

East Arkansas Community College

PARAMEDIC



Student Handbook 2019-2020

Published and issued annually by
East Arkansas Community College
Allied Health Science Department
1700 Newcastle Road
Forrest City, AR 72335
Phone: (870) 633-4480 ext. 469
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Mission

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

Vision

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

Role and Scope

East Arkansas Community College (EACC) is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social and economic improvement and continued growth of our community, region, and state. East Arkansas Community College offers an education program including, but not limited to, technical occupational programs, freshman and sophomore general education transfer programs, specialty courses, continuing education courses, and workforce development to meet the needs of the emerging and existing industries. EACC offers both certificate and associate degree programs as well as non-credit training to accomplish this purpose and to support state and regional economic development goals. The college offers a variety of courses and services to support business and industry and economic needs of our state and region. EACC is a student-centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the Governor from among the citizens of the taxing district.

Academic Core Competencies

The faculty, staff, and students at East Arkansas Community College identified four competencies that every EACC student should master before graduation. Those four competencies are the core to the educational goals of the college and every program is evaluated using the following core competencies. The first core competency is communication. It is expected that every graduate of East Arkansas Community College will be able to communicate effectively and clearly. The EACC graduates will have demonstrated the ability to comprehend the written works, write in a clear and effective manner, listen and effectively comprehend the spoken word, and organize their ideas and clearly convey those ideas through speech and oration. The second core competency is critical thinking. Every graduate of EACC will demonstrate the ability to analyze information, interpret graphical and numerical data, demonstrate information fluency, and effectively solve problems. The third core competency is

personal and global awareness. Every graduate of East Arkansas Community College will demonstrate the ability to effectively evaluate their personal knowledge and abilities, learn the appropriate social skills to be successful in their careers and in life, and be able to manage their personal health and wellness effectively. Every graduate will also have a greater appreciation for the arts and sciences, and will have been given the tools to understand the importance of and to cultivate an appreciation for diversity and global issues. The fourth core competency of EACC academics is academic proficiency and professional development. It is the goal of East Arkansas Community College to have every graduate of the college demonstrate a practical application of the knowledge learned, to master an adequate amount of technology and computer skills to be successful in their chosen field and in life, to acquire the workplace skills necessary for future success, to develop and maintain a professional attitude, and to become motivated to pursue life-long learning. These abilities are needed to insure professional success in the workplace and in future endeavors. Every student that successfully learns these four core competencies will have the tools to succeed and flourish in their future education, their jobs, and their life after EACC.

Location

The 88-acre campus of East Arkansas Community College is located atop Crowley's Ridge just off Highway 284 (also known as Crowley's Ridge Road and Newcastle Road). The campus lies within the city limits of Forrest City, which is considered a business and transportation hub of the east-central portion of the state. Arkansas Highway 1, U.S. Highway 70, and U.S. Interstate 40 provide easy access to the town, which boasts a population of about 14,000. EACC's land adjoins the campus of Crowley's Ridge Technical Institute and is a half-mile north of Interstate 40 (exit 242).

ATTENTION

The East Arkansas Community College's Paramedic Program *Student Handbook* presents the program requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This Information Packet is not intended to state contractual terms and does not constitute a contract between the student or prospective students and the school.

East Arkansas Community College's Paramedic Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the School. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

East Arkansas Community College Tobacco –Free Campus Initiative Position Statement

The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard.

In its efforts to provide a healthy working and learning environment for students, faculty, and staff, and in accordance with the Arkansas Clean Air on Campus Act of 2009 (Act 734), East Arkansas Community College is a tobacco-free campus effective July 1, 2010.

IMPORTANT MESSAGES

Criminal Background Checks for Licensure

Prospective students seeking admission to the Paramedic Program at East Arkansas Community College should be aware that each first-time applicant for a license issued by Arkansas Department of Trauma and Health Systems must undergo a state and national criminal background check. If a student has been convicted of a crime, the Arkansas Department of Trauma and Health Systems will make the final determination to allow a student to take the National Registry for Paramedic Licensure Examination.

Therefore, graduation from East Arkansas Community College Paramedic Program does not guarantee eligibility to take the national registry examination.

STUDENT HANDBOOK

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GENERAL INFORMATION

DESCRIPTION OF PROGRAM

East Arkansas Community College's Paramedic Program offers two tracks: Associate of Applied Science Paramedic and a Technical Certificate Paramedic. Once accepted, students will be required to participate in both classroom and clinical settings. The Associate of Applied Science Paramedic is designed to be completed in eighteen (18) months, based on full time enrollment, exclusive of vacation time.

The Paramedic Program is for currently certified Arkansas EMTs who wish to advance to the Paramedic level. EACC does not offer Advanced Placement for the Paramedic Program.

Upon graduation, students are eligible to challenge the National Registry for Paramedics certifying exam. This exam is required to work in Arkansas as a Paramedic.

ACCREDITATION

East Arkansas Community College's Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). East Arkansas Community College's Paramedic Program received accreditation in May of 2010. The address of the CAAHEP is 1361 Park Street, Clearwater, Florida 33756. The telephone number is (727) 210-2354. The web address is <http://www.caahep.org>.

East Arkansas Community College's Paramedic Program is also accredited by the Commission on Accreditation for Emergency Medical Services Programs (CoAEMSP). The address of CoAEMSP is 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088. The telephone number is 214-703-8445. The web address is <http://www.coaemsp.org>.

NONDISCRIMINATION POLICY

East Arkansas Community College's Paramedic Program does not discriminate against any applicant/student and adheres to the College's Equal Opportunity, Affirmative Action, and Non-Discrimination Policy. East Arkansas Community College is committed to providing equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs, and services offered to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, religion, color, national origin, age, gender, pregnancy status, or disability of qualified handicapped persons.

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the American Disabilities Act Coordinator in the Hodges Student Services Complex or at (870) 633-4480 ext. 304. The admissions procedures for the students with disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

PHILOSOPHY

The Paramedic is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The program prepares the graduate who, upon successful completion of the National Registry for Paramedics exam, meets the emergent and non-emergent out-of-hospital healthcare needs of the citizens of Eastern Arkansas. The Program promotes economic development by preparing the graduate to implement injury prevention activities and administer emergency care that reduces death, disability, and healthcare costs, thereby increasing the standard of living for the community as a whole

The Faculty of East Arkansas Community College's Paramedic Program believes:

Every individual is worthy of dignity and respect and has the right to receive prompt emergency medical care and appropriate out-of-hospital healthcare.

Emergency medical care is defined by the individual and is classified as either an emergency or urgency. An emergency is any threat to life that requires prompt medical attention in an attempt to preserve life. Urgencies involve those aspects of healthcare, while necessary for adequate and appropriate care, are not considered to be immediate threats to life.

As an out-of-hospital provider of care, the graduate is able to determine appropriate interventions through the application of the pathophysiological principles of trauma and medical systems.

As a member of the Allied Health System, the graduate will be self-motivated with a strong work ethic and assume responsibility for all present and future learning.

Paramedic is a necessary part of the Allied Health System and is broad in its scope. The members of the profession provide the community with an invaluable extension of the Allied Health Care System in bringing emergency healthcare into the homes and businesses of individuals in need of immediate lifesaving treatment.

