

**Alexander County Education Center**  
**EMS STUDENT GUIDELINES**

Adopted January 2016

Alexander County EMS  
621 Liledoun Road  
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## **GENERAL INFORMATION**

Alexander County Education Center (ACEC) was created and established by Alexander County EMS and the NCOEMS as an institution to bridge the educational gap between the local community college and EMS service of Alexander County by offering various programs of occupational and continuing education. Its purpose is to provide education and training based jointly upon the needs of the employees, citizens, businesses and industry. The Alexander County Education Center (ACEC) is sanctioned by the North Carolina Office of Emergency Medical Services.

The goal of the Alexander County Education Center (ACEC) is to prepare competent Emergency Medical Technician-Paramedics in the cognitive, psychomotor and affective learning domains, along the continued education. In order to achieve these goals students will be continuously evaluated on their competence in psychomotor skills, critical thinking skills, actual clinical performance and professional behavior. Catawba Valley Community College also provides support to our EMS agency by having continued education and initial training for our agency.

EMS students are viewed as representatives of the institution and the EMS profession. Since EMS students and personnel are frequently judged by their conduct, it is of the utmost importance that EMS students maintain an acceptable demeanor at all times.

In an effort to help the students understand what is expected of them, institutional policies and guidelines have been established. In addition to the following EMS guidelines the EMS program utilizes the Alexander County personnel policies. General Alexander County

policies can be found on the website <http://alexandercountync.gov/employee-information>.

Policies found in this guide for areas are not specifically covered in this booklet. You are encouraged to read the Alexander County policies carefully. As an EMS employee, you are expected to adhere to all Alexander County policies and time schedules as well as the EMS policies and procedures.

## **DESCRIPTION OF THE PROFESSION**

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in connection with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. EMT-Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

EMT-Paramedics possess the knowledge, skill and attitudes consistent with the expectations of the public and the profession. EMT-Paramedics recognize that they are an essential component of the continuum of care and serve a link among health resources.

EMT-Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to the appropriate facilities. As an advocate for patients, EMT-Paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion and participation in injury, and illness prevention programs. As the scope of services continue to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

EMT-Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. EMT-Paramedics seek to take part in life-long professional development, with peer evaluation, and assume an active role in professional and community organizations.

**Alexander County EMS Education Center - Mission Statement:**

**“It is the goal of the “Alexander County EMS Education Center” to provide quality emergency medical education to citizens and to our emergency responders. Also teach technologies and skills to citizens and emergency responders for the purpose of saving lives.”**

**PROGRAM COMPETENCIES**

**Cognitive, Psychomotor and Affective Learning Domains.**

**COGNITIVE DOMAIN:**

Upon instruction, the student will demonstrate the ability to comprehend, apply, and evaluate information relative to their role. At the paramedic, level the above objective will be evaluated by National Registry. Alexander County EMS has a traditional classroom and Technical Scope of Practice exercises.

**PSYCHOMOTOR DOMAIN:**

Upon completion, the student will demonstrate technical proficiency in all of the skills necessary to fulfill their role.

### **AFFECTIVE DOMAIN:**

Upon completion, the student will demonstrate personal behaviors consistent with professional and employer expectations. The above objective will be evaluated by the instructor and student surveys, and by faculty and preceptor evaluations.

## **STUDENTS WITH DISABILITIES**

If you have a documented disability and wish to discuss accommodations, please contact the Director, Training Officer or designee at 828-632-4166.

## **GUIDANCE**

Each student enrolled at Alexander Education Center (ACEC) will report to the Training Officer. The Training Officer is responsible for providing the student with personal assistance in orientation, registration, academic progress, remediation, and solving any problems that may occur. *It is the student's responsibility to approach his/her training officer with any problems they may encounter.* Each student is expected to make arrangements for course planning with their Training Officer prior to registration.

ACEC currently does not have a learning assistance center. Please contact your local community college for help with develop skills necessary to successfully complete the class.

## **LEARNING RESOURCE CENTER**

The Library is the information resource center for ACEC. Resources are available to allow patrons to browse current and local events in newspapers, follow trends and historically significant events in magazines, and complete scholarly research using our selection of academic journals. Library patrons may also access information via our online resources. One

such resource is NC LIVE, a collection of online databases, periodicals resources, and reference works. NC LIVE is available to all library patrons using any public or academic library in North Carolina. Audiovisual services provide access to equipment and materials for instructor use. Students may use, with instructor approval, equipment and materials for class projects. The library staff is there to assist you in use of their resources.

