can work alone or in small groups, asking tutors for assistance.

**M-Th, 9:15am-9:30pm.**

[www.laguardia.cuny.edu/MEC/Student\\_Resources/Lab\\_215\\_Math\\_Tutoring/](http://www.laguardia.cuny.edu/MEC/Student_Resources/Lab_215_Math_Tutoring/)

- Collegiate Science and Technology Entry Program's, located in E 342, Science Study Center provides free tutoring in Biological Chemistry and Chemistry. <http://www.laguardia.edu/cstep/>.
- **Anatomy and Physiology Study Hall**, located in E-312, is dedicated to helping Biology students achieve excellence by providing peer tutors, faculty members, anatomical models, videos and specimens, as well as offering old exams and practice bone exams. [www.lagcc.cuny.edu/anatomyandphysiology/StudyHall.html](http://www.lagcc.cuny.edu/anatomyandphysiology/StudyHall.html)  
Student Government Association (SGA) Study Hall, located in M-159 (718 482-6084). [hall@lagcc.cuny.edu](mailto:hall@lagcc.cuny.edu)

**For degree students only:**

My LaGuardia Homepage

My LaGuardia is the "one-stop-shop" online tool just for YOU! It is a secured site that introduces single sign-on access to all your LaGuardia applications. It also offers a variety of customized information and resources to help you manage and get the most out of your college experience. Access the following e-tools and resources: *Student email, ePortfolio, eCareer, CUNYfirst, CUNY Portal, Degree Audit, Black Board, Library, and LaGuardia VIP* using the following link:

<https://mail.lagcc.cuny.edu/viplogin/Default.aspx>

LaGuardia Course Catalog

**The College catalog is your source for academic programs and course descriptions; admission, tuition and financial aid information; rules and regulations and more. A new version of the College catalog comes out each year: <http://laguardia.edu/Academics/Catalog/>**

Registrar's Office

**The Office of the Registrar coordinates registration for all LaGuardia Community College students.**

<http://laguardia.edu/registrar/home/>

Email (for registration inquiries): [onlinereg@lagcc.cuny.edu](mailto:onlinereg@lagcc.cuny.edu) E-mail (for all other inquiries): [callcenter@lagcc.cuny.edu](mailto:callcenter@lagcc.cuny.edu)

Bursar's Office

**Here you will find clear, concise information about your charges, bill and payment information.**

**Hours of Operation: Mon., 9 am - 7 pm, Tue. & Wed., 9 am - 5 pm, Thur. 9 am - 7 pm,**

Fri. 9 am – 4:30 pm

[www.lagcc.cuny.edu/Bursars/Home/](http://www.lagcc.cuny.edu/Bursars/Home/)

E-mail: [bursar@lagcc.cuny.edu](mailto:bursar@lagcc.cuny.edu)

#### Computer Labs

All degree students currently taking classes at LaGuardia Community College have access to these Open Labs. To access them, you must login using your Live@LaGuardia username (FirstName.LastName) and password. Your password is your CUNYfirst ID (EMPLID) and the last two digits of the year you were born. For example, if your CUNYfirst ID is 01234567 and you were born in 1993, then your Campus Password is: 0123456793. If you are having trouble logging on please speak to a technician in the area:

[www.laguardia.edu/ISMD/Technology/Computer\\_Labs/](http://www.laguardia.edu/ISMD/Technology/Computer_Labs/)

Check the LAGCC website for more current updates and changes to the tutoring schedule:

[www.laguardia.cuny.edu/current-students/academic-help-tutoring/](http://www.laguardia.cuny.edu/current-students/academic-help-tutoring/)

## ***Sexual Misconduct***

The CUNY Board of Trustees approved the CUNY Policy on Sexual Misconduct on December 1, 2014. The policy applies to **all CUNY students and employees, as well as “visitors” to CUNY who are defined as individuals who are present at a CUNY campus or unit but are not students or CUNY employees.** The policy is available here: <http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>. Students may be required to complete a program on Sexual Misconduct at the start of class to ensure you understand and are in compliance with the policy.

## ***Student Guidance***

You will meet with the CIC and Program Coordinator at various intervals throughout the program to discuss your progress.

## ***Student Progress/Review***

Your performance and progress in the program will be periodically and routinely reviewed at least monthly and will include the following:

- Academic performance and current course average
- Practical skills performance
- Rotation evaluations
- Absences/late arrivals/compliance with make-up policy
- Affective issues and concerns

You will be kept informed of your status and standing in the program with periodic reports. The Medical Director will also receive periodic reports on your status and progress in the program.