PROGRAM OBJECTIVES

Upon completion of the program of study, the graduate is prepared to:

1. Integrate pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for patients who present with trauma and/or medical disease processes.
2. Apply for the certifying exam administered by the National Registry for Paramedics.
3. Perform as an entry-level paramedic within the established “Scope of Practice” as defined by the Department of Transportation’s National Standard Curriculum.
4. Assume responsibility for pursuing future learning opportunities.
5. Function as a patient advocate within the Allied Health System by providing competent out-of-hospital care.
6. Communicate effectively with patients, family members, and receiving-facility healthcare professionals.
7. Prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains,” with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.

PARAMEDIC CODE OF ETHICS

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

A fundamental responsibility to the Paramedic is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Paramedic provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Paramedic does not use professional knowledge and skills in any enterprise detrimental to the public well-being.

The Paramedic respects and holds confidential all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Paramedic, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Paramedic has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Paramedic shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

A Paramedic assumes responsibility in defining and upholding standards of professional practice and education.

The Paramedic assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Paramedic.

The Paramedic has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.

The Paramedic adheres to standards of personal ethics, which reflect credit upon the profession.

Paramedics, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the professional.

The Paramedic has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.

The Paramedic will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurse, the physician, and other members of the Emergency Medical Services health care team.

The Paramedic refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

TECHNICAL STANDARDS

In order to achieve the paramedic curriculum objectives, a student must be able to:

1. Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
2. Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and inside a vehicle, and in vehicles with electrical hazards.
3. Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
4. Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient.
5. Climb stairs, hillsides, and ladders to gain access to a patient.
6. Communicate verbally in person, via telephone and radio equipment.
7. Work in chaotic environments with loud noises and flashing lights.
8. Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
9. Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
10. Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
11. Perform fine motor movements to perform IV insertion and surgical procedures within the paramedic's Scope of Practice while in stressful situations and under threatening time constraints.
12. Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices.

RECRUITMENT POLICY

East Arkansas Community College's Paramedic Program recruits its students from within a culturally diverse community and seeks to reach traditional and nontraditional students, male and female, in a variety of age groups. The East Arkansas Community College's Paramedic Program will conduct activities to attract prospective students in the private and public sector of education, as well as, in the general public.

DRUG-FREE CAMPUS POLICY

A. Policy

The East Arkansas Community College Drug Free Policy (updated April 1, 1994) is as follows: Illicit drug and alcohol abuse and their use in the school or at the workplace are subjects of immediate concern in our society. From a safety perspective, the users of drugs may impair the well-being of students, employees, and the public at large. Such substance use may also result in damage to College property. Therefore, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. 101-226) the Drug-Free Workplace Act of 1988, and the State of Arkansas *EO-89-2, it is the policy of East Arkansas Community College the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at its facilities is prohibited. Any student found in violation of this policy will be subject to discipline up to and including termination-expulsion. This College is committed to the maintenance of a drug/alcohol free workplace. The standard code of conduct for employees and students prohibits illegal drug/alcohol involvement on its property or as a part of any of its sponsored activities.

B. Implementation

All students of East Arkansas Community College will be provided a copy of this policy upon registration. This policy will be posted on the campus Intranet and Internet and published in the Student Handbook to be utilized for employee and student information. Revision/review of this policy and the drug prevention program will be made biennially or as required to determine its effectiveness and ensure that sanctions are consistently enforced. The Coordinator for Student Activities is charged with this action.

1. **Health-Risks:** Different drugs have a variety of distinct, negative effects on the human body. Major areas include:

Physical:

Suppression or acceleration of heart rate, suppression or acceleration of breathing, fainting/unconsciousness, impaired vision, drug dependency passed to an unborn child, decreased oxygen circulation in the blood, lack of control of bodily functions, impaired coordination

Psychological:

Depressed state of mind, impaired judgment and decision-making, memory lapses, distortion of time, space and perception, severe anxiety, panic and paranoia

These are but a few effects. The ultimate negative effect is **DEATH!** Drug overdoses, depressed suicide, automobile accidents and a host of other drug related deaths are in the thousands annually.

2. **Public Intoxication:**

A person commits the offense of "Public Intoxication" if (1) he/she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he/she is likely to endanger themselves or other persons or property, or that he/she unreasonably annoys persons in his/her vicinity or (2) he/she consumes an alcoholic beverage in a public place.

3. **Contributing to the Delinquency of a Minor:**

A person who commits the offense "Contributing to the Delinquency of a Minor" if, being an adult he/she knowingly purchases or provides an alcoholic beverage for a minor.

4. **Driving while intoxicated:**

A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated.

5. **Possession, Manufacture or Delivery of Controlled Substance:**

It is unlawful for any person to manufacture, deliver, or possess a controlled substance.

6. **Legal Penalties and Sanctions:**

Local, State and Federal laws provide for a variety of penalties and sanctions that are based on the type and amount of drugs involved. Prior convictions are also taken into account. Local statute provides for a minimum of six (6) hours jail detention for the offense of DUI/DWI, even for passengers in the automobile. The range of penalties/sanctions is drastic in nature and inevitably result in prison, fines up to \$250,000 and even forfeiture of personal and real property.

CAMPUS SECURITY ACT AND STUDENT RIGHT TO KNOW

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), and the Campus SaVE Act 2013, EACC collects and publishes campus crime statistics. This campus security report is available in the office of the Vice President for Student Affairs and the Student Services Complex, the EACC website, and during New Student Orientation.

CAMPUS SECURITY

Professional security officers patrol the campus for violations of the law and college policies as well as other activities which conflict with the interests of EACC. Students are encouraged to report crimes or suspicious activities promptly to the Campus Security Officer or to the Vice President for Student Affairs between the hours of 8:00 AM and 4:30 PM. In the evenings between the hours of 4:30 and 7:30 PM, individuals may file incident reports in the Student Services Complex or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested.

ADMISSION INFORMATION

ADMISSION REQUIREMENTS

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College for application and admission procedure).
2. Complete any required College developmental courses.
3. Possess current Arkansas EMT certification or be in the testing process for initial certification or reciprocity. Students may enter the program but are not allowed to begin clinical hours until Arkansas EMT certification is obtained.

APPLICATION PROCESS

1. Submit a Paramedic Application. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the registrar's office and the Paramedic program. Transcripts must be sent from any college, university, school of nursing, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

a. Registrar's Office
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335

b. Department of Allied Health Science
Paramedic Program
1700 Newcastle Road
Forrest City, AR 72335

Transcripts must be sent from any college, university, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

APPLICATION DEADLINE

Students are admitted to East Arkansas Community College's Paramedic Program once a year for fall admission.

