EMS General Handbook

(EMT, Advanced EMT, Paramedic)



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Part A: General Information for Basic, Intermediate, and Paramedic Students

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EMS Personnel

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Welcome

Welcome to Chemeketa Community College's Department of Emergency Services, Emergency Medical Services Program. This program embodies the best training and education in colleges and hospitals. Our standards are high, and students will best meet these standards through keen interest, enthusiasm, consistent attendance, commitment to excellence, and strong communication skills.

This information has been developed to acquaint you with our program and our policies and to answer your questions. It should provide you with the scope, purpose, and policies of the EMS Program. Each student in these classes is responsible for familiarity with the contents. You should read through it prior to the beginning of class and keep it as a ready reference. We believe that it will answer many of your questions. On the outside chance that a question comes up and it is not addressed here, be sure to contact the EMS staff.

We are dedicated to your success and will do everything possible to help you. However, your success depends largely on you. As a student, you must take responsibility for your own education and work diligently toward your own success. We hope this handbook will be helpful to you.

Accreditation

The Oregon Department of Education, Higher Education Coordinating Commission (**HECC**), accredited the EMS program. The accreditation review occurs every five years. We are also nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) for the Paramedic program. This accreditation is reviewed annually with a site visit by a national team every five years.

College Structure

Board

The Chemeketa Board of Education is responsible for overseeing college operations, which include more than 40 educational programs.

President

The college president, with direction from the board, is charged with providing direction and oversight for college operations.

Vice President, Academic Services

The Vice President is responsible for general oversight of Chemeketa programs.

Executive Dean, Career and Technical Education

The Executive Dean is responsible for Chemeketa's career and technical education programs, including the Emergency Medical Services Program (EMS).

Advisory Committee

Representatives of public and private emergency services, physicians, nurses, and the general public provide direction to the EMT program. This group meets at least three times per year, and approves changes to program format, admission policies, etc.

Director, Emergency Services

The Dean of Emergency Services is responsible for the administration of the Emergency Medical Technician, Fire Service, Criminal Justice, Diesel Technology and Building Inspection programs.

Medical Direction

The medical director participates in evaluations of EMT and Paramedic students, reviews and approves exams and curriculum changes, and is involved in student review/disciplinary actions that involve medical skills, critical thinking issues, and scope of practice issues. The current director is a Board Certified Emergency Physician and currently practices medicine at Legacy Health.

Program Director

This is a National Registry of EMTs (NR) and CoAEMSP designation for the person who deals directly with those organizations and has the duty of signing off students to be able to test with the NR. They are also responsible for reporting to those organizations through the Annual Reports and Accreditation Reports.

Program Chair

The program chair is responsible for the coordination of classes, monitoring, and planning of faculty workload, as well as providing leadership, chairing meetings, and other activities necessary to assure the provision of EMS-related classes and Chemeketa requirment.

Course Director

The primary instructor for the Didactic and Lab portion of the class. This is the individual that will maintain records, class syllabus, and flow of the class. This role at times can be shared and will be announced during your welcome letter or orientation.

Clinical Coordinator

This instructor is responsible for placing all hospital rotations and maintaining the standards of that entity in accordance with the school mission and policies. This instructor also keeps records of all required documentation for the classes regarding vaccinations, other mandated documentation, and partner requests.

Ambulance Clinical Coordinator

An instructor sets up ambulance clinical rotations each term. This instructor works with your course director and clinical coordinator to ensure that you are eligible for placement. Then, this person makes sure that you meet the requirements for the agency and school mission/policy.

Adjunct Instructor

The instructor is to assist with leading some didactic or lab sessions. They also will provide their expertise within the assigned objective for each day. The Adjunct is supplemental staff and works under the course director for each assigned course.

Instructional/Lab Assistant

These individuals are in each class and the department in various situations to assist students and staff with the objectives of each course. They are supplemental to the course director and under that individual(s) direction.

Vision, Mission, and Values

The goal is to prepare students to enter gainful employment and to meet the workforce needs of the college district, the State of Oregon, and the Northwest. Additionally, the college intends to provide an opportunity for the further development of citizens' basic skills, academic skills, and quality of life.

Vision

The emergency services department is a dynamic coalition of professionals dedicated to making a positive impact on emergency services.

Mission

Our mission is to improve the quality of life in our community by providing emergency services training and education to our program participants, service providers, businesses and industry. Their excellence in delivering quality emergency services will result in a safer community.

Values

Learning Environment:	By creating a learning environment for participant success, we instill integrity, honesty, and ethics, through role modeling and accountability.
Professionalism:	We instill professionalism and commitment by creating a fulfilling, and caring work environment, which will promote creativity, collaboration, innovation, and teamwork.
Excellence:	We are the standard-bearers for excellence in emergency services training. We desire to be held accountable for setting and maintaining high personal and professional standards, which will ultimately produce the highest quality participant possible.

Proactive:	We are proactive by creating and being responsible for effective partnerships within our community. Our partnerships are progressive in nature and on the cutting edge of our industry.

EMS and College Information

College Services

The college offers several services for students, including a library, counseling, tutoring, a student union, food services, activities, and others. If you need help identifying or locating these, please check with your advisor or the program staff.

Catalog, Schedule, and Student Handbook

The college issues a course catalog every year and a class schedule quarterly. Each of these contains information about the college and its operations and course offerings. Refer to these for resources, procedures, and policies that affect all students, class offerings, registration procedures, student appeals, and other information. The catalog or student handbook in effect at the time you begin a course contains a policy that applies to you for as long as you are enrolled in that particular class.

Advising

We strongly recommend that you meet with your program faculty advisor to ensure that you are on track with course requirements. Schedule an appointment and meet with your advisor each term, as needed. All faculty are committed to providing you with every opportunity for success, but ultimately, each student is responsible for his or her own progress and success.

Faculty/Adjunct Office Hours

Each faculty member maintains office hours, during which you may contact him/her. These are posted by the office door, included in the syllabus, and kept with the secretary. **Try to make an appointment or utilize the set office hours rather than interrupting the instructor at other times.** You are strongly encouraged to call or email for an appointment if you need to meet with faculty.

Curriculum Substitution

If you wish to transfer courses from other schools or believe that you would profit more from courses outside of the required curriculum, contact a faculty person. After the faculty review, the request will go to the Dean with a recommendation for approval/disapproval. Approval of these requests rests with the Dean of Emergency Services, who considers justification of the request, faculty recommendations, as well as the requirements of the paramedic curriculum and college. **In most instances, it is the student's responsibility to justify requests.** Check with EMS faculty before enrolling in a course you plan to substitute for a required EMS course. Approved deviations are recorded in the Registrar's office. For EMT176 substitution, we will only accept a DPSST certificate.

Advanced Placement Policy:

All students who enter the Paramedic course are subject to a fair and equitable advanced placement policy. This means that no student can have advanced placement into the Paramedic sequence from prior classes like nursing, dental assisting, etc. Each candidate will need to meet the requirements for entry into the class with minimal standards and go through the application process to be accepted.

Transfer of Credits Policy:

All students will follow the Chemeketa transfer credit policy for all general education classes that are required and suitable for other institutions. Each EMT level class outside the EMT introductory course, AEMT, Intermediate, or Paramedic course can be transferred to Chemekta. These would include a documentation course, transport, crisis, introduction to EMS, and rescue course. These courses follow statewide approved education standards.

Experiential Learning Policies:

Chemeketa allows for limited experiential learning opportunities related to the following approved items.

- State of Oregon: Issued and current EMT, AEMT, or Intermediate licensure for entry into the paramedic course upon approval.
    - Candidate can receive CPL for EMT credits with the above.
- Credit for prior learning:
    - DPSST EVOC approved course with a current certificate for EMT transport course EMT176.

EMT Course Curriculum

Each EMT-titled class follows the Department of Transportation (DOT) national education standards in conjunction with the State of Oregon standards. Please refer to the individual course syllabus and outline for the current details and objectives.

Course Changes (after enrollment)

It is the Chemeketa EMS program policy that once a student enrolls in an EMT course, the student must continue in that assigned course until it is completed. Students who wish to switch from one EMT course to another may be permitted to do so if the change is made within the **second week** of the first term and permission is obtained from the lead instructors in both classes. An assigned course is defined as a course that has been assigned a course number by the Oregon Health Authority/EMS.

Add-Drops

First day of class requirement: If a student is enrolled and is not present on the first day of class the student will be dropped from the course per the college's no/show drop policy.

To change class schedules, add a course, or drop from a course, be sure to first check with a faculty person. Faculty can advise you of how this change might affect your graduation plans and future courses, offer alternatives, and help resolve problems.

Chemeketa Website: https://www.chemeketa.edu/programs-classes/classes/faq/

Advanced Placement

You must complete all programs in a concurrent course with the initially assigned instructor(s) at Chemeketa Community College, and no credits will be provided for experiential learning.

Grading

Each EMT-titled course will be graded in accordance with the syllabus. All EMT-titled classes require a "C" or higher, which translates to 80% or higher.

Incomplete Grades

The instructor who assigns the grade for the course awards grades of incomplete. In order to receive a grade of incomplete, you must meet with and negotiate a grade of incomplete with the instructor prior to the Friday of week ten of the term via **Chemeketa Email**. If there is no contact with the primary instructor by this designated time, the student will receive a failing grade.

- All didactic and lab times must be completed within the first **90 days** of the following term.

- An individual contract will be created in partnership with a designated plan, dates, and activities that must be kept.
    - A lack of compliance in maintaining the schedule based on the contract will result in the failure of the course.
- The course will not be completed individually or one-on-one but through open sessions or class time.

If the incomplete involves clinical experience, written permission from the primary instructor and clinical instructor must be obtained before the staff schedules makeup hours for completion.

- EMT Clinical Observation (Prehospital/Hospital): It must be completed within **30 days** of the following term.
- AEMT Clinical (Prehospital/Hospital): Needs to be completed within **60 days** of the following term.
- Paramedic Clinical (Hospital): This needs to be completed by **week 7** of EMT298. The student is unable to continue to CWE until it is completed.
- Paramedic Internship (Prehospital): Based on staff recommendations (faculty, risk management, and agency), the student can receive up to a **12-month** extension.

If a grade of incomplete is issued for *EMT-151, 152B, 153, 163, 164, ILS 168, 296, 297, 298, or 280H,* you will be allowed to proceed to the next course once you have met course requirements. An incomplete will also prevent faculty from submitting your name as a candidate for licensure exams.

Repeating a Course

If you fail to complete any portion of a class with a grade of "C" or higher, you must re-take all course components. Although EMT, AEMT, and paramedic courses extend over one, two, or three terms to conform to the college system and may have two or three registration points, it is considered one course. Therefore, if you fail to complete one portion of the course successfully, you must retake the entire course.

If you have unsuccessfully completed any course with the prefix EMT, you can repeat it once. If you are unsuccessful the second time, you will be ineligible to directly enter the course until you have been delayed for **12 months** for re-entry. Before eligibility for registering for your third attempt, you will be required to complete the reentry application.

> Application: This would consist of a statement of why you want to reenter the desired EMT program, what steps have been taken to improve your success, and the date of return. These applications will only be accepted and considered for three terms after the unsuccessful completion of the course. If you have been unsuccessful in any prefix EMT course for up to **four attempts**, you will be ineligible to enter into that course again.

Recommendations/References

In order for instructors to write a recommendation or provide a reference for you, the staff needs your permission in advance and in writing. You must indicate who the recommendation is for or if it is a blanket permission. You should ask the staff member if they are willing to be a reference. Expect a complete and honest statement to be provided to those who inquire. All requests need to be made via email and with a 30-day advance notice. The staff will honor these requests up to 24 months after completion of the course.

Program Offerings

EMT

EMT courses offered at Chemeketa follow Department of Transportation guidelines. EMT is considered an open-entry program and requires successful completion of the consecutive two-term format or the one-term accelerated format. Successful completion qualifies the student to take the State of Oregon and/or National Registry examination(s) for licensure as an EMT. Refer to the document “Course Information for EMT Career” for details on the requirements.