## ***Student Records***

All documents in the file become and remain the property of the Paramedic Program.

Your file will be maintained for a period of at least five (5) years.

Each student file will consist of the following items:

- Application for Admission to Paramedic Program

- Copy of High School Diploma or GED/ HSE
- Optional Letter verifying EMS experience/affiliation
- Copy of EMT/AEMT certification
- Learning contract
- Documentation of completion of OSHA training, fit testing and other requirements to begin clinical rotations
- Copy of physical examination including titers for immunity to measles, mumps and rubella
- Grade reports
- Answer sheets for all course examinations, as well as all sub-courses (CPR, ACLS, PALS, etc.)
- Practical skills records and practice participation records
- Evaluation sheets for all practical examinations
- All clinical evaluation forms and summary sheets
- All field evaluation forms and summary sheets
- Tuition Payment Agreement
- Documentation of clinical competencies attained
- Copies of any warning notices
- Other items

You will have access to your files upon request.

Your information is confidential and is only available to College administration and Paramedic Program faculty and staff. Specific information and records may only be released upon your written request.

## ***Tuition and Fees***

### **DEGREE STUDENTS**

If you are a degree student, you must pay all tuition and fees when you register for class according to the process described in the most recent Schedule of Classes. The services of the Financial Aid Office are available to degree students as well as any payment plans the Registrar's office has available.

### **CERTIFICATE STUDENTS - FEE-BASED**

1. The specified minimum initial tuition payment as noted in your acceptance letter is to be paid in full by the noted date in order to reserve your seat in the program. Payments are to be made in the form of Certified Check, Money Order, Cash or Credit Card. All payments MUST be made through the ACE office located in room M-143 in conjunction with the Bursar. A link has been provided to facilitate payments. Senior staff and office staff are not permitted to accept payments. Please do not ask them to do so.

1. . You may be prevented from continuing in the program and/or taking any NYS certification exams if your tuition is not paid in full by the end date or if you fail to follow your payment plan..
2. If you fail to abide by the regulations set forth in the payment program, any or all of the following actions may occur:
  - You may be prevented from participating in any classroom activities (Le. lecture or didactic sessions).
  - You may be prevented from participating in program's skills sessions (i.e. class days that are utilized as practical lab sessions).
  - You may be prevented from participating in clinical rotations.
  - You may be dismissed from the program.
3. The Program Coordinator will have the responsibility to decide which of the actions stated in section 2 of this policy will be implemented, or if another action is warranted.

If you are paying off your tuition over time and leave the program (either on your own or due to dismissal), you are still legally bound to pay the tuition as per the signed agreement you have with the college. The college reserves the right to pursue payment through the courts, if necessary.

### **CERTIFICATE STUDENTS - GRANT BASED**

Students accepted in the grant based program are required to comply with the other expenses listed below.

### **ALL STUDENTS - OTHER EXPENSES**

The following items are required for participation in the Paramedic Program and are not included in the tuition:

- Textbooks and other study aids
- Lab coat, uniforms, and equipment required for clinical rotations
- Medical tests – physical and drug testing
- ACLS, PALS, BCLS online fees
- Transportation to and from all clinical rotations and classes.
- Parking fees at the college and all clinical rotations and field internships, if applicable.
- FIDAP Clinical Rotation Scheduling Website and tests
- Additional classes – PALS, ACLS, etc.
- Field trips – 9-11 Museum in September (approximately \$20)
- Testing fees (National Registry and on-site testing for the Paramedic exam).

## ***Tuition Refunds***

### **DEGREE STUDENTS**

Tuition refunds are computed according to the date that you drop a course or courses. Refund applications are available in the Registrar's Office, C-107. In cases of Medical Leave of Absence, the refund is computed according to the effective date of the leave. Non-instructional fees are non-refundable, except when courses are cancelled by the college, your registration is cancelled by the college, or you enter military, Peace Corps or Vista service. If you drop a course or courses from your record during the Change of Program period, you are entitled to a refund according to the following schedule:

Fall and Spring 12 week session:

According to the Academic Calendar found on Laguardia.edu website

### **CERTIFICATE STUDENTS** (Adult and Continuing Education)

- The refund amount is based on the total tuition cost of the program. If you opted for the payment plan, the refund will be calculated based on the full tuition cost, not the amount paid by the student. If you withdraw from the Paramedic Program or are dismissed from the Paramedic Program, you are entitled to a refund according to the following schedule: 100% if the written request is received prior *to/on* the first day of class
- 90% if the written request is received within the first two (2) weeks of the program
- 75% up to October 15<sup>th</sup>.