DEADLINE FOR PARAMEDIC APPLICANTS

May 31 for Fall Admission

All information must be received by May 31

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

APPLICATION REVIEW/NOTIFICATION

Applicants whose files are completed by the May 31st deadline will be considered by the Restricted Enrollment Committee for admission to the Paramedic Program. Notification of the committee's action will be made by letter during the month of June. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Paramedic Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

ACCEPTANCE

Once an applicant has been accepted to the East Arkansas Community College's Paramedic Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification must be American Heart Association Healthcare Provider and include adult, child, infant, conscious, unconscious, and choking. Certification must be obtained prior to registration and must remain current for the entire program.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
 - e. Flu Vaccine or must sign a waiver.
 - f. Varicella Vaccine or must sign a waiver.
4. Submit proof of health insurance.
5. Complete Criminal Background Check and Drug Screen process.
6. Report to the Director of the Paramedic Program any convictions of a crime. Information will be reported to Arkansas Department of Health. Failure to report the conviction could result in immediate suspension and/or dismissal from the Paramedic Program. The Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry for Paramedics Exam.
7. Attend a mandatory Paramedic orientation. Failure to attend may result in rescinding of acceptance.

Credit by Prior Learning Assessment

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience. Questions regarding the specifications of the CLEP test should be directed to Educational Guidance Services located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate associate vice president.

ADVANCED PLACEMENT

East Arkansas Community College does not offer advanced placement for any EMT/Paramedic courses.

READMISSION PROCESS

1. Students seeking readmission to the Paramedic Program should make an appointment with the Director of Paramedic Program.
2. Readmission is based on space availability.
3. Students may repeat only one unsuccessful Paramedic course. Students unable to repeat the unsuccessful Paramedic course at the next available course offering must apply for readmission as first time entering students and meet current admission requirements.
4. Students who are unsuccessful in two (2) Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
5. Any student who is denied clinical facility access for justifiable causes by the clinical facility will not be eligible for readmission to EACC's Paramedic Program.

**Paramedic Program National Registry Pass Rates
4th Quarter 2016 to 4th Quarter 2017**

Attempted	First Attempt Pass	Cumulative Pass within 3 Attempts	Cumulative Pass with 6 Attempts	Failed all 6 Attempts	Eligible for Retest	Did not Complete within 2 years
Percentile	25%	50%	50%	0%	50%	0%
Out of 4	(1/4)	(2/4)	(2/4)	0	(2/4)	0%

Retention and Positive Placement for 2017

National Registry Written	National Registry Practical	Attrition	Placement
50%	100%	33.3%	50%

Transfer Student Policy

Students may only seek transfer into Traumatology II. Transfers are on space availability after meeting all other transfer requirements. Students withdrawing from (“W”) or receiving a “D” or “F” in the same Paramedic course twice or two separate courses may seek admission to the Associate of Applied Science Paramedic Program after a period of two years from the first admission to a previous Paramedic program. Students must meet all current admission requirements and begin in Term I.

Transfer Student Residency

If transfer is granted, students must complete all course work in Terms II, III and IV.

Transfer Requirements

To transfer into the Paramedic Program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Meet all current Paramedic Program requirements.
3. Successfully complete a skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.

Transfer Student Application Deadlines

Deadline to apply and meet all transfer requirements for entering is October 1st.

Transfer Student Application Review/Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Paramedic Program. Notification of the Committee's action will be made by letter one month after the application deadline. There is no provisional acceptance for applications not meeting the minimum requirements. East Arkansas Community College's Paramedic Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

Refund Policy

The Paramedic Program adheres to the College Refund Policy. The college's policy indicates that no refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.** (College Catalog)

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- **Spring & Fall Semester** (College Catalog)

Prior to First Day of Semester 100%

First Day of Classes through 11th Class Day 80%

After the 11th Class Day NONE

Credit Courses- **Summer** (College Catalog)

Prior to First Day of Semester 100%

First Day of Classes through 4th Class Day 50%

After 4th Class Day NONE

CURRICULUM PLANS

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S)
Paramedic
Curriculum Plan**

Term I (Fall)			Semester Hours
BIO	2014	Anatomy & Physiology for Paramedic	4
EMT	1001	Emergency Medical Systems	1
EMT	1017	Fundamentals for Paramedic	7
EMT	1010	Clinical Applications of Fundamentals for Paramedic	0
HSC	1003	Medical Terminology	3
MTH	1093	Math Applications II	3
Total			18

Term II (Spring)			Semester Hours
ENG	1013	English Composition I	3
EMT	1028	Medical Emergencies	8
EMT	1020	Clinical Applications of Medical Emergencies	0
EMT	1131	Prehospital Assessment Techniques	1
EMT	2303	Pharmacology for Paramedic	3
Total			17

Term III (Summer)			Semester Hours
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Summer (10 weeks)

EMT	2037	Traumatology	7
EMT	2030	Clinical Applications of Traumatology	0

Summer I (5 weeks)

BUS	1603	Computer Fundamentals	3
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Summer II (5 weeks)

ENG	1023	English Composition II – or –	
BUS	2013	Technical Communication	3

Total **13**

Term IV (Fall)

Term IV (Fall)			Semester Hours
EMT	2023	Concepts of Paramedic Care Management	3
EMT	2043	Operations for Paramedic	3
EMT	2046	Field Internship	6
PSY	1003	General Psychology	3
SPE	1003	Introduction to Oral Communication	3
Total			18

Total Credit Hours – EMT	39
Total Credit Hours – General Education	25
Total Program Hours	64

**TECHNICAL CERTIFICATE
Paramedic
Curriculum Plan**

Term I (Fall)			Semester Hours
BIO	2014	Anatomy & Physiology for Paramedic	4
EMT	1001	Emergency Medical Systems	1
EMT	1017	Fundamentals for Paramedic	7
EMT	1010	Clinical Applications for Fundamentals for Paramedic	0
HSC	1003	Medical Terminology	3
Total			15

Term II (Spring)			Semester Hours
EMT	1028	Medical Emergencies	8
EMT	1020	Clinical Applications of Medical Emergencies	0
EMT	1131	Prehospital Assessment Techniques	1
EMT	2303	Pharmacology for Paramedic	3
Total			12

Term III (Summer 10 weeks)			Semester Hours
EMT	2037	Traumatology	7
EMT	2030	Clinical Applications of Traumatology	0
Total			7

Term IV (Fall)			Semester Hours
EMT	2023	Concepts of Paramedic Care Management	3
EMT	2043	Operations for Paramedic	3
EMT	2046	Field Internship	6
Total			12

Total Credit Hours – Paramedic	39
Total Credit Hours – General Education	7
Total Program Hours	46

COURSE DESCRIPTIONS

EMT 1001 Emergency Medical Systems (1-0-1)

This course is an introduction to the EMS community. Topics covered include the well-being of the paramedic, medical-legal concerns, ethical issues, therapeutic communications, and documentation. This course also presents the techniques for conducting a comprehensive physical examination and review of systems for patients presenting in the prehospital environment. Critical thinking and clinical decisions based on appropriate assessment techniques are discussed.

EMT 1010 Clinical Applications for Fundamentals of Paramedic (0-9-0)

This course provides clinical experience in the hospital performing medication administration with the understanding of basic pharmacological principles, airway management, and assessment skills.

Co-requisite: EMT 1017

EMT 1017 Fundamentals for Paramedic (4-9-7)

Content is presented to areas of the prehospital environment to include, but not limited to: an introductory study of modern Emergency Medical Services, basic principles, procedures, and techniques of emergency care concepts regarding pathophysiology, research in EMS, life span development, and public health.