Advanced EMT

EMT Advanced courses follow the National EMT-Advanced curriculum. Students must be currently certified Oregon EMT before enrolling in this course. Students must provide verification of EMT skills in the first lab of class. Students must also be currently affiliated with an Emergency Services agency. The successful completion of this course qualifies the student to take the National and State of Oregon examination for licensure as an EMT-Advanced. Refer to the EMT Advanced Handbook for additional details on advanced requirements.

Paramedic

Students take general education courses as well as technical courses devoted to Emergency Medical Technology. Paramedic is a limited enrollment program. Students must apply for admission to a paramedic course beginning in either Spring or Fall term. Clinical rotations in hospitals and ambulance services provide hands-on EMS experience. Students earn an Associate of Applied Science degree in Paramedicine after successfully completing the required credit hours. Successful completion qualifies the student to take the State of Oregon and/or National Registry examinations for licensure as a Paramedic.

Paramedic classes are limited to a maximum of 48-60 students each year. There is generally a maximum of 24-36 students starting each Fall. Satellite Campus can have 8-10 students per location. The limitation is primarily due to the number of spaces available to students in hospitals and pre-hospital clinicals.

To be offered admission to paramedic courses, you must apply to the college on forms available through the Emergency Services Program and complete a scored interview process. More people apply each year than we can immediately accept.

Selection and prioritizing applicants for the paramedic course include:

1. Completion of the application packet, including an introduction letter and work/training history.
2. Total calculation of points from the prerequisite core courses, including GPA.
3. Accumulated points for the completion of second-year general education requirements. See the college catalog or application packet for specific details of courses.
4. Timed essay, oral interview, and a skill/agility assessment center.

Goal of the Program

The goal is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Paramedic / Firefighter Dual Degree or Paramedic Bridge Certificate

The EMS program gives additional points to graduates of Chemeketa's Fire program if they have entered into a contractual agreement during that course of study and have successful completion of that contract. **Note:** By satisfying the dual-degree contract, these students will have successfully completed an intense course of study, which includes paramedic prerequisites. Some fire science courses are also accepted as paramedic prerequisite courses.

The certificate is used for students who have a previous degree in associate's or higher and go through the same application process. However, to be eligible, students will need to take a few Chemeketa-specific courses. Many of these courses can be taken concurrently with the paramedic program.

Alternative Education Offerings

Chemeketa Community College offers numerous distance education classes, including many general education and some technical courses. Several of the EMS program and general education courses are taught online, in weekend seminars, or in hybrid formats. See the college schedule for details.

Continuing Education

Courses are offered at the Brooks Center and at various sites for continuing education and recertification. These include CPR, Standard First Aid, ACLS, PALS, PHTLS, EMT, and other refreshers. See the college schedule or call 503-399-5163 for details.

EMS Course Components/Expectations

The Emergency Medical Services (EMS) faculty practices a team approach to providing classes. EMS faculty have collaborated on language, philosophy, and delivery methods.

The curriculum has continued to evolve since the EMS program began in 1978. Each EMT, EMT-Advanced, and Paramedic course includes lectures, labs, and clinical experiences. Different delivery modalities are also utilized to ensure we meet the demands of the student. Changes are frequently made to keep your training and education up-to-date.

The curriculum is designed to provide you with the opportunity to gain skills and knowledge in all aspects of emergency medical technology, including:

- Clinical skills
- Public interactive skills
- Professional development skills

The curriculum effective on the date you begin the course is the one for which you are responsible. **Completing** the Chemeketa curriculum **does not automatically result in your ability to license** as an EMT, EMT-Advanced, or Paramedic**.** You must also satisfactorily complete State and/or National licensure requirements.

The EMS program standards are high and embody the best of EMT, AEMT, and paramedic training and education in colleges and hospitals. You will best achieve these standards through:

- Keen interest and enthusiasm
- Consistent attendance
- Accountability
- Commitment to excellence
- Strong communication skills

You need to know that each faculty person is committed to the success of your educational endeavors. To assist in this, each course has specific prerequisites, rules, requirements, testing, and grading. It is your responsibility to know and follow the requirements published in course syllabi, clinical policies, the EMS Course Packet/Handbook, and the Chemeketa Community College Student Rights and Responsibilities Handbook, as well as other required program information packets.

Academic Dishonesty

Plagiarism (which includes copying materials for papers and assignments without properly attributing the source and citations of all material, following your course syllabus), **cheating on tests or assignments, and/or supplying the information you know to be wrong** (i.e., lying

to the College or its staff) **are grounds for immediate disciplinary action. Disciplinary action might be a probationary contract or failure of the course.**

Exam Integrity

Any printing, screenshots, downloads, discussion, and/or copying of the exam material at any time during any class session will result in an investigation and possible dismissal from the course, with a report sent to the Academic Honesty Committee.

Note: If the student is a licensed EMR, EMT, or EMT-Advanced, and if there is evidence of academic dishonesty or other issues of unprofessional conduct, EMT staff are required by the Oregon Revised Statute to file a report with the Oregon Health Authority, EMS Section.

Attendance at Lectures, Labs, and Clinical Experience

Attendance at the lecture (face-to-face/virtual), lab, and clinical experience is required by the U.S. Department of Transportation to successfully complete an EMS course and MUST be scheduled by CCC staff only. The program requires 100% attendance at labs and 90% attendance at lectures unless previously approved by the instructor. See the course syllabus for a specific amount of time allowed for absences. EMS students have **strict attendance requirements**. Mandatory classes (for example, AHA courses) or events must be attended. Please see course syllabi.

You are **tardy** when you report to the designated location **after the scheduled time**. Per the course syllabus, you are **absent** when you report late to the **lecture/lab**. You **may choose to participate but will not receive credit for that day**. All clinical absences must be made up.

Note:

- **Clinical agency policies regarding attendance may differ**. For example, if you are reporting for duty at a system-status ambulance agency, you must arrive at least 15 minutes **before** the start of the shift or be considered absent.
- **Reporting to an incorrect location or time is an unexcused absence**. Students must be in the designated place before the scheduled time.

“Unexcused Absence” means any absence other than illness for which prior arrangements have not been made and/or instructor approval has not been given. See the statement regarding Absences for Sickness or Bereavement Reasons.

Absences for Sick or Bereavement Reasons

If you are sick, notify the instructor face-to-face, by phone, voice mail, text, or e-mail at least one hour before the appointed time. It will be considered an excused absence for the first day. If you are sick for the next class or clinical experience, you will be required to provide a doctor's note before returning to class; this second absence would also be considered an excused absence. Bereavement absences will be excused if your instructor is notified as above and will count toward pre-arranged/excused absences.

- *For COVID-related information, please visit the Chemeketa website.*

Disciplinary Actions

This career path presents many unique aspects regarding working environments. The risks associated with this type of employment are high, and our goal is to graduate students with a realistic understanding of the field and the risks so as not to jeopardize the health and safety of you or your future co-workers.

Another consideration involves the high profile to which EMS workers are subjected. Personal, ethical, and hygiene standards must be held at the highest possible level. If at any time the faculty of this department feels that you are not displaying high standards or are disregarding the safety of yourself or your team, you may receive verbal intervention, which might include disciplinary action.

Students who violate the requirements stated in this handbook will be subject to a progressive disciplinary plan, which may result in reporting to the college and/or OHA (statement of concern, probation, and dismissal). If you are dismissed from a course, it is because your performance is unacceptable and you have demonstrated that you are unwilling or unable to improve your performance**.** Unacceptable behavior includes but is not limited to:

- Inability to perform required skills or meet course requirements
- Failure to meet attendance requirements
- Poor judgment regarding the use of drugs or alcohol or chemical dependency
- Academic dishonesty
- Fraud
- Problems with safe/unsafe behavior
- Violation of medical custom and courtesy
- Derogatory statements/criticism regarding your clinical site, preceptors, or Chemeketa
- Academic progress (minimum 80% average overall and score at least 80% on unit exams; eligible for Unit/Midterm/Final exam retakes if scoring between 70-79%). An 80% average is required for recommendation to take licensing exams
- Personal hygiene issues
- Failure to comply with the college's stated student responsibilities
- Sexual harassment, discrimination against others, or other conduct that is unprofessional

- Arranging your own hospital or prehospital clinical experience. (This may result in immediate dismissal from the course).

Verbal Intervention

As soon as a problem is identified that, if uncorrected, might result in the student being unsuccessful in the program, faculty and an additional staff member will meet with the student at the earliest opportunity following the issue. Verbal intervention is intended to be a two-way dialog to identify problems and resolve barriers to acceptable performance. You need to take personal responsibility for discussing any barriers to your success in the course with faculty.

Statement of Concern/Memo

A statement of concern is intended to be a formal notice to the student that conduct or performance concerns faculty and an additional staff member. The statement of concern identifies the behavior, identifies performance standards, and sometimes offers steps for remediation. This allows the student to correct behavior before more serious consequences occur.

The statement of concern will be signed by the program chair, the primary instructor, and the student. The original will be placed in the student's file, and a copy will be given to the student.

An example might be if the student needs to be more timely in clinical experience. The statement of concern notifies the student that another tardy will result in being placed on a probationary contract.

Note: On occasion, when multiple incidences of inappropriate performance, unprofessional conduct, or ethical concerns occur in any setting, the customary statement of concern might not be allowed. The student may be placed immediately on a probationary contract.

Probationary Contract

When a problem is identified that, in the opinion of program staff, if uncorrected, might result in the student being unsuccessful in the course, the student will be placed on a probationary contract by the faculty and an additional staff member(s). Examples of problems that warrant a probationary contract are listed above in "Disciplinary Actions." A probationary contract will clearly identify the problem(s), list a plan of action, determine dates for review, and list the consequences of failing to meet the expected criteria so that you may continue and be successful in this program.

If you fail to meet the requirements outlined in the probationary contract, you will be subject to consequences identified in the contract, including dismissal. The program chair, the primary instructor, and the student will sign the probationary contract. The original will be placed in the student's file, and a copy will be given to the student.

Appeals

If you disagree with the action, you have a right to appeal. Follow these steps, and if you do not follow them at any time, it could delay or negate your appeal.

Step 1: Students will attempt all resolutions with the faculty member assigned to the class. If unsuccessful in a resolution, the student will follow step 2.

Step 2: The program chair will be contacted via Chemeketa email to schedule an appointment. The student will receive an internal appeal form. The student will complete this form and give it to the Program chair. After evidence collection is completed, the program chair will schedule an appointment with the student. If this meeting is unsuccessful, the PC will sign the form and advise the student on step 3.

Step 3: The PC will sign the internal appeal form, and all evidence will be sent to the program dean. The appeal and evidence will be evaluated, and then the Dean's office will contact the student for any required meetings. This will be done via Chemeketa email or phone call. At this time, the Dean, the student, and any other participants will meet.

Confidentiality

Each student will undergo specific training regarding confidentiality issues and, in particular, HIPAA regulations before beginning clinical experiences. You will be required to sign a confidentiality statement. The information you learn about patients in any setting is confidential. **You will not provide information about patients** except to other members of the patient's health care team, with your instructors, or with legal authorities; this includes any media such as texting, any social media, etc. **Violation of confidentiality is illegal and unethical**! In addition to a possible civil suit by the patient, breach of confidentiality is cause for disciplinary action.

Dress/Appearance

Purpose: **To provide a policy on student uniforms to maintain a professional appearance on the college campus and in those settings where the student represents the Chemeketa EMS program.**

***Scope*:** This policy shall apply to all EMT, Advanced-EMT, and Paramedic class students. You will wear the program uniform in all EMT-related classes, including clinical experiences, and

wear the college and a current certification patch unless otherwise instructed. **Your EMS uniform may not be worn to or from other activities without instructor approval**. You are considered in uniform whenever you wear it (including lunch breaks) and must adhere to the uniform policy. Any garment that says Chemeketa Emergency Services is considered part of the uniform.

Responsibility: It shall be the responsibility of the individual student to adhere to this policy. Non-compliance will result in your dismissal from class, clinical, or prehospital clinical. This will be considered an unexcused absence and could result in probation or other disciplinary action.

Other professionals judge us on our appearance and personal hygiene. Your uniform will be clean and wrinkle-free, and you will demonstrate cleanliness, good hygiene, and professional conduct at all times; this includes **no swearing whenever in uniform**.