## ***Withdrawal from Program***

We would appreciate your notifying us of your official withdrawal or intent to withdraw from the Paramedic Program. Please make this withdrawal notification in writing to the Paramedic Program Coordinator. If you do not attend four straight days, you will be automatically withdrawn from the program.

An exit interview will provide us with the opportunity to discuss with you future options and recommendations.

If you are a credit student, you must officially withdraw from all paramedic courses for which you are registered in order to avoid academic penalty.

## ***Workplace Violence***

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community—students, faculty and staff—are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

### *Policy*

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

### *Scope*

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the University, such as former employees, former students, and visitors. When students have complaints about other students, they should contact the Office of Student Affairs at their campus.

### *Definitions*

1. Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door,

damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.

- Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the University community, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to University property without specific written authorization from the Chancellor or the College President regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

## ***Reporting of Incidents***

### 1. General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate University official (see below). Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

#### 1. Imminent or Actual Violence

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the Campus Public Safety Office immediately, or call 911.

#### 3. Acts of Violence Not Involving Weapons or Injuries to Persons

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to their respective Campus Public Safety Office. Students should report such incidents to the Office of Student Affairs at their campus or in lieu thereof, their campus Public Safety Office. The Campus Public Safety Office will work with the Office of Human Resources and the supervisor or the Office of Student Affairs on an appropriate response.

#### 4. Commission of a Crime

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

#### 5. False Reports

Members of the University community who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

#### 6. Incident Reports

The University will report incidents of workplace violence consistent with the College Policies for Incident Reporting under the Campus Security Policy and Statistical Act (Clery Act).

## **Responsibilities**

### 1. Presidents

The President of each constituent college of The City University of New York, the Chief Operating Officer at the Central Office, and the Deans of the Law School and the Sophie Davis School of Biomedical Education shall be responsible for the implementation of this policy on his or her respective campus. The responsibility includes dissemination of this policy to all members of the college community, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, constituting a Workplace Violence Advisory Team (See #7. below), and ensuring that all administrators, managers, and supervisors are aware of their responsibilities under this policy through internal communications and training.

### 2. Campus Public Safety Office

The Campus Public Safety Office is responsible for responding to, intervening, and documenting all incidents of violence in the workplace. The Campus Public Safety Office will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate campus official of an incident with a student. All officers should be knowledgeable of when law enforcement action may be appropriate. Public Safety will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President (at the same time as the report noted below) detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment. These incidents will be reported in the Annual Report of the College Advisory Committee on Campus Security consistent with the reporting requirements of Article 129A Subsection 6450 of the NYS Education Law (Regulation by Colleges of Conduct on Campuses and Other College Property for Educational Purposes).

Officers will be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.

Officers will work closely with Human Resources when the possibility of workplace violence is heightened, as well as on the appropriate response to workplace violence incidents consistent with CUNY policies, rules, procedures and applicable labor agreements, including appropriate disciplinary action up to and including termination.

When informed, Public Safety will maintain a record of any Orders of Protection for faculty, staff, and students. Public Safety will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Campus Public Safety Director or designee. Only the President, or designee, in his/her absence, can authorize escort service outside of the geographical confines of the college.

### 3. Supervisors

Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report to their respective Campus Public Safety Office any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the Campus Public Safety Director and immediate supervisor, the supervisor should keep it confidential and not disclose it further, except as necessary during the investigation process and/or subsequent proceedings.

Supervisors are required to contact the Campus Public Safety Office immediately in the event of imminent or actual violence involving weapons or potential physical injuries.

#### 4. Faculty and Staff

Faculty and staff must report workplace violence, as defined above, to their supervisor. Faculty and staff who are advised by a student that a workplace violence incident has occurred or has been observed must report this to the Campus Public Safety Director immediately. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the employee's supervisor should be brought to the attention of the Campus Public Safety Director.

Employees who have obtained Orders of Protection are expected to notify their supervisors and the Campus Public Safety Office of any orders that list CUNY locations as protected areas.

Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the Campus Public Safety Office. Confidentiality will be maintained to the extent possible.

Upon hiring, and annually thereafter, faculty and staff will receive copies of this policy. Additionally, the policy will be posted throughout the campus and be placed on the CUNY website and on the college's website, as appropriate.