Pre-requisites: Arkansas EMT Certification

Co-requisites: EMT courses from Term I

FISDAP Fee: \$80; Malpractice Fee: \$80

EMT 1020 Clinical Applications for Medical Emergencies (0-9-0)

This course provides clinical rotations for training in advanced assessment skills and procedures in the acute care setting of the respiratory department and critical care ICU. Students will also complete a 12-hour emergency room rotation.

Co-requisite: EMT 1028

EMT 1028 Medical Emergencies (5-9-8)

Assessment and management of cardiac and advanced airway management are studied integrating pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in prehospital care environment, involving the respiratory, cardiac, neuro, endocrine, gastroenterological, and renal/urinary emergencies.

Pre-requisites: All EMT courses from Term I and II

Pre or Co-requisites: EMT courses from Term II, EMT 1020

ACLS Card Fee: \$5.00

EMT 1131 Prehospital Assessment Techniques (1-0-1)

This course presents the techniques for conducting a comprehensive physical examination for patients presented in the prehospital environment. Critical thinking skills and clinical decision making will also be discussed.

EMT 2023 Concepts of Paramedic Care Management (3-0-3)

This course provides test-taking skills for the National Registry practical and written examination. The content areas incorporated in this course will be cardiac emergencies, medical emergencies, OB/GYN/Pediatrics, operations management, trauma, and airway and breathing.

Pre-requisites: All required EMT courses from Terms I, II, and III

Co-requisites: EMT course from Term IV

EMT 2037 Traumatology **(4-9-7)**

This course deals with integration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Also studied are gynecological, obstetrical, neonatal, pediatric and geriatric patients.

Pre-requisites: All EMT courses from Terms I and II

Pre or Co-requisites: EMT courses from Term III; EMT 2030

EMT 2030 Clinical Applications of Traumatology **(0-9-0)**

This course provides clinical rotations for training in the assessment and management of gynecological, obstetrical, neonatal, pediatric and geriatric patients. Students will address the transitions from the prehospital environment to the controlled hospital settings.

Co-requisite: EMT 2037

EMT 2043 Operations for Paramedic **(3-0-3)**

Topics studied in this course include operations that affect the scene, safety, assessments, and management. Also studied are hazardous materials, crime scene awareness, rescue operations, medical incident command.

Pre-requisites: All EMT courses from Terms I, II, and III

Co-requisites: EMT courses from Term IV

FISDAP Fee: \$25

Malpractice Fee: \$80

EMT 2046 Field Internship **(0-20-6)**

This field internship requires students to complete 300 clock hours on the ambulance and serve as a team leader on an advanced life support unit. Students will be required to complete 50 team lead contacts. Students will have supervised experience in the prehospital care setting applying previously learned knowledge and skills.

Co-requisites: EMT courses from Term IV

EMT 2303 Pharmacology for Paramedic **(3-0-3)**

This course covers drug laws, indications and administration of emergency drugs, along with mathematical calculation of dosages.

FINANCIAL INFORMATION

**COSTS OTHER THAN TUITION
(APPROXIMATE COSTS)**

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of East Arkansas Community College Catalog. The following are additional costs for students seeking admission or currently enrolled in the Paramedic Program.

The Criminal Background and Drug Screen for clinical will be approximately \$150 annually in August.

Costs Other Than Tuition for Paramedic Program

Expense	Term I	Term II	Term III	Term IV	
Uniforms, Shoes, Stethoscope, Penlight, etc.	~\$300	X	X	X	
Malpractice Insurance	~\$80	X	X	\$80	
Immunization Requirements	~\$350	X	X	X	
Travel/Parking Fees to Clinicals	~\$350	~\$350	~\$350	~\$350	
Health Insurance	varies	varies	varies	varies	
ACLS Card Fee	X	\$10	X	X	
Textbooks	~\$450	\$350	\$100	\$200	
State Certification License Fee	X	X	X	In-State	Out-of-State
				\$22.50	\$37.50
Criminal Background Check & Drug Screening	~\$150	X	X	X	
Matriculation	\$50	X	X	X	
Comprehensive Exams	\$80	X	X	\$26.50	
CPR Certification	\$45	X	X	X	
Criminal Background for licensure	X	X	X	~\$50	
College Matriculation Fee	\$50	X	X	X	
NREMT Licensure Fee	X	X	X	\$110	

Costs are approximate and may change.

~ = Approximate

X = No cost during that term

FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students.

Please see current East Arkansas Community College Catalog for more information or visit the Financial Aid Office in the Hodges Building Complex.

STUDENT RECORDS INFORMATION

TRANSCRIPTS OF ACADEMIC RECORDS

The official transcript is kept in the Registrar's Office. Transcript request forms are available in the Hodges Student Services Complex and at the College's website – www.eacc.edu

PARAMEDIC PROGRAM RECORDS

Academic and clinical records of all paramedic students are kept in the Department of Allied Health Science. At the beginning of each clinical course each student is required to purchase a detailed packet of materials which will include performance objectives, competencies, and blank copies of necessary work sheets, forms and evaluations for the semester. The student will be responsible for maintaining these materials until the end of the semester. These records will be placed in the student's permanent file upon completion of each semester. These records will not be returned to the student.

CHANGE OF NAME OR ADDRESS

The Paramedic Program should be informed of all changes in the student's legal name, mailing address, and telephone number. The Paramedic Program is not responsible for student's failure to receive official information due to student's failure to notify the Paramedic Program of any changes. A copy of court documents should be submitted for a legal name change.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

EACC complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

As a general rule, a student's academic record is confidential and will not be released to unauthorized person without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests non-disclosure for the enrollment period: name, address, phone number, place and date of birth, academic major, full or part-time status, academic and non-academic honors, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance and other similar information.

Requests for non-disclosure are effective only for the enrollment period in which the request is submitted. Students must file a new request at the beginning of each enrollment period for which non-disclosure is desired.

Questions concerning FERPA may be directed to the Office of Admission and Records.

ACADEMIC POLICIES & PROCEDURES

GRADING POLICY

The grading policy for all paramedic (EMT) courses is as follows:

1. The grading scale of all paramedic (EMT) courses is:

A	92-100
B	84-91
C	78-83
D	71-77
F	70 and below

2. The minimum score to pass any paramedic course is 78. Fractional parts of numerical grades will be rounded off to the nearest whole number according to mathematical principles (i.e. 77.5 will become 78).
3. Both a minimum average of 78 in theory and satisfactory clinical/campus lab activity and assignment are required in order to pass any paramedic course.
4. Failure of either the theory or clinical component of a paramedic course results in the student repeating both the theory and clinical components.

CLINICAL GRADING POLICY

Students will receive a grade of “S” or “U” for the clinical component of each theory course. A grade of “Satisfactory” indicates that the student successfully completed that academic term’s competency requirements and successfully submitted all student and preceptor evaluations needed for all clinical sites during that term. Clinical objectives and evaluation forms needed for each clinical site rotation will be downloaded onto the students' flash drive on the first day of the program. It is each student’s responsibility to stay abreast of their current clinical status, knowing the number of competencies, hours, and procedures required before the end of the term. Students who receive a grade of “U” in clinical practice at the end of the term will be dismissed from the program for failure to successfully complete the clinical component regardless of theory grade.

Failure to complete ALL competencies and hours will result in failure of the clinical component and from the counterpart theory component.