The Emergency Services student uniform will consist of:

- Chemeketa Black EMS shirt: https://bookstore.chemeketa.edu/MerchList?ID=253
- Checked out as required: Light blue uniform shirt tucked in and buttoned. The Chemeketa EMS patch will be worn on the left shoulder, and the EMT patch (if licensed) will be worn on the right shoulder. *These shirts will be checked according to the class requirements for clinical experiences related to AEMT and paramedics.*
- **Dark blue or black uniform trousers are appropriate. Denim is not appropriate.** A **possible exception** might be the black "Ben Davis" trousers, a denim blend (50% cotton/50% poly) that doesn't seem to fade.
- Black belt with plain buckle if worn.
- All Black, polishable boots or shoes, fastened. (Black or white leather shoes may be worn at hospital clinical.)
- ID with a picture worn at chest level.
- Any shirt worn under the uniform must be either a plain white or black-blue short-sleeved t-shirt with no markings or design or a black Chemeketa EMS t-shirt.
- Long-sleeved uniform shirts may be acceptable (check with the course instructor for permission).
- ONLY a Chemeketa black EMS non-hooded sweatshirt may be worn over the uniform (no personal or agency sweatshirts). You are considered in uniform when wearing these items.
- Jackets may be worn over your uniform shirt but must be solid color with no hood (gray, black, blue, or white are the only acceptable colors). **No agency jackets are allowed**. You must wear your Chemeketa ID on the outermost layer to be considered uniform.
- Only Chemketa EMS hats will be allowed in the class, labs, and ambulance experience. Hats will not be allowed at any clinical rotation or at the agency upon the agency request. An instructor is able to request no hats to be worn in their course.
- No headbands or hair ornaments are allowed; plain hair-securing devices that match the hair color are okay.

- Other non-EMS program items, such as pins, unit patches, etc., will not be permitted.
- Paramedic students may wear scrubs en route to and from the clinical agency but may also change at the site.
- All students' long hair must be neat, clean, tied back, and away from the face.
- No hair color not found normally in the human species will be accepted.
- Students are allowed to have facial hair in accordance with the standards of OSHA/CDC. The student must be able to be eligible to be fitted with a N95 successfully. Facial hair can change, but if not in accordance with the above statement, a removal request will be requested. Students are expected to be clean-shaven. If you have a beard or mustache at the beginning of the term, and the instructor approves it as neat and acceptable, you may maintain this.
- Only stud-style earrings will be allowed while in class. No hoops, gauges, or dangly earrings will be permitted for safety reasons. This does not apply while at clinical and internship sites. You must abide by that agency/facility's guidelines.
- Nose piercings, tongue studs, or other visible body piercings are allowed while in uniform as long as they are stud-type only. This does not apply while at clinical and internship sites. You must abide by that agency/facility's guidelines.
- Tattoos must be covered at all times. The instructor may override this rule if the tattoo isn't a weapon, racial, nudity, profanity, sexual, etc. This is done on a case-by-case basis. No new tattoos are allowed while in the EMT/AEMT/Paramedic program. This does not apply during your clinical/internship experience. You must follow that agency/facility's guidelines regarding visible tattoos.
- Ring(s) are allowed; however, they must be small and without protrusions.
- Fingernails should be short and clean. Artificial nails should be avoided due to varying hospital policies.
- Watch is recommended for the course. All smart watches will not be allowed during testing sessions (class/lab).
- Jewelry is allowed but needs to be secured for safety during class, lab, and clinical.
- No fragrance is to be used during any student experience.
- For safety issues, all weapons must be secured (not on the person) during any hands-on practice of skills (knives or guns included; this is to prevent any accidental discharge or injury).

Any dress code issue not addressed above will be determined by the class instructor; you are expected to follow their directives regarding uniform and professional attire per their syllabus.

The uniform apparel for the paramedic intern hospital clinical shifts will be the following:

- The black unisex style uniform scrub with cargo pocket option.
- The shirt style is V-neck or crew.
- Drawstring scrub pants (pockets optional). Specialty areas (OR) require that agency scrubs be worn.

- Solid color and polishable.
- Photo ID will be worn at all times.

Driving Record

You are not required to have a valid driver's license to be a student in an EMT or EMT-Advanced class, but students who operate program ambulances during the course of the program must provide a **copy of a valid driver's license**. It is not required to submit a driving record, but be aware that many employers may not be able to insure you as an employee if you have a significant record of offenses. For more information, see your advisor.

Immunization Requirements

Chemeketa Community College requires that all persons working in health care facilities, health care clinical experiences, and certain work experience programs have the following immunizations:

1. Tuberculosis screening. Annual Mantoux PPD Tuberculin skin test and/or TB Gold/T spot within the last year of the end of the course. Those with positive reactions to the skin test or a history of known positive reactions must have had a chest x-ray and a medical evaluation certifying that they do not have active infectious tuberculosis. Discuss further requirements with the Clinical Coordinator.
2. Documentation of current TDaP immunization (Tetanus, Diphtheria and Pertussis) (tetanus is good for 10 years and cannot expire during class period)
3. Documentation of MMR #1 and MMR #2 immunization **OR** Antibody immunity (blood test) for measles, mumps, and rubella
4. Documentation of hepatitis B immunization (must have all 3 or be current in the series) **OR** Antibody immunity (blood test) for hepatitis B
5. Documentation of Chickenpox (Varicella) immunization Varicella #1 AND Varicella #2 immunization **OR** Antibody immunity (blood test) for Varicella
6. Flu shots are **REQUIRED** if you do ER shifts in the Fall or Winter terms.
7. Covid Vaccine *(if you decline the vaccinations, you will need to write a declination letter and submit that in place of the vaccinations.)

Documentation should be submitted to the clinical instructor at the required time and kept updated throughout the course per the course syllabus. **Failure to meet predetermined deadlines means you will be dropped from the course on the second Thursday of class.**

Drug Use

Any substance that affects your thoughts, performance, feelings, or behavior in such a way as to alter your judgment or performance is considered to be dangerous to you and to others. Patient safety is of prime concern. Behaviors that compromise this are not tolerated. The use of drugs

or alcohol during class, lab, or clinical experiences (or within eight hours preceding the field experience: is forbidden and will result in dismissal from the program. Please notify faculty immediately if you are taking any Over-the-Counter and/or Prescription Medication that might adversely affect your ability to perform patient care skills.

If an incident occurs, the EMT staff, Dean of Emergency Services, and you will evaluate the situation. This meeting is designed to determine the extent of the problem. The course of action taken will be documented in writing. A report will be filed in the EMT department. You may return to class once you are given permission.

If you are found to have violated this operating procedure, you may be dropped from the course(s). Any **absence incurred during an investigation of the substance abuse issue may be considered an unexcused absence. The second instance of documented substance abuse during any course activity will result in a complete and final expulsion from the program by the dean.**

Background Check

Chemeketa C.C. staff will complete a background check and random drug screen for each student. Although specific details of the background check and the drug screen are confidential, the results of either of these may preclude you from continuing in your course of study. Failure to complete and pass the background check or the drug screen will also result in your dismissal from the course.

Before being involved in clinical experiences for EMT, EMT-Advanced, or Paramedic, the student will initiate a Criminal History Clearance process. A criminal history clearance process is required for anyone defined as a “caregiver” by OAR411-009-0014 and 411-009-0015. This clearance is required by law and is authorized by ORS 181.537. The clearance process that is currently being utilized in the Chemeketa Emergency Services Programs will be clarified at the beginning of each course. Once the student has been declared “fit,” they will be allowed to be scheduled for clinical activities. The Chemeketa procedure for Criminal History Check does not replace the State EMT process, as they have to conduct their own background check.

A student may not be automatically excluded from clinical experiences if they have been convicted of a crime. The suitability for being involved in clinical will be evaluated based on the totality of circumstances, such as the nature of the crime, the times since the conviction, etc.

Certain convictions may prevent a person from ever being involved in clinical/prehospital experiences and/or becoming certified as an Emergency Medical Technician. You may not be allowed to participate in clinical experiences based on your criminal history. **Students** who are **found to be “unfit” to participate in clinical experiences may still continue to attend EMT151-152B** classes**.** However, **successful, concurrent completion of all components is required to be submitted to the Oregon Health Authority or National Registry of EMTs for recommendation to test for certification.**

Evaluations

As you progress through your EMT, EMT-Advanced, or Paramedic course, you will frequently be offered feedback and evaluations regarding your performance on skills and exams, as well as your professional conduct and interpersonal skills. These evaluations may occasionally be informal, verbal evaluations, but will often be written evaluations. Please refer to the course syllabi for the schedule and frequency.

Insurance

While enrolled in EMT clinical courses, you are covered for on-the-job injury or exposure during clinical activities. You are not insured while traveling to or from sites. You are also not insured while participating in lectures or lab activities on campus.

If you are injured or exposed to a communicable disease while participating in clinical activities, notify your on-site preceptor immediately. Follow the protocols for that agency, seek emergency care if needed, and complete worker's compensation forms at that time. The following information may be needed:

Employer:	Chemeketa Community College P.O. Box 14007 Salem, OR 97309-7070	Insurance:	SAIF Corporation

As soon as is reasonable, notify your clinical or internship instructor. Within 24 hours, contact EMS faculty and complete any required paperwork (see next page). Contact them immediately if your course instructor can help you with this paperwork. Refer to the attached injury/exposure policy.

The EMS faculty recommends that you also purchase personal health insurance if you do not already have personal health insurance. Information about student personal health insurance policies can be obtained from the College business office.

Accident / Injury Reporting

All accidents and or injuries must be reported immediately. Failure to report an injury in a timely fashion could delay or deny benefits for those eligible.

Notify the Supervisor Immediately and the Clinical or Internship coordinator. Follow the clinical or agency policy in these incidences.

You will need to complete a packet for the Risk Management department. Take your time with this. This should be listed in your LMS shell for each course. For advanced students who are frequently off-site in clinical settings, you will also find QR codes for these reports on your photo ID.

Medical Customs and Courtesy

As an EMT or Paramedic student, you are entering the medical profession**.** To earn respect from your clinical preceptors, faculty, and fellow students, you will need to demonstrate respect toward each person or position. This **attitude of respect is an essential part of your training at Chemeketa and should continue throughout your professional life.** Learning the role of the pre-hospital care provider, as well as the required skills, **is your primary responsibility**. Opportunities to practice professional behavior will be available in your clinical/internship experience and during didactic and lab experiences. Pay careful attention to healthcare facility/ambulance policies, protocols, customs, and cultures.

Derogatory conduct, i.e., public criticism of faculty, students, agencies, or preceptors, disruptive behavior in any setting, or insubordination, will not be tolerated. Any such behavior will be cause for disciplinary action and may be grounds for dismissal from the course.

If any clinical preceptor or agency asks you to leave or dismisses you, the college **is not required to place you in another agency for that term.** If you are placed in another agency, you will be placed on a probationary contract. You will need to fulfill the probationary contract requirements in order to achieve a passing grade. If the **probationary requirements are not fulfilled, an "F" grade will be issued,** and this will prohibit you from continuing in the program.

Safe Behavior

You must always act with the welfare of your patient, team members, and co-workers foremost in your mind. The faculty, the health care agency, or the courts do not tolerate behavior that is unsafe to patients. If you are requested to act dangerously by someone else, you must politely decline. As a patient advocate, it may be necessary to report unsafe or violent behavior toward a patient. We strongly recommend that you discuss the event with your instructor before reporting.

You must be physically and mentally capable of providing safe and adequate care and do so at all times. In addition, you must act honestly in dealing with faculty, supervisors, colleagues, patients, and others at all times. Written criteria for safe behavior will be provided by the instructor of each clinical course, as well as by agency personnel. Unsafe behavior to you, a team member, or a patient may result in disciplinary action.

Chemeketa Technical Standards

The EMS candidate must be a professional provider who can accept the challenge and high degree of responsibility entailed in managing emergency situations and patient care in the pre-hospital environment. An EMT, EMT-Advanced, and Paramedic student must be able to function independently at an optimum level in a non-structured environment that is constantly changing.

Refer to the Chemeketa Technical standards form for further details (Appendix I).