#### 5. Office of Human Resources

The Office of Human Resources at each campus is responsible for assisting the Campus Public Safety Director and supervisors in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; notifying the Campus Public Safety Office of workplace violence incidents reported to that office; and consulting with, as necessary, counseling services to secure professional intervention.

The Office of Human Resources is responsible for providing new employees or employees transferred to the campus with a copy of the Workplace Violence Policy and Procedures and insuring that faculty and staff receive appropriate training. The Office of Human Resources will also be responsible for annually disseminating this policy to all faculty and staff at their campus, as well as posting the policy throughout the campus and on the college's website, as appropriate.

#### 6. Students

Students who witness violence, learn of threats, or are victims of violence by employees, students or others should report the incident immediately to the Campus Public Safety Office. If there is no imminent danger, students should report threatening incidents by employees, students or others as soon as possible to the Campus Public Safety Office or Office of Student Affairs. Students will be provided with workplace violence awareness information (including information regarding available counseling services) upon registration each year.

#### 7. Workplace Violence Advisory Team

A college President shall establish a Workplace Violence Advisory Team at his/her college. This Team, working with the College Advisory Committee on Campus Security, will assist the President in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the college's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention, intervention, and interviewing techniques in responding to

workplace violence. This Team will also develop workplace violence prevention tools (such as pamphlets, guidelines and handbooks) to further assist in recognizing and preventing workplace violence on campus. It is recommended that this Team include representatives from Campus Public Safety, Human Resources, Labor Relations, Counseling Services, Occupational Health and Safety, Legal, and others, including faculty, staff and students, as deemed appropriate by the President. In lieu of establishing the Workplace Violence Advisory Team, a President may opt to expand the College Advisory Committee on Campus Security with representatives from the areas recommended above to address workplace violence issues at the campus and perform the functions outlined above.

## 8. University Communications

All communications to the University community and outside entities regarding incidents of workplace violence will be made through the University Office of University Relations after consultation with the respective President or his/her designee.

### *Education*

Colleges are responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The Office of Faculty and Staff Relations will provide assistance to the campuses in identifying available training opportunities, as well as other resources and tools, (such as reference materials detailing workplace violence warning signs) that can be incorporated into campus prevention materials for dissemination to the college community. Additionally, the Office of Faculty & Staff Relations will offer periodic training opportunities to supplement the college's training programs.

### *Confidentiality*

The University shall maintain the confidentiality of investigations of workplace violence to the extent possible. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and wellbeing of members of the University community would be served by such action.

### *Retaliation*

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

# Appendix A

## LaGuardia Community College - Essential Functions of the E.M.S. Student

The field of Emergency Medical Services (E.M.S.) is both intellectually and physically challenging. A candidate for the profession of E.M.S. must have abilities and skills in many different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the E.M.S. provider must demonstrate: "The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue admission to this program. However, in order to be qualified for the E.M.S. programs, an applicant must be able to perform certain essential functions as set forth below. Every student in the EMT-8asic and EMT-Paramedic programs will be held to the same standards, with or without reasonable accommodation."

### 1. Observation

The E.M.S. student should be able to observe a patient from a distance and close by. Students must be able to recognize non-verbal responses including facial expressions and body language. Students must be able to observe changes in physical status including increased and decreased breathing, sweating, and changes in skin color and pupillary responses to light. Students must be able to document and to read documentation in a patient chart from other healthcare personnel. Students must be able to recognize voices/sounds, measure vital signs, hear equipment alarms, and hear calls for assistance up to 10 feet away.

### 2. Communication

Students must be able to communicate well in English, not only in speech but also in writing and reading. Students must be able to demonstrate appropriate communication skills when interacting with patients, peers, bystanders, family members, and other healthcare and public safety professionals. Students must be able to maintain these communication skills in high stress environments. Students must be able to verbally communicate effectively in person and via telephone & radio equipment. Students must be able to document, in writing, all relevant patient information in a prescribed format.

### 3. Mobility

Students must be able to bend, twist, stoop, climb, balance, kneel, reach, and crawl on even and uneven terrain as well as in a moving vehicle. Students must possess adequate manual dexterity, coordination, and strength with the ability to perform all E.M.S. related tasks. Students should have enough fine motor dexterity to skillfully insert IV's as well as needles and syringes

(Advanced provider only), apply and tie bandages, manipulate small equipment, manipulate dials, and

adjust controls on equipment. Students should have the tactile ability sufficient for assessing and treating patients. Students must be able to withstand varied environmental conditions, such as extreme heat, cold and moisture. Students must be able to work in low light situations and confined spaces. Students should be able to lift, carry, and balance up to 125 pounds (250 pounds with assistance). Students must be able to perform CPR, use a semi- automatic defibrillator, apply bleeding control/fracture management devices, and oxygen delivery devices and other E.M.S. equipment both on the scene of an emergency and in transit. Students must have the ability to perform these functions efficiently, without interruption, throughout an entire shift.