EXAMINATION PROCEDURE

East Arkansas Community College has an Honor Code to promote and enforce academic integrity. The Paramedic Program requests that every student abide by the Honor Code. In addition to the Honor Code and the policies in the current College Catalog, the student must adhere to the following guidelines:

1. All personal belongings are to be placed under the desk or in a designated area.
2. Instructors will determine what materials and/or learning aids are appropriate for each examination.
3. Exams will be proctored. The student may answer the exam questions on a scantron card. The scantron will be the official tool graded. The student will not be permitted to write on the exam paper. All exams must be turned in with the scantron card at the end of the test.
4. Students who need to leave the examination areas will be required to leave the materials and/or learning aids with the proctor. No question may be copied off the exam.
5. At the conclusion of the examination period, the proctor will collect the materials and/or learning aids.
6. For students obtaining information from sources other than what has been allowed, the following consequences will be enforced singly or in combination:
 - a. Held accountable according to the Academic Integrity and Unprofessional Behavior policy;
 - b. Receive a grade of zero (0);
 - c. Considered for dismissal from the Paramedic Program;
 - d. Prohibited from progressing or re-entering the Paramedic Program.
7. Review of examination will be at the faculty's discretion.
8. The student may challenge in writing any examination item(s). Challenges must be supported with rationale.
9. A challenged examination item determined to be inaccurate will be adjusted for that examination.
10. Examination grades will be available within seven (7) working days in an area/manner designated by the instructor.
11. Examination grades will not be released over the telephone.
12. Examination grades will not be posted.
13. Make-up examinations are not routinely given. The course instructor reserves the right to vary the format of the make-up exam.
14. A zero (0) will be earned by any student who:
 - a. Is absent from an examination;
 - b. Has not made prior arrangements with the course instructor;
 - c. Does not show to take the rescheduled exam.
15. Any student absent from a clinical or campus lab experience immediately preceding a scheduled examination must be substantiated with a valid excuse. Failure to comply will result in the subtraction of one (1) letter grade from the scheduled examination grade earned.
16. The computation of percentages for student's achievement is written in the course syllabus.
17. A comprehensive final examination may be given at the end of each semester.
18. The final exam schedule will be determined by the College and adhered to by the Paramedic Program.
19. Instructor(s) reserve the right to initiate further restrictions within the boundaries of the current College Catalog.
20. A minimum theory grade of 78% is required for all EMT courses.
- 21. At the conclusion of the program, students will be required to pass the exit exam with a score of 70% or better.**

Remediation for Paramedic Student

Once a student has failed three attempts of the National Registry Exam, they must complete remediation. Below are the rules from the National Registry Website

Cognitive Exam Retest Information

If a candidate is not successful in passing the cognitive exam, the National Registry will provide a candidate feedback on their performance. Candidates may apply to retest 15 days after the last examination.

Candidates are given a total of six opportunities to pass the Paramedic cognitive examination, provided all other requirements for National EMS Certification are met. After *three attempts*, candidates must submit official documentation verifying completion of remedial training. Remedial training must be completed by a state approved instructor or an approved CAPCE course. After remedial training is complete, the candidate is given three additional attempts to pass the Paramedic cognitive exam, provided all other requirements for National Certification are met. Candidates who fail to pass after a total of six attempts are required to repeat the entire Paramedic course.

Remedial Training Requirements

The Paramedic remedial training requirement can be satisfied through three different options:

- 1. Traditional refresher course: Completion of a State or CAPCE (F1, F2, F5) approved 48 hour Paramedic refresher course.**
- 2. NCCR 30 hours of continuing education: Completion of the 30 hour National Competency Component from the NCCP model.**
- 3. Continuing education topic hours: Paramedic remedial may be completed by continuing education* and must include the topics and hours listed here under Traditional Model.**

Note: Some states require the traditional refresher course and will not accept continuing education hours. Please refer to your state's particular requirements. A maximum number of 10 hours can be applied from Distributive Education towards this section and must be state or CAPCE approved.

A student who needs remediation must follow one of three paths.

1. They locate a traditional refresher course and submit a certificate of completion to the Program Director OR
2. Complete continuing education as outlined above and provide certificate of completions to the Program Director. OR
3. Enroll and complete the final fall semester course of the Paramedic program. These classes include; Concepts of Paramedic Care Management and Operations for Paramedic. After completion of the courses take and pass an Exit Exam. Only two attempts will be allowed on Exit Exam.

NOTE: Any cost associated with the above options are the responsibility of the student, including but not limited to tuition, fees, and course cost.

ACADEMIC ADVISING

The Paramedic Program Director will serve as the academic advisor for all paramedic students. Each student needs to make an appointment with the Program Director at least once per semester, more if the student needs additional guidance. Every paramedic student is encouraged to pre-register for the semester. During the pre-registration and registration period, the Program Director posts available registration times. **It is the student's responsibility to register for each semester.**

COUNSELING

Students are referred to the East Arkansas Community College Counseling Department for personal counseling and/or referral services.

TUTORING

If a student achieves a grade less than 78% on any paramedic theory exam/work, the student is encouraged to seek assistance from the:

- Student Support Services.
- Learning Center.
- Appropriate paramedic faculty.

CPR CERTIFICATION

Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.

MALPRACTICE INSURANCE

All students are required to pay for their malpractice insurance. Students will not be permitted to work in the clinical area without proof of payment.

GRADUATION POLICY

The Paramedic Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information). **All students are required to complete an "Intent to Graduate" form in order to complete the program.** (College Catalog)

WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Paramedic Program must follow the Withdrawal Policy set forth in the current East Arkansas Community College Catalog. (College Catalog)

RETENTION AND PROGRESSION

To be allowed to remain or progress in the Paramedic Program, the student must:

1. Adhere to EACC and Paramedic Program policies and procedures.
2. Achieve a “C” or better in all required general education courses in order to successfully complete the program.
3. Earn a grade of “C” or better in all EMT courses to progress to the next term. Students failing (‘D’ or ‘F’) an EMT course will be unable to progress in the program. Students will be allowed to repeat that failed course(s) at the next available offering.
4. Take the failed (‘D’ or ‘F’) course at the next available course offering. If unable to take the next available course offering, the student will be dismissed from the program. The student will be eligible to apply for readmission to the program (see Readmission Policy).
5. Complete and return all required forms, data records, for each clinical application and field internship course.
6. Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
7. Successfully complete the ACLS component in Medical Emergencies to progress to Traumatology.
8. Comply with all clinical facility rules and regulations.
9. Successfully complete the comprehensive paramedic final, including both written and practical skills, during EMT 2023. The student will have three attempts to achieve a minimum norm score on the comprehensive paramedic final prior to the end of EMT 2023. If unsuccessful after three attempts, the student will fail (‘D’ or ‘F’) EMT 2023 and be ineligible to graduate. In this case, the student should make an appointment with the Director of the Paramedic Program for further advisement.
10. Repeat all EMT courses in Term IV if unsuccessful in one course within Term IV.
11. Submit the College’s “Intent to Graduate” form to the registrar’s office, pay the graduation fee, and complete the degree audit by the October deadline before submitting an application to sit for National Registry Exam and be eligible to graduate.
12. Complete the Paramedic Program within a period of 3 years from time of entry into the first EMT course.