Scope of Practice

Students are expected to perform EMT skills within their scope of practice. Prior to certification as an EMT or EMT-Advanced, you may perform EMT skills only if you are currently enrolled in an EMT course, are a student in good standing, and are in clinical experience under the direct visual supervision of approved preceptors. Prior to certification as a paramedic, you may perform paramedic-level skills only if you are currently enrolled in a paramedic course, are a student in good standing, and have clinical experience under the direct visual supervision of approved preceptors. Otherwise, you are only able to function at your current EMT licensure level.

Personal Information File

EMT Faculty recommends that you create a personal file in which you put all official papers that pertain to your education at CCC. This should include copies of all registrations, grades, immunization and certification records, receipts, transcripts, statements of concern, probationary contracts, appeals, etc.

Release of Educational and Medical Records

Once registered for a class, you will be asked to sign a HIPAA/FERPA release form. If you sign the form, the program faculty will be able to discuss your performance with clinical preceptors and potential employers related to your practicum/internship. Clinical preceptors are integral to your success and are considered course faculty; it is in your best interest that staff discuss your

strengths with them and cooperatively develop a plan for your success. If you choose not to sign the waiver, any discussion regarding your performance must be limited to dates of entry and expected graduation. This will exclude you from clinical experiences.

Functional Job Analysis

Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent by the time of clinical/ride time, according to hospital or agency policy, or the time of licensure. Must have proof of valid driver's license. Ability to communicate verbally via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on the role of leader.

Must have the ability to read road maps, drive vehicles, accurately discern street signs and address numbers, and read medication/prescription labels and directions for usage in a quick, accurate, and expedient manner. Ability to communicate verbally with patients and others of diverse ages and cultural groups. You have the ability to interview patients, family members, and bystanders, and you are able to discern deviations/changes in eye/skin coloration due to the patient's condition and the treatment given.

Must be able to document, in writing, all relevant information in the prescribed format in light of legal ramifications; must have the ability to converse with dispatcher and EMS providers via phone or radio as to the status of the patient. Good manual dexterity with the ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quick, precise, practical mathematical calculations pertinent to the ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, and have good, stable reasoning ability to draw valid conclusions expediently relevant to patient's condition, often using limited information. Must have knowledge and skills relevant to the position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within the scope of practice.

Must have successful completion of the approved curriculum with the achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines.

Personal History

The Oregon Health Authority Emergency Medical Services Section requires each applicant for licensure to complete an extensive personal history form. You must be completely honest when completing this form. For example, when it asks about counseling or psychiatric care, you should list even marriage counseling. Of particular concern might be a conviction of a felony or crime of moral turpitude, drug or alcohol-related crimes, a history of substance abuse or addiction, a history of psychiatric or mental problems or treatment, or physical or mental conditions that might interfere with you functioning as an EMT/Paramedic.

When an individual answers affirmatively to one or more questions dealing with disqualifying factors, the Division will conduct a preliminary investigation into the matter. This may include but is not limited to, written or telephone contact with the applicant to ascertain whether a problem presently exists or has already been resolved.

The Oregon Health Authority, EMS Section also conducts background checks designed to identify those individuals who have disqualifying criminal records or whose frequent interactions with law enforcement suggest that other disqualifying problems may exist. If you have any reason to be concerned about your eligibility for certification, please contact the Program Chair.

Criminal History Clearance/Drug Screening

Chemeketa will complete a background check and random drug screen for each student. Staff. Although specific details of the background check and the drug screen are confidential, the results of either of these may preclude you from continuing in your course of study. Failure to complete and pass either the background check or the drug screen will also result in your dismissal from the course without the possibility of a refund.

Prior to being involved in clinical experiences for EMT, EMT-Advanced, or Paramedic, the student will initiate a Criminal History Clearance process. A criminal history clearance process is required for anyone defined as a “caregiver.” This clearance is required by law. The clearance process that is currently being utilized in the Chemeketa Emergency Services Programs will be clarified at the beginning of each course. Once the student has been declared “fit,” they will be allowed to be scheduled for clinical activities. The Chemeketa procedure for Criminal History Checks does not replace the State EMS office process, as they have to conduct their own background check.

A student may not be automatically excluded from clinical experiences if they have been convicted of a crime. The suitability for being involved in clinical will be evaluated based on the totality of circumstances, such as the nature of the crime, the times since the conviction, etc.

Certain convictions may prevent a person from ever being involved in clinical/prehospital experiences and/or becoming certified as an Emergency Medical Technician. You may not be allowed to participate in clinical experiences based on your criminal history. **Students** who are **found to be “unfit” to participate in clinical experiences may still continue to attend EMT153 or EMT151-152** classes**.** However, **successful, concurrent completion of all components is required to be submitted to the Oregon Health Authority or National Registry of EMTs for recommendation to test for licensure.**

EMT/EMS Provider Characteristics

1. Answers verbally to telephone or radio emergency calls from the dispatcher to provide advanced, efficient, and immediate emergency medical care to critically ill and injured persons using a full range of equipment.

2. Drives an ambulance to the scene of an emergency, reads a map, and responds safely and quickly to the address or location as directed by the radio dispatcher. Observe traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if it is safe, determines the mechanism of illness or injury, and determines the total number of patients involved. The patient remains calm and confident while demonstrating leadership and responsibility.

3. Radios dispatcher for additional help, special rescue, and/or utility service. Report verbally to the responding EMS unit or communications center regarding the nature and extent of injuries and the number of patients. Recognizes hazards. Conducts triage, sorting out and classifying priorities for the most immediate need for treatment. It uses excellent judgment to identify priorities based on the most critical needs for patient survival.

4. Searches for medical identification as a clue in providing emergency care (e.g., an identification bracelet for a diabetic patient). Reassures patients and bystanders while working confidently and efficiently. It avoids misunderstandings and undue haste while working expeditiously to accomplish the task. Extricates patients from entrapment and works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves and assists other EMS providers in the use of prescribed techniques and appliances for the safe removal of the patient.

5. Determines the nature and extent of illness or injury in a patient. Takes pulse, blood pressure, and temperature; visually observes patient. Recognizes the mechanisms of injury. Takes comprehensive medical history of a patient, including the patient's current usage of prescribed and non-prescribed medications/drugs. Communicates with and provides verbal direction to the EMT to assist with tasks within their scope of practice. Obtains consent and/or refusal. Uses good judgment to draw conclusions with often limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts a fundamental mental status assessment, restrains patients, and intervenes pharmacologically.

6. Positions unresponsive patient, protects the seizing patient, identifies and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, and conducts ingestion management. Manually stabilize the neck and body of child and adult, immobilize extremities, straighten selected fractures, and reduce selected dislocations. Delivers newborn. Provides pre-hospital emergency care for simple and multiple

system traumas such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing the spine.

7. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, oral intubation with pharmacological assistance, and surgery on the airway. Uses dual or single-lumen airway devices. Provides mouth-to-mouth barrier device ventilation, oxygen administration, chest injury management, and bag-valve-mask resuscitation. It uses powered ventilation devices and a handheld aerosol nebulizer. Performs cardiopulmonary resuscitation, uses automatic defibrillator apparatus in the application of electric shock to heart, manages amputation, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses an external pacemaker.

8. Administers medication (narcotics) and determines the patient's most appropriate body route based on patient diagnosis. Calculates the amount of medication to be given in relation to the patient’s weight, age, and other factors that warrant volume adjustment. Uses oral, auto-injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes, including central and peripheral lines and venesection as well as infusion pumps to administer medications.

9. Assists other EMS providers in lifting patients onto a stretcher, placing the patient in the ambulance, and securing the stretcher. Continues to monitor the patient en route to the hospital.

10. Check and maintain vehicles and provide a mechanical report. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, and checks all equipment to ensure adequate working conditions for the next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps a log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.

11. Transports non-emergency patients to regularly scheduled appointments, such as geriatric patients in nursing homes. Uses a computer to enter data for EMS reports.

12. Supervises the activities and educational experiences of assigned observers and students.

13. Complies with regulations in handling the deceased.

14. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior-level member of a two-person team, working with an EMT.

15. Accepts primary responsibility for all aspects of advanced life support given to the patient, including the use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to

patient care and medication dispensation. Successfully completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and have a high degree of responsibility in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain a safe distance, and recognize and utilize communication unique to diverse, multicultural groups and ages within those groups. Must be able to function independently at an optimum level in a non-structured environment that is constantly changing. Even though the Paramedic is generally part of a two-person team, usually working with a lower skill and knowledge level EMT, it is the Paramedic who is held responsible for the safe and therapeutic administration of drugs, including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense.

Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anticonvulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other antipsychotics, anti-cholerginics, cholergenics, muscle relaxants, antidysrhythmic, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, and keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage, and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors, and some may lose track of what they have or have not taken. Some may be using nonprescription/over-the-counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and, in some instances, food is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure.

There must be an awareness of the high abuse potential of controlled substances and the potential for addiction. Therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once the medication is stopped or not used, the Paramedic must send back unused portions to the proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature readings between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patients age and condition of veins and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications via gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients in overcoming trauma through antidotes, have knowledge of poisons, and be able to administer treatment. The Paramedic must be knowledgeable about the stages drugs/medications go through once they have entered the patients' system and be cognizant that the route of administration is critical in relation to patients' needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients, including conducting and interpreting electrocardiograms (EKGs), performing electrical interventions to support cardiac functions, performing advanced endotracheal intubations to manage the airway and relieve pneumothorax, and administering appropriate intravenous fluids and drugs.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment, along with advanced knowledge and technical skills, are essential in directing other team members to assist as needed. The Paramedic must be able to provide top-quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation but also the responsibility for using the knowledge and skills acquired in real life-threatening emergencies.

The Paramedic must be able to deal with adverse and often dangerous situations, including responding to calls in districts with high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position. Physical demands aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance, at times, in excess of 125 pounds. Motor coordination is necessary because, over uneven terrain, the well-being of the patients, the paramedics, and other workers must not be jeopardized.

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for the nature of work are dependent upon the nature of the call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a district known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment. However, in general, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex, and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate, independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

The use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on the place of employment. Accurately discerning street names through map reading and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to a dispatcher and other concerned staff one's impression of the patient's condition is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report, orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on a computer in the ambulance. Verbal skills and reasoning skills are used extensively.

EMT Handbook

Curriculum

The Emergency Medical Technician curriculum is designed to develop a person to function in the pre-hospital environment as a vital link in the chain of the healthcare team. The EMT courses at Chemeketa Community College follow the Department of Transportation 1994 EMT National Standard Curriculum. Training is also consistent with the EMT Scope of Practice as established by the Oregon Medical Board and NREMT. It is accredited by the Oregon Department of Education, Office of Professional Technical Education.

Changes are made frequently to keep your training up-to-date. **The curriculum in effect on the date you enter the EMT course is the one that determines your completion/graduation requirements**. Successful completion of EMT151 and 152 or EMT 153 qualifies the student to take the State of Oregon and/or National Registry examinations for licensure as an EMT.

Admission to the Course

All **first-year courses** listed in the catalog are **open entry, and you can register for the course as long as you have met the prerequisites**. This means you can register for classes as you want and/or as they fit into your schedule without being admitted to a program. Most of the classes can be taken in any order. EMT151 and 152 must be taken consecutively. The **second year** of the Paramedic program has admission requirements for EMT296, EMT297, EMT298 and EMT280H. There will be EMT151 and 152 classes designated as closed for students who have been admitted to a two-year Fire program.

If you do not appear for the first session for the EMT class, you will be dropped from the class. This will allow those on a waiting list to register for the class. Students not submitting the two week paperwork by the deadline will also be dropped Friday of week 2.

Co-Requisite (Mandatory) Requirements

Placement Test

Complete the placement and admission process as directed by **Chemeketa**. Our program requires documentation of **placement test** scores or unofficial transcripts showing college-level writing and math by Thursday of week two.

Recommendations for success in the course: please meet the following standards.

- WR080 level or higher for writing skills
- RD085 or higher level for reading skills

- MTH060 or higher for math skills

Additional EMT151/152/153 Requirements

To successfully complete EMT151 (Part 1 of the EMT class) or EMT153, the following are required and need to be submitted within the ten-week course. Specific deadlines will be part of your course syllabus.