#### 4. Behavior

E.M.S. students must be able to effectively manage all patients, with the understanding that they may be placed in extremely challenging and/or traumatic situations. They must attend to patients with compassion, integrity, and genuine concern for others. Students must have the ability to exercise good clinical judgment and remain calm and rational in high stress situations. Students must have the ability to work as a team to make appropriate healthcare decisions. Students must have the ability to be unaffected by loud noises and flashing lights. Students must demonstrate socially appropriate behavior. Students should maintain cleanliness and personal grooming consistent with close personal contact. Students should be able to identify and manage stress in a mature and healthy manner.

#### 5. Academic Proficiency

Students must be able to apply basic principles of mathematics to the calculation of problems associated with vital signs, standard/metric weight and volume ratios, and medication dosages. Students must maintain a minimum of a 2.0 GPA (> 75) in both EMT and EMT- Paramedic programs. Students must successfully pass all didactic, practical skills exams and final megacode exams. Students should be able to relate and integrate information from several sources. Students must apply critical thinking in both classroom and clinical areas. Students must be able to follow all safety procedures.

# APPENDIX B

## Functional Position Description Emergency Medical Technician - Basic (EMT-B) Advanced Emergency Medical Technician (AEMT)

### Purpose:

Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

### Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgment and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

## Competency Areas:

### **The EMT-B**

Must demonstrate competency in assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

### **The AEMT-Intermediate**

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

### **The AEMT-Critical Care**

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

### **The EMT-Paramedic**

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced Cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of prehospital care certification.

## Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports

nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

## **APPENDIX C**

### *Addendum to Clinical Requirements Regarding Anesthesia Rotations and Course Completion*

Students who are unable to access sufficient numbers to meet the requirements of live intubation successes in an Anesthesia setting will be able to utilize this policy to meet National and State requirements for intubations/airway management.

Goals:

1. Students must display competence in all types of airway management skills: BLS, ALS, difficult airways, different scenarios of different age groups, adult, pediatric, and infant.
2. Students will display competence by successfully completing at least 50 airway management skills throughout the course of the year, with the last 20 consecutive attempts at airway management being successful.

If students are unsuccessful at any point in the last 20 consecutive airway management skill attempts, they must return to the beginning of the 20 prescribed skills. The last 20 consecutive skills will be as follows:

20. OPA
19. Suctioning
18. NPA
17. Pediatric BVM
16. Adult intubation no suctioning
15. Pediatric intubation
14. Adult oxygen administration non-rebreather
13. Combitube
12. Adult bvm – opiate overdose
11. Adult trauma intubation no suctioning

10. Pediatric intubation
9. Adult choking with Magill forceps
8. Adult intubation no suctioning
7. Pediatric intubation
6. Infant BVM
5. LMA
4. Adult intubation with suctioning
3. Pediatric intubation in low light
2. Adult intubation without tube confirmation – remove tube
1. Pediatric intubation with airway obstruction, remove obstruction with finger sweep

If students have completed some live intubations in the Anesthesia department but have not completed all required 6, a formula of 10 successful skills for each 1 required intubation success will be utilized, i.e. if students have completed 4 live intubations, they would need to complete 20 additional airway management skills to meet the requirement.

Airway management consists of the following skills throughout the course of the year (across age groups neonatal, infant, pediatric and adult):

1. NPA
2. OPA
3. Suctioning
4. Endotracheal intubation
5. Oxygen administration – nonrebreather, nasal cannula, blow-by, humidified oxygen, nebulized medication
6. Ventilatory assistance with positive pressure ventilations
7. Needle cricothyrotomy
8. Needle decompression
9. CPAP
10. Choking relief
11. LMA
12. Combitube
13. King airway
14. Low light intubation scenarios
15. Blackout intubation scenarios
16. Tomahawk intubation scenarios
17. Stoma ventilation
18. Traumatic intubations
19. Airway compromise secondary to neck injury
20. Cardiac arrest management with 1 and 2 person BVM
21. Pulse Oximetry
22. Oxygen administration set up

In addition, students practice ACLS and PALS scenarios with airway compromise and respiratory arrest. They also practice medical and trauma emergency scenarios with airway compromise and respiratory arrest throughout the course.