ACADEMIC GRIEVANCE PROCEDURE

The Paramedic Program subscribes to East Arkansas Community College academic grievance procedure. Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure. (College Catalog)

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate Associate Vice President is contacted by the student. The student, faculty member, and the Associate Vice President are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective Associate Vice President that a grievance has been filed and supplies a copy of the written grievance to the faculty member and Associate Vice President. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may contact the chairperson of the Academic Grievance Committee. The Academic Grievance Committee will be composed of one Associate Vice President, two faculty members, one student, and one student affairs staff member. The Associate Vice President, instructors, or students who are parties in the grievance may not serve as members of the Committee. The Committee is a standing committee, members of which shall be appointed by the College president at the beginning of each academic year. The President shall also appoint a corresponding set of alternate members. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The Committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President. The original grievance and final report of the Academic Grievance committee are submitted to the College president who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

STUDENT POLICY INFORMATION

ATTENDANCE POLICY

East Arkansas Community College, Paramedic Program is operated with planned clinical and classroom experiences. The educational process is built on sequential theory and clinical learned experiences; therefore, any time missed will affect the total learning process and fail to achieve the desired objectives.

Regular class attendance and punctuality are important parts of the educational process and are required at East Arkansas Community College. All arrangements for a class absence are to be made with the instructor. It is the student's responsibility to initiate these arrangements, and it will be the instructor's decision to accept or reject make-up work. To contact the Paramedic Program, call (870) 633-4480 and ask for the paramedic program.

Classroom Attendance:

1. Tardy/Absence: Leaving class before the scheduled ending time will be considered a tardy. Arriving more than 15 minutes late from class will be considered a tardy. Students who expect to be tardy due to work are expected to call the instructor. Failure to call the instructor will result in a tardy. Two (2) tardies will constitute an absence. **Theory absences greater than four (4) one hour absences may result in failure of the course.**
2. When the student misses a scheduled appointment made with faculty and does not notify the faculty prior to the appointment, the missed appointment will count as a tardy.
3. When the student is dismissed from class for inappropriate and/disruptive behavior, as outlined by EACC policy, it will count as one absence.
4. **When the student exceeds absences in two (2) different EMT classes in one semester, it may be grounds for dismissal from the Paramedic Program.**

Clinical/Lab Attendance:

1. It is the student's responsibility to contact the clinical site or faculty when the student is going to be absent or tardy.
2. When the student exceeds absences in two (2) or more different paramedic clinical or campus labs, it will be grounds for dismissal from their counterpart paramedic theory class and from the Paramedic Program.

The student will be considered absent from clinical/lab:

1. When the student does not:
 - a. Comply with any of the Personal Appearance Policies.
 - b. Comply with other related clinical policies.
 - c. Maintain malpractice insurance, CPR certification, and/or health insurance.
2. When the student behaves unprofessionally as deemed by the Paramedic Faculty or a member of the health care team. If this results, the student could be:
 - a. Dismissed from clinical and it will constitute one (1) absence.
 - b. Allowed to remain in clinical but the student will be counseled and will constitute one (1) absence if the student's behavior is not corrected in a specified time frame.

GIFT GIVING/SERVICES

Students cannot give gifts or provide services to faculty/staff members of East Arkansas Community College's Associate of Applied Science Paramedic Program until final grades have been submitted.

EMERGENCY NOTIFICATION

Every effort will be made to contact a student in the event of an emergency. The following number should be utilized when family members need to contact a student in the event of an emergency (870) 633-4480.

INCLEMENT WEATHER

During inclement weather, the student should listen to the TV or local radio station, and/or sign up for the EACC Alert for College closings.

HEALTH POLICY

East Arkansas Community College's Paramedic Program does not provide health care to students. This is the responsibility of each student.

Required immunizations that must be up to date and require statement of proof before registration include: Hepatitis B; Measles, Mumps, Rubella (MMR); Tetanus and Tuberculin Test (TB). A waiver form regarding Hepatitis B and Varicella must be completed by each student who opts not to receive these vaccinations. The TB test must be within the last 12 months. If the test is positive, a negative chest x-ray is required for registration.

Each student is required to have his/her own health insurance. East Arkansas Community College's Paramedic Program will not assume financial responsibility for hospitalization, medication, and/or treatment for any type of illness. All medical, dental, and optometric care is at the student's expense.

Any accident or illness that occurs during an assigned clinical rotation must be reported to the Program Director and Manager or Supervisor at that clinical site. In cases where emergency services must be rendered, the student will be taken to the nearest hospital emergency room. Any treatment necessary will be administered at the hospital with the consent of either the student or parent/guardian. If an injury should occur, an incident report must be filled out at the affiliation site and placed on file at EACC. **The student is responsible for all costs related to treatment.**

TELEPHONE CALLS AND VISITORS

Students may not make or receive personal phone calls or receive visitors while in the clinical areas without the permission of the instructor. Students may not use the telephone in the hospital rooms or at the nurses' station for any reason unless directed by the instructor.

CELL PHONE POLICY

Students may bring cell phones to class or clinical provided that the phone ring setting is set to silent or vibrate. Phones should not be visible clinical hours. Cell phone ear pieces and/or hands-free headsets are unacceptable. Cell phones will not be used in lieu of watches. Text messaging is unacceptable during class or clinical hours. During exams cell phones must be placed on the instructor's desk. In the case that a phone rings during class, the student may be asked to leave.

OTHER ELECTRONIC DEVICES

Electronic devices such as, but not limited to, iPod and MP3 players are not permissible in the classroom or clinical setting. *iPod and MP3 players will not be used in lieu of watches or calculators.*

TRANSPORTATION

Students are responsible for their own transportation to class, clinical settings, and any other function connected with the Paramedic Program.

BOOKSTORE

Students may purchase paramedic course textbooks from the bookstore at East Arkansas Community College. Phone Number (870) 633-4480 ext. 307.

STUDENT MISCONDUCT POLICIES & PROCEDURES

East Arkansas Community College has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent or obscene conduct, or lewd and indecent language, including profanity (cursing) on campus and at any College-sponsored event.

Classroom Misconduct

Instructors have the primary responsibility for control over classroom instruction and behavior and may order temporary removal or exclusion of students who disrupt the class or who violate the general policies of the College.

Disruptive conduct shall include, but is not limited to, any intentional interference with classroom procedure, the presentation of the instructor, and/or other students, or with other students' rights to pursue and engage in course work.

1. If student misconduct occurs in the classroom and is disruptive of teaching and/or classroom procedure, the instructor has the discretion to ask the student to leave the room. If assistance to remove the student is needed, the instructor should contact campus security.
2. If the desire of the instructor is to dismiss the student permanently from the class, the Associate Vice President for Applied Science, the Vice President for Academic Affairs, and the Vice President for Student Affairs should be informed and will take appropriate action.

3. If a student walks out of class at any time before class is dismissed, the instructor may consider this a disruption of the class. This behavior will be noted and may result in the student being counted absent for the entire class period.
4. Disruptions of class including walking out of class before dismissal may result in the student being asked to withdraw from the class.