- Documentation of completion of High School requirements with diploma or GED.
- Documentation that the student is 18 years old by the beginning of the second term of the EMT class (EMT152) or by clinical/ride time placement for EMT153.
- Completion of the course assignments and tests at a level of at least 80%.
- Expect to take a concurrent HCP CPR course during the first eight weeks as you must be certified as a BLS Healthcare Provider with a card issued in accordance with National Standard Curriculum.
- You will be expected to wear a program-approved uniform to all EMT lectures and labs. (see pages 9-10 of this handbook). Questions about uniform expectations can be answered on the first day of class. Uniforms are available at the CCC bookstore.
- Registration for the CPR, Open lab, and Skills Assessment are co-requisites.

Clinical Experience

A clinical verification form will be provided for the preceptor to sign validating clinical hours, and will be turned in as part of the successful completion of EMT152 and EMT 153.

During all clinical experiences, please consider your preceptor as faculty; as such, it may be necessary for your instructor to discuss your performance, including strengths and weaknesses, with your preceptor. This will occur confidentially and in a manner that promotes your opportunities for success.

You are responsible for being on time and dressed appropriately for each clinical. You are required to wear a Chemeketa picture ID to each clinical. Refer to the General Information booklet for guidelines regarding safe patient care and expected personal behaviors.

If you need any **help during clinical experiences, address them with your preceptor and/or your instructors**. If you experience exposures or injuries during any of the clinical experiences, you must follow up with your instructor. Contact your instructor and the clinical coordinator in the event of an exposure to follow proper exposure procedures.

Hospital Clinical

You will be assigned to a hospital Emergency Department for an 8-12 hr shift shortly after the start of EMT152 or EMT153. Refer to your handbook for specifics about your role and responsibilities. **Under no circumstance are you to arrange for your own clinical experience.** You must receive written confirmation of your scheduled hospital clinical shift prior to doing your clinical shift.

The clinical instructor always schedules the hospital ER clinicians. **If you cannot attend a scheduled clinical shift, you must notify the agency of this before the shift AND leave a message regarding this for the clinical instructor**. It is then your responsibility to reschedule your shift with the clinical instructor. If you **do not notify** the agency and clinical instructor of your absence before the shift you are scheduled, you will not be allowed to reschedule and **will fail the course**.

Ambulance Observation

You will be assigned to an ambulance service for 8-12 hours of ambulance ride time after the start of EMT152 or EMT153. **Under no circumstance are you to arrange for your own preceptor or agency.** In order **to complete your internship, you must complete the required hours and** meet other **requirements of your instructors and Oregon Health Authority, EMS Section**.

Scope of Practice

Students are expected to perform EMT skills within their scope of practice. Before licensure as an EMT, you **may perform EMT skills only if** you are **currently enrolled in an EMT course,** are a **student in good standing,** and have **clinical experience under the direct visual supervision of approved preceptors**.

Progression through a Course

Although an EMT course may extend over two terms and may have two registration points, it is considered to be one course by the Oregon Department of Human Services and the Department of Transportation. You are responsible for your own progress in a course.

If you satisfactorily complete each course in the curriculum as it is scheduled, you will complete the EMT course in two terms. If you do not complete part one of the EMT course, you must re-enroll and complete part one before you will be eligible to enroll in part two of the course. Also, if you do not satisfactorily complete EMT152, you must re-enroll and satisfactorily complete EMT151, re-register for EMT152, and complete all parts before you are eligible to apply for licensure exams. Students completing EMT153 will satisfy and pass all requirements for EMT coursework in a single term.

You will be expected to demonstrate competency in certain skills at the end of the first term of the course, as well as complete regular quizzes, unit exams, a mid-term exam, and a final written exam during each term. All EMT students are required to successfully complete the end-of-term and end-of-course written exam with a minimum score of 80%. Students must pass all Psychomotor State Exams Testing Skills to successfully pass the EMT coursework.

Please refer to the EMT Handbook's General Information section for information about a grade of incomplete and the policy of repeating a course.

Evaluations

Any faculty member can evaluate at any time. This includes lecture, lab, or clinical instructors/preceptors. Unsatisfactory evaluations may result in disciplinary action or dismissal from the course enrolled in. Please refer to this EMT Handbook, General Information, for more details. Please refer to the course syllabi for more specifics.

Testing Fees

Concurrently with EMT152 and EMT153, you will be expected to register for EMT testing. This activity allows the college to hold the EMT certification exam on campus. Please note: This is **not your licensure fee**; you will still need to pay Oregon and National Registry licensure fees. You are required to submit a fingerprint card with your application for licensure. Additional fees are associated with this requirement.

Licensure as an EMT

To become a licensed EMT, you must meet the criteria listed below.

- Satisfactorily complete course requirements for EMT151 and EMT152 or EMT153 with a grade of C or better.
- Apply to the Oregon Health Authority, EMS Section including submitting documentation for a criminal history check and fingerprinting, this is completed after National written and State Psychomotor Practical skills have been successfully passed.
- Apply to the National Registry of EMTs and pay the National Written testing fee, see syllabus for current fee schedule.
- Pay the application fees. This is completed after the National Written and State Psychomotor Practical skills have been successfully passed.
- Satisfactorily complete the written and practical certification exams

Chemeketa Community College does not guarantee licensure. Licensure is a matter between you and the certifying agency. These agencies have various requirements aside from education.

While we prepare you to sit for these exams, Chemeketa does not apply for them, pay your fees, or guarantee that you will meet all requirements.

The Oregon Health Authority, EMS section, requires that each applicant for licensure complete a personal history form. You must be completely honest when completing this form. Refer to the General Information EMT Handbook for more specifics. Please alert the EMT faculty immediately if you have concerns regarding your personal history.

Psychomotor Practical Testing Policies for Psychomotor Testing.

1. Psychomotor testing will be conducted in accordance with the current National Registry of Emergency Medical Technicians Psychomotor Examination Users Guide and OAR 333-265-0023.
2. The decision to conduct same day retests will be determined in advance and communicated to the students and exam coordinator.
3. Any complaints made by students must be placed in writing according to the process outlined in the National Registry of Emergency Medical Technicians Psychomotor Examination Users Guide. The complaint must be registered prior to leaving the site and prior to learning of exam results.
4. Every attempt will be made to give test results the day of testing, in the event that this cannot be done then they will be given the next class day. Students will be required to complete refresher training based on the course requirements outlined in writing by the instructor.
5. Single-day/Multi-day exams will test over the required six stations and one random skill based on the testing algorithm established by NREMT; students failing three or fewer stations will be eligible for same-day retesting, and students failing four or more will be required to complete refresher training and will retest all seven stations at a later date if doing a single day retest. Students doing a multi-day exam will be required to complete all seven testing stations, including six mandatory and all one random skills.
6. Students testing intra-curricular will be testing over six mandatory stations and one random station and are required to complete refresher training in the event they fail a station twice or four or more prior to retesting. The refresher training documentation must be turned in to the Licensing Officer by the student. Any exceptions to related policies will be in writing and placed in the student file.
7. Students not in a current EMT class and that are retesting need to submit a written plan for testing to the staff. If a student cannot attend the scheduled test date arrangements need to be made with the staff and it must be for emergencies only. All current class fees are not transferable and additional cost will be accrued.
8. The student should be in uniform or business casual for testing and the fee for testing must be paid prior to the start of testing. $150.00 for a full exam.

9. Students testing must adhere to the student conduct outlined in the Chemeketa Technical Standard. Students exhibiting inappropriate behavior will be dismissed from the exam process and could be ineligible to test at Chemeketa.
10. It is the student's responsibility to ensure eligibility to test with the NREMT and OHA EMS office.
11. Students must complete testing in the same term that it is started and testing fees are non-transferable and additional cost will be accrued.
12. Psychomotor testing is only available during the course testing schedule, and individual testing will not be offered.
13. Students will sign the Chemeketa Psychomotor Contract form prior to beginning the exam process; all students will complete the NREMT Testing Candidate Orientation from the licensing officer prior to starting psychomotor testing.

EMT-Advanced Handbook

Curriculum

The existing curriculum has evolved since the EMT concept began. Chemeketa follows the current edition of the Oregon EMT-Advanced curriculum. Training also is consistent with the EMT-Advanced scope of practice, as established by the Oregon Medical Board. Changes are made frequently to keep your training up-to-date.

Completion of an EMT-Advanced course does not automatically result in your being a state-licensed EMT-Advanced. You must satisfactorily complete all Oregon Health Authority requirements and the exams administered by the Oregon Health Authority.

After satisfactorily completing the EMT-Advanced course and Oregon Health Authority requirements, you may be eligible to apply for the Oregon EMT-Advanced exam.

Admission to the Course

Most EMT-Advanced courses are closed enrollment. Each course is limited to a certain number of students. In order to enter the course, you must be registered prior to the first class session.

To be initially admitted to the course, you may be required to complete the following:

- Be an accepted student at Chemeketa Community College. Check with the admissions office for more information.
- The college placement exam is required. Contact Student Services for an appointment.
- You **MUST be a currently certified Oregon EMT.**
- Supply copies of your high school diploma or equivalent and current driver's license.

If you do not appear for the first EMT-Advanced course session, you may be dropped from the class.

Immunization Requirements

See the prior section of the handbook (Page 13).

Uniform Requirements

See page

CPR Certification

You must maintain current AHA BLS for Health Care Provider certification as an EMT.

Testing Fees

Concurrently with EMT163 & 164, you will be required to register for AEMT testing. This activity is linked with EMT163 & 164 and allows the college to hold the EMT-Advanced licensure exam on campus. Please note: This is **not your licensing fee**; you will still need to pay fees for Oregon EMT-Advanced licensure.

Scope of Practice

Prior to certification as an EMT-Advanced, you may perform EMT-Advanced skills only if you are currently enrolled in an EMT-Advanced course, are a student in good standing, and are in a clinical experience under the direct visual supervision of approved preceptors.

Progression through the Course

You are responsible for your own progress in the course. Although an AEMT course may have two registration points, it is considered to be one course; therefore, if you fail to successfully complete one portion of the course, you must retake the entire course.

For example, if you do not satisfactorily complete part two of the EMT-Advanced course, you must re-enroll and satisfactorily complete part one before you will be eligible to enroll in part two of the course.

You will be required to demonstrate competency of certain skills during the course as well as successfully completing regular quizzes, unit exams, a mid-term exam and a final written exam during each term.

Evaluations

Please refer to the EMT Handbook, General Information, for more details.

End-of-Course Exams

All EMT-Advanced students are required to successfully complete the mid-term and end-of-course written exam with a minimum score of 80%. They are also required to attend and successfully complete end-of-course practicals. These practicals will be a mock-up of the licensing exam, and you will be required to successfully complete each station in one of two attempts. Criteria for successful completion of each skill will be the same as the licensure practical. For more information, refer to the EMT Handbook, General Information.

Grade of Incomplete

For more information, refer to the EMT Handbook, General Information.

Licensure as an EMT-Advanced

to become a licensed EMT-Advanced, you must meet the criteria listed below.

- Satisfactorily complete course requirements for EMT163 and EMT164 with a grade of C or better.
- Apply to the Oregon Health Authority, EMS Section
- Pay the application fees
- Satisfactorily complete the written and practical licensure exams

Chemeketa Community College does not guarantee licensure. Licensure is a matter between you and the licensing agency. These agencies have various requirements aside from education. While we prepare you to sit for these exams, CCC does not apply for them, pay your fees, or guarantee that you will meet all requirements.

Paramedic Handbook

Goals and Objectives

The goal of the Chemeketa Community College Paramedic Program is to produce competent, entry-level paramedics to serve in career and volunteer positions in the state of Oregon. In accordance with the DOT National curriculum, this goal will be accomplished through the following objectives involving the three domains of learning. At the completion of the course, the student will:

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

Attendance at paramedic orientation and the graduation ceremony of the immediately preceding class is mandatory.

Curriculum

Chemeketa currently follows the 2021 Paramedic National Standard curriculum. Training also is consistent with the Paramedic Scope of Practice as established by the Oregon Medical Board. Changes are made frequently to keep your training up-to-date. The **curriculum in effect on the date you enter the Paramedic program is the one that determines your completion/graduation requirements.**

The Paramedic course consists of three components of instruction: didactic and laboratory skills, clinical both hospital and pre-hospital experience. The student will progress through the

learning objectives, and will demonstrate as a part of the pre-hospital internship their competency as an entry-level paramedic.