# APPENDIX D

## AFFECTIVE EVALUATION

Affective evaluations will be provided in both the Fall and Spring semesters.

### **Integrity**

Examples of professional behavior include but are not limited to: consistent honesty, being able to be trusted with the property of others, can be trusted with confidential information, complete and accurate documentation of patient care and learning activities.

### **Empathy**

Examples of professional behavior include but are not limited to: showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate and helpful demeanor toward those in need; being support and reassuring to others.

### **Self-motivation**

Examples of professional behavior include but are not limited to: taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; and taking advantage of learning opportunities.

### **Appearance and Personal Hygiene**

Examples of professional behavior include but are not limited to: clothing and uniform is appropriate, neat, clean and well maintained; good personal hygiene and personal grooming.

### **Self-confidence**

Examples of professional behavior include but are not limited to: Demonstrating the ability to trust personal judgment, demonstrating an awareness of your strengths and limitations, exercising good personal judgment.

### **Communications**

Examples of professional behavior include, but are not limited to: speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

### **Time Management**

Examples of professional behavior include, but are not limited to: consistent punctuality, completing tasks and assignments on time.

### **Teamwork and Diplomacy**

Examples of professional behavior include but are not limited to: placing the success of the team above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.

### **Respect**

Examples of professional behavior include but are not limited to being polite to others, not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession.

### **Patient Advocacy**

Examples of professional behavior include but are not limited to: 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.

### **Careful Delivery of Service**

Examples of professional behavior include but are not limited to: mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures and protocols; following orders.

These professional behaviors will be assessed during classroom activities and practical lab sessions, clinical rotations and field internship rotations. Interactions between you and other students, instructors, preceptors, patients and others you have interact with will form the basis for evaluation in this area.

**Part of the process of becoming a professional is learning and demonstrating the behaviors that are expected of members of the EMS/health care profession. Your success in the Paramedic Program will be determined in part by your behavior/attitude in dealing with all aspects of the program. In order to ensure your success, both as a student in this program and in your subsequent professional career, a periodic evaluation of your progress towards attainment of these professional attributes is noted below:**

<p><b>INTEGRITY</b></p> <ul style="list-style-type: none"> <li>• Consistent honesty</li> <li>• Trustworthy with property of others</li> <li>• Patient confidentiality</li> <li>• Documentation (patient care and clinical rotations)</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>EMPATHY/RESPECT/PATIENT ADVOCACY</b></p> <ul style="list-style-type: none"> <li>• Showing compassion for others</li> <li>• Responding appropriately to emotional needs of patients and family members</li> <li>• Demonstrating respect for others</li> <li>• Helpful demeanor</li> <li>• Supportive of others</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>SELF-MOTIVATION</b></p> <ul style="list-style-type: none"> <li>• Completion of assignments on-time</li> <li>• Follow-through on tasks</li> <li>• Enthusiasm for learning</li> <li>• Striving for excellence</li> <li>• Accepting constructive feedback</li> <li>• Taking advantage of learning opportunities</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>
<p><b>SELF-CONFIDENCE</b></p> <ul style="list-style-type: none"> <li>• Trust personal judgment</li> <li>• Awareness of strengths and weaknesses</li> <li>• Good personal judgment</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• Speaking clearly</li> <li>• Writing legibly</li> <li>• Listening actively</li> <li>• Adjusting communications strategies</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>TIME MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Consistent punctuality/attendance</li> <li>• Completing tasks and responsibilities on time</li> <li>• Appropriate notification</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>
<p><b>APPEARANCE/PERSONAL HYGIENE</b></p> <ul style="list-style-type: none"> <li>• Appropriate uniform/dress</li> <li>• Personal hygiene</li> <li>• Grooming</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>TEAMWORK &amp; DIPLOMACY</b></p> <ul style="list-style-type: none"> <li>• Success of team above self-interest</li> <li>• Helping and supporting others</li> <li>• Remaining flexible and open to change</li> <li>• Communicating with others to resolve problems</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>	<p><b>CAREFUL DELIVERY OF SERVICE</b></p> <ul style="list-style-type: none"> <li>• Mastering and refreshing skills</li> <li>• Performing careful equipment checks</li> <li>• Demonstrating careful and safe ambulance operations</li> <li>• Following policies, procedures and protocols</li> <li>• Following orders/directions</li> </ul> <p><input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p>

If there are any areas in need of improvement they will be discussed in a counseling session. A follow-up evaluation will also be done within six weeks of the final counseling session. Continued problems in this area may lead to your dismissal from the program.