Other Misconduct

If student misconduct occurs outside the classroom, the College employee may act with his or her discretion to deal with the misconduct or contact campus security and the Vice President for Student Affairs, informing them of the problem.

Any member of the College community may file formal or informal charges against any student for misconduct, in accordance with the Student Misconduct Policy in the Student Handbook.

DISMISSAL POLICY

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Paramedic Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Paramedic Program and appeal procedures are listed in the Paramedic Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student failing “D”, “F”, or “W” (Withdrawal) from the same EMT course twice or two separate Paramedic courses will be dismissed from the Paramedic Program. The student may seek readmission according to the readmission policy.
2. Students dismissed from the Paramedic Program for disciplinary reasons, as outlined in the Paramedic Handbook, will be ineligible for readmission into the College’s Paramedic Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in dismissal.

CLINICAL POLICIES & PROCEDURES

STUDENT EMPLOYMENT

The Paramedic Program cannot guarantee that all required didactic or clinical experiences will be available at times outside of the hours of the student's regular employment. If a didactic or clinical experience required for successful completion of a course in which a student is enrolled is available only during a period of time when the student is engaged in his/her regular employment, the student will be required to arrange time off from work to complete the experience.

Students may be employed in the field or clinical setting outside of regular instructional hours. However, only procedures performed may count toward course completion. Hours worked and patient contacts may not be counted toward course completion.

At no time will a student be substituted for staff during a clinical, field or internship experience.

CLINICAL EDUCATION

Clinical education is an integral part of the curriculum of East Arkansas Community College's-Paramedic Program. It is during the clinical education component of the program that the student is given the opportunity to apply knowledge and skills learned in the classroom and laboratory settings to actual patients. This is done under supervision of the Program Director and RN and Paramedic Preceptors at each clinical site. Hospitals and Paramedic Services are busy 24 hours per day; 7 days per week and clinical schedules may include any of these hours.

At the beginning of the program each student will be required to supply a flash drive so that content and syllabi with performance objectives, competencies, and blank copies of necessary work sheets, forms and evaluations for the program can be downloaded. The student will be responsible for maintaining these materials until the end of the program. These records will be placed in the student's permanent file upon completion of each semester. These records will not be returned to the student.

Criminal Background Checks/Drug Screening Policy

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screens, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

Criminal background checks and drug screens are required annually in August. These must be completed between August 1st and August 31st of each year. If these are not completed and submitted to the Allied Health Science Department by the deadline, the student will be dismissed from the program. (Criminal Background checks and drug screens are a requirement for clinical.)

If a student has been convicted of a crime, the Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry for Paramedics exam.

CONFIDENTIALITY

While at the clinical assignment, students may have access to information regarding patient's medical information. Students are expected to maintain confidentiality in a professional manner. Breach of patient confidentiality will result in immediate dismissal from the Paramedic Program.

CLINICAL SCHEDULING

Clinical assignments are to be made one month in advance. Clinical schedules will be kept in the Allied Health Sciences Department and will be available to the student for review. The scheduling of clinical hours will be at the discretion of the Program Director.

CLINICAL UNIFORM POLICY

The professional appearance and demeanor of the East Arkansas Community College's paramedic students reflect both the school and program and are indicative of the student's interest and pride in his/her chosen profession. A preceptor will send home any student reporting to the clinical site in improper uniform or attire.

The following items are considered the required uniform and must be on each student daily:

1. Black or Blue EMS uniform pants.
2. EACC pullover with collar (Navy Blue pullover with collar is acceptable if EACC pullover is not available.
3. EACC ID badge
4. Appropriate EMS footwear.
5. Watch (capable of measuring seconds)
6. Stethoscope, penlight, paramedic shears

The following policies concerning clinical appearance and attire will be in affect at all clinical sites:

1. Uniforms must be clean. Wrinkled and dirty uniforms are not acceptable. Uniforms must not be binding or constricting, but allowing for ease of movement while bending or reaching. A black shirt may be worn under the uniform top and tucked into the pants. Turtlenecks are acceptable during the winter months.
2. Tennis shoes or dress shoes may not be substituted for EMS footwear.
3. Hair is to be neat and clean at all times. Long hair must be tied up and back from face. Buns, braids, and secure ponytails that do not fall toward the face are acceptable. Extreme hair fashions or ornaments are not permitted. Men must be clean-shaven, or neatly trimmed.
4. Makeup should be used sparingly and cologne/perfume is not permitted.
5. Fingernails must be kept clean and neatly trimmed and must not extend beyond the fingertips. No acrylic nails/extensions or polish is allowed.
6. Students may wear only one pair of small stud earrings and a wedding band to clinical. Necklaces and bracelets are not allowed. (Medic alert bracelets are allowed.)
7. No visible body piercings. Tongue rings are not allowed in class or clinical.
8. Proper personal hygiene (breath and body) should be practiced at all times. This includes being clean and using deodorant.
9. Jeans are not allowed in the clinical or field setting.

CONDUCT AT CLINICAL SITES

East Arkansas Community College's Paramedic students should demonstrate respect, concern, and courtesy to all patients, their families and all other hospital personnel.

1. Attendance and punctuality will be evaluated on the clinical evaluation form.
2. **Completion of skill competencies, procedures, assessments, and evaluation forms are the student's responsibility.**
3. Students are required to bring the appropriate paperwork with them to clinical. The preceptor is not responsible for the completion of your objectives and competencies.
4. Students are responsible for their own transportation to class, clinical sites and any other function connected to the Paramedic Program.
5. No smoking is allowed in any clinical setting attended by the student.
6. Chewing gum is not allowed in the clinical or field areas.
7. Pagers and cellular phones must be on silent while in class or clinical setting. Students may not make or receive personal phone calls or receive visitors while in the clinical areas. Students may not use the telephone in the clinical department or hospital rooms for any reason unless directed by the preceptor.
8. During periods of inactivity, the reading of textbooks and professional literature is allowed. Novels or crafts are not permitted on clinical sites. Students may not congregate in break rooms or hallways. The purpose of being at clinical sites is to achieve proficiency in clinical and emergent assessments and procedures.
9. Gratuities may not be accepted from patients or preceptors.
10. The use of profanity, intoxicating beverages or drugs is strictly prohibited at all clinical sites and on the East Arkansas Community College Campus.

BODY SUBSTANCE ISOLATION

Standard Precautions is designed to reduce the risk of healthcare workers from unrecognized sources of blood borne and other pathogens. It applies to:

1. Blood
2. All body fluids
3. Secretions and excretions except sweat
4. Non-intact skin
5. Mucous membranes

Paramedic Students should treat all the above sources as infectious.

- Gloves should be worn at all times when working with patients where body fluids are evident or likely.
- Gloves should also be worn when cleaning fluids from medical equipment.
- Hand washing should always occur after patient care activities. If hand washing is not available, the student would utilize a waterless hand wash.
- Any activity that could possibly expose a student to the above mentioned sources may warrant other personal protective gear including, but not limited to, eye protection or masks.
- Linens that are soiled should be disposed of into appropriate containers. Infectious needles and tubing should be placed in designated sharps containers.
- At no time should the student perform any procedure without proper Personal Protective Equipment. Failure to do so may result in dismissal from the Paramedic Program.