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

Didactic/Lab

The course will utilize a variety of teaching/learning methods including: lecture, group activities, writing, video tape presentation, student presentations, skills demonstrations, skills practice, skills check-offs, and patient care scenarios. You will be in a lecture/lab setting for at least 900-1000 hours.

Hospital Clinical

You can expect approximately 200-250 hours of hospital clinicals. You must meet all minimum requirements prior to starting the practicum/internship.

Pre-Hospital Internship

Paramedic students must successfully, in one of two attempts, complete a comprehensive oral medical exam review conducted by the Medical Director. Failure to successfully complete this oral medical exam review will result in failure of the course, and a final grade of F.

Following approval by faculty and the medical director, as well as successful completion of EMT296, 297, and 298, you can expect to complete a minimum of 350 hours of pre-hospital internship. In addition, you will be required to document participation in at least 40 ‘advanced life support’ lead calls.

Progression Through the Course

The Paramedic Program extends over four terms, with three registration points. The Oregon Health Authority considers this one course. It is the student's responsibility to keep track of the program requirements and their completion. Please refer to the General Handbook and other locations of this document for specifics about your options.

If an instructor finds that you have gained entrance into a paramedic course without completing all the admission requirements and prerequisites, you will be asked to withdraw from the class.

Grading

The paramedic course is team taught. The grades will be combined from the student's performance in the didactic, lab and clinical areas. See the specific course syllabus for details.

Re-Admission Policy

A student is eligible for **re-admission** to the paramedic sequence ***upon approval***. If a student exits the program for any reason, the date of record for exit will be the end of the last term attended. The student must wait at least one term before re-entering the paramedic sequence. The student will be required to complete the application process and interview to be accepted for re-admission. Faculty may choose to waive the interview and instead require the student to submit a written plan for success. This plan will be reviewed by the faculty and approved before the student is accepted.

Each student accepted for re-entry will demonstrate their decision to meet program standards by participating in a probationary contract that meets the approval of both faculty and student and will complete all core courses in the term(s) they are repeating.

A student accepted into the paramedic program may submit a written request for delayed entry for up to one year for unusual circumstances. This may only be done once. The program faculty will consider the request and respond in writing their decision.

General Information Related to All Clinical Experiences

Scope of Practice

Refer to the General Information.

You will only perform skills in the clinical setting after you have been checked off as able to perform that skill in the lab setting. An example would be IVs: the student will do 9-10 successful IV starts in the lab setting, five successful IV starts in the clinical setting under close supervision by nurses or program instructors, and then initiate IV starts without close supervision in other clinical areas.

In the hospital clinical setting, all medication administration will occur under the direct supervision of an RN or appropriate staff. In the pre-hospital clinical setting, all medication administration will occur under the direct supervision of your assigned preceptor. It is expected that you have an understanding of the medication to be administered before you actually administer it. This includes, as a minimum: clinical indications, side effects, usual routes/dosages, cautions in administering the medication, as well as contraindications.

Patient Safety

Patient safety is of prime concern. Behaviors that compromise this are not tolerated. Refer to the General Information for more detail. The use of drugs or alcohol during the clinical experiences, or within eight hours preceding any hospital or prehospital experience: Ref. OAR 333-250-070 (A)) is forbidden and will result in dismissal from the program.

Evaluations

You are expected to submit clinical verification/evaluation forms for each shift.

During EMT297 and EMT298, you will perform as PIC in at least ten patient care scenarios. You will be evaluated by faculty during these scenarios. You must meet program standards to be approved for a practicum/internship.

You will be placed for internship only after a successful oral review/evaluation conducted by our medical director. Other arrangements for re-evaluation, remedial training, etc., may be identified by the medical director in consultation with faculty. You will not be allowed to begin your internship experience without the approval of the medical director.

Students must achieve a “C” (80%) or higher to be invited to participate in the next term of the paramedic program (EMT297, EMT298, EMT280H).

Hospital Clinical Experience

Learning Objectives / Hour Requirement

Learning objectives and the specific documentation requirements for each specific clinical area will be followed in the hospital clinical packet. The minimum hours for the clinical areas are:

- Emergency Room (ER) 120 hrs
- Critical Care 8 hrs
- Operating Room *8-16 hrs
- Obstetrics (Labor/Delivery) 12 hrs
- Pediatrics 8 hrs

*There are also some program minimum numbers for specific skills (such as number of successful IV starts before internship clinical). These are outlined in the specific clinical areas of the hospital clinical packet and also in the evaluation benchmarks and the FISDAP program.

Clinical opportunities vary from day to evening shifts, so it is expected that you will be prepared to attend clinicals in a diverse manner.

If you must cancel your clinical experience, please follow the course syllabus.

Clinical Verifications/Charting

At the end of each shift, the preceptor supervising you will sign the Clinical Verification form. You will upload this form to the LMS system. These are due 72 hours following the clinical shift. The type of charting or completion documentation is outlined in the Clinical packet. You MUST submit the required paperwork for each clinical shift.

Platinum/FISDAP Reporting

You must complete a **Platinum/FISDAP** report of each shift within 72 hours of completing that shift. Please complete **Platinum/FISDAP** reports in a timely manner to ensure your grade is maintained, which may result in failure of the course.

Pre-Hospital Internship Experience

Internship

During your internship, you will be working in an ambulance as a paramedic **under the direct visual supervision of an assigned preceptor**. The minimum hours required for ambulance ride time is 350 hours, and the average is 550-750 hours completed to fulfill the course requirements. It is also expected that you will be functioning as lead medic on calls after the first 100 hours.

General Objectives

- The student will have an opportunity to satisfactorily complete college and Oregon Health Authority training requirements, i.e., hours and skills.
- The student will have actual experience in performing the job of a Paramedic while under the direct visual supervision of a Paramedic Preceptor.
- The student will have opportunities to relate classroom theory with practical experience.
- Faculty will assist the student in handling problems and situations that are not commonly encountered in their academic curriculum.
- Faculty will assist the student in preparing him/herself to apply for and obtain employment.
- Faculty will evaluate the student in a work environment in relationship to their skills, knowledge, behavior, and attitudes.
- Faculty will assist the student in planning his/her time and commitments.

Note: To achieve the current **Oregon Health Authority requirements, it may be necessary** for some students **to participate in additional internship hours.** Completion of 350 required hours must be met to receive a satisfactory grade.

CWE Seminar

You will attend required seminars to discuss cases and receive training in SOAP charting, resume development, career exploration, and interpersonal skills. In addition, you will participate in case presentations. **We expect** that you will **recognize the benefits inherent in an internship experience** and will **continue to regularly schedule ride time with your preceptor** throughout the term, even **after meeting the minimum requirements of the course.**

Assignment of Agency/Internship

You may express a preference for agency assignment; however, faculty will make the final decision regarding agency placement. Because we are committed to providing you with optimum internship experiences, we will make an effort to place you in an agency that can assist you in your progress as a paramedic.

Your **instructor will assign you to a pre-hospital agency** and preceptor prior to your first internship seminar. If you are currently employed by an agency, and it is approved for you to intern at that agency, you will be assigned to an approved preceptor on a different shift. For example, if you are normally assigned to the A shift, you will be interning on the B or C shift. This allows for a fair, objective evaluation of your performance. While you are interning at an agency, you may not be paid a salary for your internship hours by that agency.

Platinum/FISDAP Reporting

You will be required to continue **Platinum/FISDAP** entries during your internship. You must complete a **Platinum/FISDAP** report of each internship shift within 96 hours of completing that shift. Please complete **Platinum/FISDAP** reports in a timely manner to ensure your grade is maintained which may result in failure of the course.

Charting

You are required to complete all documentation as outlined in the Internship Handbook. Your charts are reviewed and graded for spelling, content, appropriate assessment, intervention, and decision-making. Charts are graded as a pass or fail. Please refer to the charting guidelines for more complete information.

Agency Meeting

Most agencies and potential preceptors request to have a meeting with you before their final acceptance of your internship position. Once you are assigned, call for an appointment to meet with your preceptor unless otherwise instructed.

If they agree to precept you as an intern, you should establish a mutually agreed-upon schedule and discuss your objectives for the term. **Wear your uniform to the interview.**

At the first seminar, turn in a copy of your ride schedule with your preceptor's name, contact number, and shift. See the Pre-Hospital Internship packet.

Application for Degree

You must complete and submit an application for graduation through the Registrar's Office by the fourth week of 297. Please keep your degree evaluation report; you will be required to submit a copy prior to graduation.

Licensure

To become a **licensed** Paramedic, you must meet the following criteria. In addition to all first-year requirements, you must satisfactorily complete course requirements (EMT296, EMT297, EMT298, EMT280H) with a grade of "C" or better, as well as other general course requirements:

- Complete AAS-EMS degree requirements
- Apply to the EMS Section, Oregon Department of Human Services, and National Registry of EMTs
- Pay application fees
- Satisfactorily complete the national written and practical exams

Completion of a Paramedic class does not automatically result in your being a state or nationally-licensed Paramedic. After satisfactorily completing the Paramedic course and OHA requirements, you may be eligible to apply for the Oregon/National Registry Paramedic exam. The exams are difficult – thorough preparation is required. While Chemeketa will prepare you to sit for these exams, **we do not apply for them, pay your fees, or guarantee you meet all licensure requirements.** Licensure is a matter between you and the licensing agency. These agencies have various requirements aside from education.

EO/AA/ADA/TITLE IX INSTITUTION

Chemeketa Community College does not discriminate based on race, color, religion, national origin, immigration or citizenship status, age, sex, sexual orientation, gender identity or expression, marital status, familial status, pregnancy, disability, veteran status, genetic information, or any other status protected by federal, state, or local law in any area, activity, or operation of the College.

Chemeketa Community College is an equal opportunity/affirmative action employer. For inquiries regarding the College's nondiscrimination policy, contact the following:

- For students with disabilities: Section 504/ADA Coordinator in Student Accessibility Services, 503.399.5279
- For employees with disabilities: Vice President of Governance & Administration, 503.399.2537
- For sex-based discrimination: Title IX Coordinator, 503.584.7323
- For equal employment opportunities or affirmative action: Affirmative Action Officer in Human Resources, 503.315.4586

To request this publication in an alternative format, please call 503.399.5192. For language access, please call 503.315.4586.

Addendums Created:
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9/2025-CA

Appendix A

SOP BACKING AND SPOTTING

PURPOSE

The purpose of this guideline is to outline proper safety practices to be used when backing EMS Department vehicles and maneuvering in close-quarters situations.

POLICY

The policy of the Chemeketa Community Emergency Services concerning the backing and close-quarter maneuvering of Department vehicles will be as follows:

Department vehicles will be backed and maneuvered without hitting a person, object, or other vehicle.

Using the information provided in this procedure virtually eliminates the possibility of hitting a person, object, or other vehicle while backing or maneuvering in close-quarters. Therefore, **all** CCC EMS personnel will be expected to follow the guidelines contained in Sections III and IV of this procedure and, in addition, take all reasonable and necessary actions to comply with this policy. Hitting a person, object or other vehicle while backing a department vehicle is an unacceptable event.

This policy will apply when backing a department vehicle, when maneuvering CCC EMS apparatus and ambulances with restricted rear visibility, or in situations where vehicle clearances are uncertain.

Accountability

The instructor will be responsible for all vehicles assigned to his/her class and the overall compliance of his/her students with the guidelines provided in this procedure at all times. Each vehicle driver will be responsible for the safe operation of his or her vehicle at all times. This includes ensuring the vehicle is safely backed and maneuvered without incident.

Procedure

The following guidelines will be used to ensure that Department vehicles are backed and maneuvered safely and without incident:

A. The need to back a department vehicle will be avoided when at all possible by positioning the vehicle so to have a forward egress route. Attempt to avoid situations that require vehicle backing or close-quarter maneuvering such as dead ends, cul-de-sacs, and routine parking situations whenever possible.

B. When backing is unavoidable, a minimum of one ground guide person will be assigned and used. It is the responsibility of the instructor, if present, to assure that a ground guide is assigned when necessary. In addition, ground guide(s) will be used when a vehicle must negotiate forward turns with restrictive side or rear clearances and where clearances above or beneath the vehicle are uncertain.