Paramedic CIC Signature	Date
Paramedic Program Coordinator Signature	Student Signature

## APPENDIX E

### LEARNING CONTRACT – PARAMEDIC ORIGINAL

<b>Student Name</b>	
<b>NYS DOH Course Number</b>	

This document serves as a **binding commitment** between the LaGuardia Community College Paramedic Program and the paramedic student indicated below.

**LaGuardia Community College Paramedic Program** is committed to providing the very highest standards in Paramedic Training to prepare EMTs as competent, entry level Paramedics. We promise to:

1. Provide qualified and competent faculty for the lectures and practical skills labs in accordance with New York State Department of Health Bureau of EMS standards.
2. Apply our best efforts to organize the program to meet the requirements of New York State Department of Health Bureau of EMS and follow the National Standard Curriculum for Paramedics.
3. Make every attempt, within our ability, to start and end classes on time.
4. Provide fair and objective evaluations based on the objectives, textbook material, practical skills sheets and presentations in the classroom.
5. Treat the students in the program with respect and dignity.
6. Make every attempt to assist students according to their individual needs during the program.
7. Provide the student with the following:
  - a) Paramedic Program Student Manual
  - b) Paramedic Program Clinical Manual
  - c) Paramedic Program Skills Manual
  - d) Course Schedule
  - e) Reading Assignments

As a **student** enrolled in the Paramedic Program at LaGuardia Community College, I am committed to successfully completing the program and promise to:

1. Apply my best effort to develop my knowledge and skills as a paramedic student.
2. Read and understand the Paramedic Program Manuals and adhere to the policies and procedures contained in them.
3. Make every attempt to attend classes and scheduled clinical experiences.
4. Make every attempt to arrive prepared and on time for classes and clinical rotations.
5. Make every attempt to study and prepare for classes, practical skills sessions and clinical rotations.
6. Obey the rules and regulations of LaGuardia Community College, the Paramedic Program and those of the clinical affiliates where I do rotations.
7. Exercise complete honesty and integrity during all aspects of this program.
8. Maintain patient confidentiality in my activities associated with the program.
9. Treat the faculty, staff, rotation preceptors, fellow students and patients with respect and dignity.
10. Submit all required documentation in a timely manner.
11. Make payments on time, in accordance to agreed-upon payment plan, if applicable.
12. Complete any surveys as required by the accrediting agency or scholarship program.
13. Inform the program with employment information after certification as a Paramedic.
14. Complete clinical rotation requirements by July 1, 2017 or not be eligible to take the DOH written certification examination on August 17, 2017.
15. Complete all aspects of the program and complete all requirements for certification by August 1, 2017 to be eligible for the August 17, 2017 test date as no additional time can be provided. I understand that failure to do so will result in my having to repeat the entire program.

We agree to follow this contract and fully understand the requirements for completion of this Paramedic Course.

<b>Paramedic Program Coordinator Signature</b>	<b>Date</b>
<b>CIC Signature</b>	<b>Student Signature</b>

# APPENDIX F

## LaGuardia Community College Paramedic Program Professional Behavior Statement

The LaGuardia Community College Paramedic Program prepares students to enter the EMS workforce as an educated EMS professional. Successful completion of the paramedic program requires meeting all the paramedic program requirements set forth by the New York State Department of Health, the City University of New York and the LaGuardia Community College Paramedic Program Guide. Successful completion of the paramedic program as a student and success as an advanced provider require adherence to all professional, legal, ethical, and program guidelines.

A paramedic is considered a health care professional. Some of the attributes of a professional are providing quality care, instilling pride in the profession, earning respect from others in the profession and *meeting societal expectations of the profession whether on or off duty*. (Nancy Caroline, Emergency Care in the Streets, pg 1.12) Prehospital care professionals are required to not violate laws, or be in the company of those violating laws.

Falsification of clinical rotations documents is not only a violation of the academic integrity policy of the college but it is also a violation of the public health code regarding "falsification of documents in order to obtain a healthcare certification" and therefore must be referred by the program to the NYS DOH for further investigation and determination of penalties which may include loss of certification. This may result in additional sanctions to the individual above and beyond the actions the college may take.