POST-EXPOSURE PROTOCOL

Exposure to infectious diseases must be reported immediately to the preceptor at the student's clinical site and an incident report must be completed describing the exposure. The student assumes responsibility of disclosure to minimize risk to oneself and others, including patients. Confidentiality will be preserved. Depending on the nature of the incident and the disease exposed to, the student may or may not require treatment or management. **ANY EXPOSURE BY THE FOLLOWING MEANS SHOULD BE REPORTED IMMEDIATELY TO THE PROGRAM DIRECTOR AND THE PRECEPTOR:**

1. Needle sticks with used needles
2. Aspiration of blood or blood products into the mouth
3. Mouth-to-mouth resuscitation (At no time should the student perform this procedure.)
4. Splashing of bodily fluids into the conjunctiva or mouth

FACULTY & STAFF

**East Arkansas Community College
Associate of Applied Science
Emergency Medical Technology - Paramedic**

FACULTY AND STAFF

Robert Summers.....Vice President for Vocational, Occupational & Technical Education
M.S. Arkansas State University
B.A. Harding University

Jack Hill.....Faculty/Director of EMT/ Paramedic Program
NRP
B. S. Missouri Southern State University
A.S. Missouri Southern State University
A.A.S. Phillips Junior College

Steven Brown.....Adjunct Clinical Coordinator/Adjunct Faculty
NRP

Lori Hutcherson..... Administrative Specialist

**East Arkansas Community College
Paramedic**

STUDENT HANDBOOK

I have received a copy of the East Arkansas Community College's Paramedic *Student Handbook* and understand that this acknowledgement will be placed in my student file. I understand that it is my responsibility to become familiar with the rules, information and policies contained in this *Handbook*.

Print Name _____

Student Signature _____

Date _____

Faculty Signature _____

Date _____

**East Arkansas Community College
Paramedic**

TECHNICAL STANDARDS

I, _____, have read and understand the following Technical
(Please print name)

Standards. As a student in the Paramedic Program, I am able to perform each of these requirements without restrictions.

TECHNICAL STANDARDS

In order to achieve the Paramedic curriculum objectives, a student must be able to:

1. Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
2. Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
3. Walk, stand, lift, carry, pull, push and balance in excess of 125 pounds without assistance, (250 pounds with assistance).
4. Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient.
5. Climb stairs, hillsides, and ladders to gain access to a patient.
6. Communicate verbally in person, via telephone and radio equipment.
7. Work in chaotic environments with loud noises and flashing lights.
8. Perform patient assessments, implement treatment; calculate weight and volume ratios under threatening time constraints.
9. Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while ensuring patient safety and remaining calm.
10. Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
11. Perform fine motor movements to perform IV insertion and surgical procedures within the paramedic's Scope of Practice while in stressful situations and under threatening time constraints.
12. Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices.

Student Signature _____

Date _____

Faculty Signature _____

Date _____

East Arkansas Community College
Allied Health Science Programs
Medical Clearance

If a student has a significant health issue, the student must have medical clearance from their physician for any significant health issue before going into the clinical setting. This medical clearance must indicate that the student can perform all required skills and tasks without restrictions. Significant health issues may include, but not limited to: pregnancy, post-surgical procedure, seizure, influenza, pneumonia, fever, orthopedic issues, and any other significant health issue that may arise.

The student must submit the medical clearance documentation from their physician to the Allied Health Science Department.

Print Name _____

Student Signature _____

Date _____

Faculty Signature _____

Date _____

Terminal Competencies - East Arkansas Community College

EMT 1001 Emergency Medical Systems

A grade of 78% cumulative and a grade of 78% and higher on final.

EMT 1017 Fundamentals for Paramedic

A grade of 78% cumulative and a grade of 78% and higher on final.

EMT 1010 Fundamentals for Paramedic, Clinical Application

Emergency Department 100 hours

Total: 100

Student must have 78% positive affective behavior evaluations.

EMT 1028 Medical Emergencies

A grade of 78% cumulative and a grade of 78% and higher on final.

Successfully Complete ACLS

EMT 1020 Medical Emergencies, Clinical Applications

Emergency Department 56

Critical Care Unit 20

Surgery 24

Total: 100

Student must have 78% positive affective behavior evaluations.

EMT 1131 Prehospital Assessments

A grade of 78% cumulative and a grade of 78% and higher on final.

EMT 2303 Pharmacology

A grade of 78% cumulative and a grade of 78% and higher on final.

EMT 2037 Traumatology

A grade of 78% cumulative and a grade of 78% and higher on final.

Successfully complete PALS

EMT 2030 Traumatology, Clinical Applications

Emergency Department 60

L&D 16

Behavioral 24

Total: 100

Student must have 78% positive affective behavior evaluations

EMT 2046 Field Internship

Lab Hours

Field Internship

Phase 1: Orientation to the EMS Field Environment- 16 hours

Phase 2: Student should be able to function at the Advanced Level- 32 hours

Phase 3: Student should be able to function as an entry level paramedic- 64 hours

Phase 4: Student must demonstrate team leadership as a paramedic- 188 hours

Total: 300

Student must complete 50 team leads in the field internship.

Student must have 78% positive affective behavior evaluations.

Skills Required:

Safely Administer Medications 70

Airway Management 12

Live Intubations 2

Venous Access 50

Ventilation 20

Assessments:

Newborn 3

Infant 2

Toddler 2

Preschool 2

School age 2

Adolescents 2

Adults 50

Geriatrics 10

Obstetrics 8

Trauma 20

Medical 10

Psychiatric 4

Chest Pain 10

Respiratory 10

Syncope 20

Abdominal 20

AMS 20

EACC AMBULANCE TRAINING UNIT POLICY

1. Ambulance shall remain on EACC property. The ambulance is not insured for emergency use and is specifically for training only. The ambulance is not to be used in providing aid or care to a live patient. The ambulance is not licensed to respond in emergency or non-emergency mode to an emergency.
2. The ambulance should be in a parked position when a simulation experience is taking place. The ambulance should not be in motion when providing care to the manikin in the experience.
3. The siren should not be engaged while conducting a simulation experience.
4. Participants will utilize seatbelts while ambulance is in motion.
5. Equipment should be cleaned and organized after each use.
6. Smoking is prohibited in the ambulance. OSHA requirements state that smoking is prohibited within 150 feet from ambulance. EACC prohibits tobacco use in all forms. See EACC tobacco use policy for more information.
7. The simulation should be discontinued in any case that equipment or mechanic dysfunction occurs. If mechanic or equipment failure occurs, you must tell your instructor.
8. The instructor reserves the right to discontinue simulation experience and suspend/terminate student from ambulance privileges which may result in an unsuccessful grade. Students are to follow EACC conduct policies and appropriate affective behavior guidelines. Behaviors that may result in student not using ambulance or equipment are, but not limited to: disruptive behavior, carelessness, providing unsafe patient care procedures, failure to follow instructions, or neglect to provide a safe environment for self, peers, and instructor.
9. The ambulance should never be operated in a way that is not safe or in a way that was not intended to be used.
10. Students should address any concerns they may have with the instructor, and follow proper procedures for addressing concerns.
11. Students are prohibited from driving ambulance.

Print Name _____

Student Signature _____

Date _____

Faculty Signature _____

Date _____