C. The vehicle driver will determine the necessary number of ground guide personnel, with a minimum of one(1), to ensure the vehicle is backed and maneuvered safely without striking a person, object, or other vehicle.

D. It is the driver's responsibility to verbally communicate their planned vehicle backing route and procedures with the ground guide(s) prior to backing.

E. It is advisable that the ground guide has a portable radio with them when spotting a vehicle. When the driver and backer agree to use a radio channel as the primary means of communicating during backing or maneuvering, it is the ground guide's responsibility to initially contact the driver by radio and receive an acknowledgment from the driver to insure that radio communication is established. The vehicle shall not be backed until this two-way radio communication has been verified.

F. When a ground guide is assigned, the vehicle will not be backed until the ground guide(s) is in position and have signaled visually or by radio, their approval to start backing.

G. Due to the potential for the existence of a significant blind spot on the passenger's side of a backing vehicle, consideration should be given to positioning a ground guide on the right side of the backing vehicle, within view of the driver when looking in their right side mirror. Under these situations, the driver can use their left mirror to view the left side of their vehicle while the ground guide monitors the right side.

H. The vehicle will be immediately stopped any time one of the following situations exists:

1. The driver loses sight of or breaks visual contact with the ground guide.

2. The driver is confused or unsure of the signals being provided by the ground guide.

3. The driver receives a visual, verbal, or radio communication to STOP.

The driver may continue backing the vehicle only after the above situations are corrected and the communication to continue backing is given by the ground guide(s).

I. A highway safety vest shall be worn by all ground guides during the backing process.

J. When backing vehicles at night, ground guides should consider turning on and properly aiming the vehicle's rear spotlights or scene lights (if equipped with such lights) to better illuminate the backing area. In addition, ground guides may use flashlights to assist the driver, but at no time shall the flashlight beam be directed toward the vehicle mirrors.

K. Ground guides are not permitted to ride on the backing vehicle while in motion.

L. In circumstances where the vehicle is occupied by only the driver and backing without a guide is unavoidable, the driver will accomplish two basic tasks; 1) assure that a complete 360-degree survey of the area around the vehicle has been conducted to determine what, if any, obstructions are present. 2) where no personnel are available to assist, the vehicle may be cautiously backed while watching for pedestrians, vehicles, and obstructions that may enter the path of the moving vehicle. It is the driver's responsibility to assure that their audible back-up alarm is sounding before moving the vehicle.

Appendix B

PARKING AT BROOKS CAMPUS

SUMMARY

This section provides a guideline for EMS students concerning the parking of private vehicles at the Brooks Regional Training Center.

DISCUSSION

This policy is applicable to all Chemeketa Community College EMS students. Any Chemeketa Staff on Brooks shall have the full authority to have any student vehicle towed at the expense of the vehicle's owner. The staff shall have the full authority to summon the parking enforcement officers from the main campus to ticket such cars prior to towing.

POLICY GUIDELINE:

A. EMS students shall not, at any time, park in front of Building 1. These spots are reserved for staff and visitors.

B. Students shall not, at any time, park in Agency Parking.

C. Students shall not, at any time, park at any red curb, on the apron of the fire station or in front of any door of any building.

D. Students shall be allowed to park their private vehicles in any of the marked spots to the south of Building 2 all the way to the automatic gate.

PARKING SAFETY TIPS:

A. When you leave your vehicle, lock it and leave it empty. Remove all items of value. This could include cell phones, electronic devices, CD's, clothing, briefcases, sunglasses, and even accumulated loose change. Remember the glass in your vehicle is meant to easily shatter when struck. It provides little or no protection for any valuables you leave in the vehicle.

B. If you have used your cigarette lighter or auxiliary plug, make sure you replace the lighter and close the flap on the auxiliary plug before you leave your vehicle. Failure to do so could be a telltale to a potential thief that an item of value may be in the car.

C. Keep doors locked and windows up.

Appendix C

WEIGHT ROOM

SUMMARY

This section provides a guideline for EMS students concerning the weight room to provide for a fair and equitable means of keeping the weight room clean, sanitary and free from possible diseases.

DISCUSSION

This policy is applicable to all Chemeketa EMS students. As Chemeketa Fire Students, EMS, and LERE/CORE Students share this weight room, the maintenance of the weight room shall be a shared duty.

POLICY GUIDELINE:

A. The yearly calendar shall be broken down into periods of four months with each party responsible for the cleaning of the weight room for one period on a rotating basis.

B. Beginning in September of 2013 the Chemeketa Fire Students shall be responsible for cleaning the weight room in September, October, November and December.

C. Law Enforcement and Corrections Students will be responsible for the cleaning and maintenance of the weight room in January, February, March and April.

D. EMS Students will be responsible for the cleaning and maintenance of the weight room in **May, June, July and August**.

E. The condition of the weight room shall be monitored on a daily basis for compliance and any deficiencies will be reported to the respective department chairs.

F. There shall be a minimum of two students in weight room in order to utilize.

G. Fire Students, EMS, and LERE/CORE Students are the only personnel to utilize the weight room.

H. EMS students shall not give out the password to any unauthorized person.

Tasks to perform:

1. Empty any garbage
2. Re-rack any weights
3. Wipe down all equipment
4. Sweep floor
5. Re-stock towels from Fire Dept.
6. Report any damaged equipment to Supervisor

Appendix D

KITCHEN MAINTENANCE

SUMMARY

This section provides a guideline for EMS students concerning the kitchen in room 309F to provide a means of keeping the kitchen clean, sanitary and free from possible diseases.

DISCUSSION

This policy is applicable to all Chemeketa Community College EMS students.

POLICY GUIDELINE:

A. It is the responsibility of the student to clean up after self. This includes when using the microwave, dishes, silverware, or the fridge.

B. If nothing (coffee, coffee creamer, food, crackers, salt, etc.) in this kitchen besides dishes/utensils is yours, do not use it.

C. If any appliances are not working properly, please inform the Program Supervisor or Advising Program Chair to place a work order.

D. Do not leave food items in fridge for extended periods of time. If you place anything in the fridge clean up after yourself. It shouldn't be the responsibility of another student to clean your mess. Example: You bring your lunch and you forget to take it out of fridge.

Appendix E

STANDARD OF CONDUCT POLICY

SUMMARY

This policy sets general standards for students of the Chemeketa EMS Programs.

DISCUSSION

In keeping with professional conduct consistent with EMS personnel, EMS student must behave themselves in accordance with professional standards. Although the program is not directly affiliated with any agency, future potential employers may contact Chemeketa EMS faculty as part of a background investigation. Students must always act in a professional and courteous manner, abiding by all policies outlined in this manual.

POLICY

AS A CONDITION OF PROGRAM ELIGIBILITY, CHEMEKETA EMS STUDENTS SHALL CONFORM TO THE FOLLOWING STANDARDS OF CONDUCT:

GENERAL STANDARDS OF CONDUCT

A. **General Conduct:** Students shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the Chemeketa EMS Programs. Conduct unbecoming a student shall include that which brings the program into disrepute, reflects discredit upon the student or the program, or that which impairs the operation or efficiency of the program or student.

B. **Moral Character:** Students shall maintain a level of moral conduct in their personal, business and professional affairs, which is in keeping with the highest standards of the EMS profession. Students shall not participate in any incident involving moral turpitude or which would impair their ability to perform in a future role as EMS personnel.

C. **Truthfulness:** Students shall be truthful at all times. They shall be truthful when answering all questions specifically directed to them, and shall not be deceitful in any way, by commission or omission. A documented concern regarding honesty **will** end a career in EMS, regardless of whether it has been a lifetime of otherwise faithful service or if it has not yet begun.

D. **Confidentiality:** Students shall adhere to strict confidentiality and not disclose the content of their EMS training to anyone outside the program who is not directly involved in the EMS profession. Furthermore, students are to refrain from sharing personal information about other students or discussing the topics of conversation shared during class hours.

E. **Conformance to All State and Local Laws:** Students shall obey all laws of the United States, state and local jurisdiction in which the employees are present. A conviction for any violation of law, other than a minor traffic violation, shall be prima facie evidence of a violation of this section.

F. **Disclosure of Police Contact:** Students who are charged with or convicted of any violation of law, or have mere contact with police (excluding “ride-alongs” or professional affiliation) will report the matter to the Program Supervisor following the occurrence.

G. **Conformance to All Student Rules and Regulations:** All Students shall comply with all Chemeketa Community College rules and regulations, including the higher standards of the Chemeketa EMS Programs.

H. **Violation of Policies:** Students shall not intentionally commit any acts or omit any acts, which constitute a violation of any of the General Orders of the Chemeketa EMS Programs, whether stated in this Policies and Procedures Manual or elsewhere.

FITNESS FOR DUTY

A. **Duty Time:** Students are considered *"On Duty"* any time they are acting in official capacity of the Chemeketa EMS Programs, or for any other purpose directly related to the programs.

B. **Reporting for Duty:** Students shall report for duty at the time and place per the Attendance Policy and as required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

C. **Neglect of Duty:** Students shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.

D. **Fictitious Illness or Injury Reports:** Students shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the program as to the condition of their health.

E. **Reporting Injuries:** Students must report any injury they have to the Program Supervisor. The Program Supervisor will decide whether the student must have modified duties until the injury has sufficiently healed.

F. **Sleeping On Duty:** Students shall remain awake while on duty unless special permission is granted. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.

G. **Leaving Duty Post:** Students are considered to be on duty and shall not leave during an EMS day except when authorized by the Program Supervisor.

UNCLASSIFIED POLICIES AND PROCEDURES

I. **Academic Performance:** Students must maintain a letter grade of "C" (70%) or better in all of their program classes. Failure to do so will result in disciplinary action up to and including removal from the program.

J. **Profanity:** Students must refrain from using unprofessional language and profanity when in the presence of non-program students in order to foster a professional atmosphere. Students must also use extreme caution amongst each other to avoid language that may be offensive to others. This includes any language that is insulting, rude, vulgar, obscene, blasphemous, or desecrating.

K. **Weapons:** The possession of any firearm, taser, knife with a blade exceeding four (4) inches or illegal weapon, is prohibited on Chemeketa Community College property or college controlled property, in accordance with both State and Federal Law. [ORS Chapter 166.170–166.663 and 18 U.S.C.§ 922 & 5861] Law enforcement officers are exempt from this policy. The college president/chief executive

officer, or designee, may grant other exemptions for example educational, training or safety purposes.

L. **Concealed Carry: Due to the training environment and no adequate storage for handguns any EMS student who is licensed under ORS 166.291 and 166.292 to carry a concealed handgun is not allowed to conceal carry on duty day even though ORS 166.370, subsection B, (d) gives you the authority to**.
Although we respect the right of licensed citizens to carry weapons under ORS 166.370, subsection B, (d), due to the need for a secure training environment and no safe way to store weapons at the Brooks Campus, weapons are not allowed on students during their EMS training.

M. **Change of Information:** Students must immediately report any change in address and/or telephone number to their Squad Leader who will notify the Program Supervisor. If no Squad Leader is assigned the student will notify the Program Supervisor.

N. **Finances:** Students shall not undertake any financial obligations, which they know they will be unable to meet. They shall pay all just debts due, so as not to bring the student or the program into disrepute.

O. **Interaction with Other Emergency Services Programs:** Students must at all times be courteous, kind and professional to students and staff of the Fire and EMS Programs, and all civilians they encounter while on duty.

Appendix F

ALCOHOL, TOBACCO, AND SUBSTANCE USE POLICY

SUMMARY

This section describes the basic policy regarding alcohol, tobacco, and other substance use for Chemeketa EMS Students.

DISCUSSION

In keeping with professional conduct consistent with an EMS professional, students must strictly adhere to the alcohol, tobacco, and other substance rules detailed in this policy. In the interest of promoting physical fitness and health, use of alcohol, tobacco, and other products by students is discouraged.