**During the course of their education, paramedic students encounter proprietary information. This information includes protected health information (PHI - any information that could be used to identify a particular patient), EMS operations sensitive information (unit deployment status, call volume, etc), and other types of sensitive information. Students have a legal obligation under HIPAA and a professional obligation in all other circumstances to keep private, proprietary information private, except as necessary to fulfill professional responsibilities as a paramedic student. Students must understand that this obligation applies in the digital realm just as it applies in the physical world. Students must understand that if they violate this professional responsibility to protect private or proprietary information they may face disciplinary action or removal from the program.**

Students enrolled in LaGuardia Community College Paramedic Program are advised to refrain from use of illegal drugs or controlled substances, to refrain from underage drinking of alcohol, or when of legal age, to refrain from excessive alcohol intoxication and refrain from driving a motor vehicle while under the influence of alcohol. Professional conduct also includes not being in close proximity or associating with those smoking, using or distributing illegal or controlled substances, or who are committing crimes. ***Official documentation of any of the above-mentioned activities will be considered an affective failure and may result in immediate dismissal from the LaGuardia Community College Paramedic Program.***

Increasingly more often EMS and public services are requiring random drug testing to ensure a professional, capable and drug free EMS workforce. Illegal drug use, excessive alcohol intoxication and violation of law reflect negatively of public servants, the public services that employ them and tarnish public respect for these services.

I understand that although the City University of New York does not require drug testing in order to attend classes, I also understand the requirements of this program and understand clinical facilities require a drug test prior to me attending rotations at their facilities. Failure of such a drug test will affect my ability to complete rotations and therefore may prevent me from successfully completing the clinical requirements of the paramedic program.

I understand that any behavior that is a violation of the CUNY or LaGuardia CC academic integrity policy; or violates any professional, legal, or ethical standards of the healthcare professions; or violates NYS DOH EMS policies, or violates program guidelines will prevent me from continuing my participation in the Paramedic Program.

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Student File

# APPENDIX G

## Model Release

City University of New York

I hereby grant to the CUNY and its respective subsidiaries, affiliates, successors and assigns, and to other such persons or corporations as CUNY may designate from time to time, the absolute right and permission to use my name, portrait, picture in whole or in part together with or without written copy for advertising, art, publicity, editorial, or trade purposes in magazines, newspapers and media for any lawful purpose whatsoever.

I waive all my rights to inspect and approve the finished product; its use or such copy as may be used in connection herewith.

I hereby release, discharge, and agree to hold harmless the CUNY and its respective subsidiaries, successors and assigns, and to other such persons or corporations acting in conjunction with the CUNY from any liability whatsoever arising from the use of my likeness whether in whole or in part, blurred, distorted or altered in any way, whether intentional or otherwise, that may occur in the completion of the finished product.

I hereby warrant that I am of full age or older and have the right to contract in my name with respect to the matters stated above.

I have read the above permission and release, prior to its execution, and I am fully familiar with the contents thereof.

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: Name: \_\_\_\_\_

Program: Paramedic Program

Course: Paramedic Class 21

# APPENDIX H

## Emergency Contact Form

LaGuardia Community College Paramedic Program

The best way to reach me for urgent communication is by calling:

---

Student Name- First, MI, Last:

---

Street Address:

Apt #

---

City, State, Zip Code:

---

Day phone:

Cell phone:

Date of Birth: / /

---

Updated E-Mail address:

---

DOH EMT #

Expiration Date: / /

SS# XXX - XX - \_\_\_\_ M or F

---

Your PIN number must contain 4 numbers. It cannot start or end with a zero and should not be sequential or contain reversed numbers.

My PIN number is: \_\_\_\_\_

**In case of any emergency I hereby give my permission to contact the following person.**

---

Name:

---

Evening phone:

---

Day phone:

---

Cell phone:

---

Relationship:

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX I

## Certification of Eligibility

STUDENTS NAME (print) \_\_\_\_\_ Date: \_\_\_\_\_

I have received, read and understand the NYS functional job description of an EMT/AEMT. I have NO conditions which would preclude me from safely and effectively performing all the functions of the level of EMT/AEMT for which I am seeking New York State Certification.

Student Signature \_\_\_\_\_

**OR**

I have received, read and understand the functional job description of an EMT/AEMT. I will be submitting a REQUEST FOR ACCOMODATION for the New York State Written Certification examination. I understand that I must contact the N.Y.S. D.O.H. Bureau of E.M.S. no later than six (6) weeks prior to the State Examination for this purpose.

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