POLICY

The job of an EMS professional has strenuous physical fitness requirements that do not allow for abuse of alcohol, tobacco, or harmful substances. However, if students choose to use these substances, they must do so within the g uidelines set forth by this policy. Students shall not at any time appear for class or be on duty under the influence of any substance that alters their thinking or motor skills without prior approval from the Program Supervisor.'\

ALCOHOL USE

A. All alcohol use by Chemeketa EMS s5\]2
B.

B. Students shall not operate a motor vehicle while under the influence of intoxicants.

C. Students shall not consume alcohol or intoxicating beverages while on duty or in uniform.

D. Students shall not appear for duty, attend class, or be on duty while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

E. Students shall not bring or store any alcoholic beverages on any campus of Chemeketa Community College.

TOBACCO USE

A. Tobacco use of any kind is strongly discouraged by any Chemeketa EMS student at any time.

B. Students shall not use any tobacco product while on duty or in uniform.

C. Students shall not carry with them on their person or in their duty bag any tobacco product.

D. Students shall abide by the Chemeketa Community College Smoke-Free College Policy as detailed below:

POLICY

Chemeketa Community College has a responsibility to students, employees, and visitors to provide a safe and healthy environment. Research findings indicate that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

E. Community College Smoke-Free College Policy as detailed below:

POLICY
Chemeketa Community College has a responsibility to students, employees, and visitors to provide a safe and healthy environment. Research findings indicate that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

Effective January 1, 2011, smoking will be prohibited on or in all properties owned and or controlled by Chemeketa, including smoking in private vehicles while on property owned and or controlled by Chemeketa.

For the purposes of this policy:

- Smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, and pipes.
- Property includes, but is not limited to, any of the following located on property owned and or controlled by Chemeketa:
    - Buildings
    - Vehicles (owned or leased)
    - Sidewalks
    - Recreational areas
    - Parking lots
    - Landscaped areas

APPLICABILITY
This policy applies to all college employees, students, and visitors to property owned and or controlled by Chemeketa.

SANCTIONS
Any student or employee who ignores warnings and continues behavior prohibited by this policy may be fined up to $50. This fine may be posted to the student or employee account in the Business Services office and is subject to the College's normal collection procedures. Visitors who ignore warnings and continue behavior prohibited by this policy may be issued a trespass notice.

RETALIATION
Retaliation against any person for making a complaint related to this policy or for providing information concerning a complaint is prohibited.

EXCEPTIONS
The President/CEO or designee must preapprove any exceptions to this policy.

CONTROLLED SUBSTANCE USE

A. Chemeketa Law Enforcement and Corrections Students ***shall never*** use any form of illegal substance at any time except when prescribed by a qualified physician or dentist.
B. Chemeketa Law Enforcement and Corrections Students shall provide the Program Supervisor with a copy of physician or dentist prescribed medication summary to be put in student's file.
C. Should the need arise that a student must use a controlled substance, that student must advise the Program Supervisor prior to reporting to duty. The Program Supervisor will then make a decision if the student should report for duty. Should an incident arise during a shift, the Program Supervisor will make a determination as to whether or not the student should be sent home for the day.

Appendix G

Social Media

SUMMARY

This section describes the basic policy regarding the use of Social Media for Chemeketa EMS Students.

DISCUSSION

To provide guidelines for Chemeketa EMS Students for behavior concerning the use of social media sites such as Facebook, Twitter, Instagram or any other computer based blog or discussion site. All students are expected to live by this code and to hold all other students to the same high standards.

POLICY

A. Students who place any comments, pictures or videos of any type that reflect negatively on Chemeketa or the Chemeketa EMS programs shall be deemed to be in violation of this policy.

B. Students who violate this code on the social media pages of other people whether members of EMS or not, through comments, pictures, videos, or “Like” or any other form approval shall be deemed to be in violation of this policy.

C. Students shall not post any pictures or videos of self or other students in the EMS programs wearing uniform, or unauthorized use of training gear, unless approved by Supervisor.

D. EMS students may not post any pictures or comments about their clinical or ride time experiences.

Appendix H

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

SUMMARY

This policy describes the guidelines of reporting discrimination and sexual harassment.

DISCUSSION

Discrimination and/or sexual harassment are illegal, unacceptable conduct and are prohibited. The Chemeketa EMS Programs shall maintain a professional environment that is free of discrimination and/or sexual harassment. It is the Program Supervisor's intent to resolve complaints at the earliest possible stage. This policy *does not* supersede the Chemeketa Community College Sexual Harassment Policy.

POLICY

Discrimination and Sexual Harassment are very serious violations; the process below must be followed precisely.

A. Allegations of Discrimination or Sexual Harassment are not to be discussed with any student leader at any stage. Reports of this nature must be made with a Program Instructor or the Program Supervisor.

B. It shall be a violation of the EMS Programs for program staff to disregard allegations of discrimination and/or sexual harassment, whether reported by the person who is the subject of the alleged discrimination and/or sexual harassment, or a witness.

C. The corrective action required from program staff shall be timely.

D. Incidents of discrimination and/or sexual harassment will result in corrective action being taken and may be cause for disciplinary action, up to, and including expulsion.

E. The incident will be recorded in writing.

F. The final sanctions of the incident will be placed in the student's personnel file without the details of the incident.

G. No student will be harassed, discharged or otherwise interfered with because they have filed a discrimination and/or sexual harassment complaint.

H. Retaliation may be grounds for a separate discrimination complaint. Every reasonable effort will be made to maintain confidentiality of the person involved.

DEFINITIONS

Discrimination: Action that would deprive an individual or negatively affect their employment status, solely because of the individual's race, color, religion, age, national origin, sex, marital status, familial status, sexual preference or physical or mental handicap.

Sexual Harassment: It is defined as including unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances; or an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

PROCESS

The offended person is encouraged to inform the accused of the offensive behavior and request that it cease and/or report the offensive behavior as soon as possible to the immediate supervisor. If reasons exist to not contact the immediate supervisor, the offended person should report the incident to the next person in the Chain of Command. After proper notification, the Program Supervisor will ensure a full and proper investigation is conducted and that all appropriate disciplinary actions are taken.

Appendix I

Chemeketa Community College

Emergency Medical Technician Program (Please see form upload in CANVAS)

Chemeketa Community College Emergency Medical Technician Program Technical Standards

The EMS student must be a confident and professional who can accept the challenge and high degree of responsibility entailed in managing emergency situations and patient care in the pre-hospital environment. An EMS student must be able to function independently at an optimum level in a non-structured environment that is constantly changing.

There are certain physical, intellectual, and cognitive abilities demanded by this position. A program preparing students for the practice of the EMS must attend to these essential functional abilities in the education and evaluation of its students. They include both Chemeketa specific requirements to obtain success and eligibility for licensure.

Chemeketa Didactic: Initial _____

Success in the course requires studying outside of the classroom at an estimate of two hours per credit hour.

Content delivery is performed through a variety of methods. The use of virtual meetings is common. These virtual meetings require timely attendance. Late arrivals will not be admitted.

Virtual meetings will require a camera and for the camera to be on. We respect your privacy and it will require that you use the approved Chemeketa options for blurring/changing your background.

To ensure limiting distractions all students must be in the approved uniform while in the virtual sessions to maintain professionalism.

All virtual meetings that are performed will be recorded. This can include the discussion area, group work sessions, and chat boxes. Please ensure professionalism during the entire session. Non-professional behavior can lead to the disciplinary process.

Chemeketa Lab: Initial _____

Lab is an essential and mandatory for successful completion of the course. During the lab you will be required to be working on the material scheduled for the day. This requires review of the agenda, understanding of the directions, and focus on the tasks.

Lab sessions are for lab skills and should not be utilized for studying of material (drug cards). Unutilized time in the lab could lead to removal of the student from the lab and loss of participation points.

Open lab is a privilege and not a substitute for your regular lab time and skills.

Cell phone and other media devices being used for communication. These should be utilized at the designated break or in the hallway away from the lab area. If being abused the staff has the right to request that you place your device in your bag until the designated break.

Student(s) are responsible for communicating with the staff on damaged equipment, missing material, and other concerns. Student(s) are responsible to ensure that all material is restocked, returned to proper locations, and cleaning the used areas.

Physical Demands: Initial _____

Walking and standing are major components of this job. Sitting is necessary for transportation to and from scenes of the emergency.

The EMT is required to assist in lifting and carrying injured or sick persons. They may be required to engage in pushing and/or pulling to assist with extrication and/or scene management. It is necessary to be able to lift & balance up to 125 pounds (250 with assistance). Example: moving a patient on a backboard

Have the strength and stamina to perform patient treatment such as cardiopulmonary resuscitation for lengthy periods of time

Can't have had a medical condition that rendered you unconscious within the last 180 days Able to bend, stoop, balance, and crawl on uneven terrain (flexible)

Able to withstand varied environmental conditions such as extreme heat, cold and moisture

Must not have a personal device or condition that is subject to interference by electronic equipment such as microwaves or cell phones

Must not have any personal issue with environmental factors such as allergens, latex, or cologne that would limit your ability to function safely

Climbing and balancing may be required to gain access to the site of an emergency, i.e. stairs, hillsides, ladders Good manual dexterity with the ability to perform all tasks related to emergency patient care and documentation

Fine finger dexterity is needed for operating some equipment (BVM) and skills such as inserting a needle or preparing medications

Tactile ability to sufficiently assess patients and their environments and to implement appropriate treatment

The visual ability to discern deviations/changes such as eye/skin coloration during patient assessment and issues involved in scene safety and hazards

Visual ability to read road maps, accurately discern street signs and address numbers, read medication/ prescription labels and directions for usage in a quick, accurate and expedient manner

Responding to patients, coworkers and other EMS providers through hearing are necessary in accessing a patient's need, transmitting information and following directions

Able to converse with dispatchers and EMS providers via phone, radio, or computer communication Able to function with diverse communication tools

Detect sounds that can alert the medic to safety issues or patient concerns Ability to detect sounds that relate to bodily functions using a stethoscope

Intellectual Demands: Initial _____

Ability to communicate with English verbally and in written formats.

Capable of communicating effectively person-to-person in times of high stress and confusion

Able to communicate verbally with patients and significant others in diverse cultural and age groups to assess a situation and provide optimal patient care

Able to interpret and respond to written, oral and diagnostic form instructions

Perform mathematical calculations/ratios and apply them in an expedient, practical manner

Able to comprehend forms in space and understand relationships to plane and solid objects; with skills such as extrication

Cognitive Demands: Initial _____

Have the ability to use good judgment and remain calm in high-stress situations and to take on either the role of leader or team member to help create the best outcome.

Emotional stability to function effectively under stress, to adapt to changing situations, and to follow through on patient care responsibilities and emergency situations.

Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes and/or management of emergency situations.

Emotional stability : Initial _____

The Student is to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities. Examples of relevant activities:

Maintain effective, mature, and sensitive relationships with others

Examine and modify one's own behavior when it interferes with others or the learning environment

Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the EMT Program should contact the Office for Students with Disabilities to discuss the process of identifying reasonable accommodations. The Office for Students with Disabilities is located in Building 2 (telephone 503-399- 5192 [voice/TTY]). Students should seek accommodation advising well before planning to register for an EMT class or admission to the EMT Paramedic classes so that a plan for accommodation

can be in place at the beginning of the class. Persons seeking admission into the EMT classes who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Office for Students with Disabilities. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of EMT practice for all students.

This statement of the Technical Standards of the EMT at Chemeketa Community College identifies the functional abilities deemed by the EMT faculty to be essential to the practice of emergency medical technician care.

References utilized to develop this statement include:

1. Report of the Technical Committee of Emergency Medical Technicians. Oregon Department of Education, July 1991 2. National Fire Codes, specifically Article 1582: Standards on Medical Requirements
3. EMT – Basic and Paramedic: National Standard Curriculum. U.S. Department of Transportation, National Highway Traffic Administration, 2000
4. Paramedic Job Analysis. U.S. Department of Labor, Manpower Administration, 1998.
5. Paramedic Job Requirements. Criti Care EMS Paramedic Academy.
6. Technical Standards – Chemeketa Community College Nursing Program
7. The Oregon Administrative Rules: Division 265, Emergency Medical Technicians

I _____(print) have read the two pages concerning Technical Standards for the EMT and can meet or exceed these essential functions. I will also be responsible to notify the program if there are any changes in my ability to perform to these standards.

Student Signature _____Date