### **Personal Appearance During Clinical Rotation**

Student's appearance must be appropriate for the occasion. Apparel must be neat, clean, odor free and pressed. Safety boots, if required, must be clean and polished for any clinical assignment. The student's hair must be neat and clean, with no extreme hairstyle or color, worn off the collar and face, and should not in any way interfere with the student's duties. Decisions about questionable hairstyles will be left to the discretion of the EMS faculty.

Fingernails must be kept short and clean. Perfumes, cologne, scented lotions or aftershave lotions must not be worn during clinical rotation due to scents can precipitate reactions in both patients and personnel.

Jewelry; student must realize that loss of a stone, and serious injuries can occur in the clinical setting). **Facial and/or tongue jewelry of any kind is prohibited.**

Mustaches must be kept clean and well-trimmed. Beards are trim close to the face as to allow for a tight seal on the respirator. Students are encouraged to look their best. Makeup is allowed but must be applied in a way that is considered "professional" by the EMS faculty. Students must be clean, use good oral hygiene and be free of body odor. Teeth or dentures must be cleaned or brushed daily. Students must follow the tobacco policy of any agency at which they are precepting.

The final judgment as to whether the student is properly attired will be left to the EMS instructor or designated preceptor. Complete uniforms must be purchased prior to any clinical assignments.

The student must remember that at any time they are in uniform they represent ACEC and their profession and should act accordingly. Uniforms are not to be worn unless the student is at a scheduled ACEC lab/or clinical. A second uniform is required as a backup at clinical in order to be in compliance with OSHA guidelines. Any student who leaves the EMS program should remove any ACEC insignia from all apparel.

## **BEHAVIOR**

The student is expected to conduct themselves in a socially acceptable manner at all times. When addressing classmates, instructors, and coworkers in the clinical area or classroom, it is expected that an appropriate title will be used and all individuals are to be treated with respect.

A display of ill temper on the part of student is **inexcusable** even under trying conditions or situations. The student must remain in control of his or her emotions. The quality and tone of the voice should be quiet, pleasant, and assuring. Use of profane or obscene language **will not be permitted at any time** in the clinical or classroom setting.

Under no circumstances will possession of illegal drugs or alcohol be permitted, or at the clinical setting. Students are expected to avoid use of substances, which impair their thinking or performance. If an instructor suspects a student to be under the influence of illegal drugs, or alcohol, the instructor has the authority to remove the student from the classroom and/or clinical site. The student may be subjected to a Drug screen. Refusal to undergo testing or positive evidence of substance abuse may jeopardize the student's standing in the program. Alexander County employees will adhere to the personnel policies set forth on the County



website at <http://alexandercountync.gov/employee-information>. Students are expected to be honest in all academic pursuits, whether class or clinical. Acts of academic dishonesty are considered unethical and subject to disciplinary action.

A student who does not adhere to the personal appearance and behavior code may be asked to leave the clinical or instructional area. Repeated offenses will be cause to question whether the student is able to accept personal and professional responsibility.

Any student who has directly disobeyed their instructor or has engaged in a practice thought to be unsafe and potentially dangerous to patients and/or coworkers may be dismissed from class. Any other behavior not specifically mentioned here but thought to endanger the life of a patient and/or the reputation or credibility of the program may be grounds for dismissal from class, determined by the Director, or Medical Advisor.

### **CLIENT CONFIDENTIALITY**

It is crucial that students recognize the rules of strict confidentiality in anything they see or hear while in the clinical setting. This is consistent with ethical practice. Failure to adhere to this standard will result in a recommendation to the Training Officer for immediate dismissal of the student.

All ACEC students will practice according to HIPAA Standards. Training for HIPAA must be completed and reviewed yearly.

### **TRANSPORTATION**

Each student is responsible for his or her transportation to and from class and all clinical facilities utilized for learning experiences. Arrangements for transportation should be made

prior to class. Excused absences will not be granted for transportation problems involving poor planning by the student. Carpools may be formed but this is the responsibility of the student.

*The faculty strongly encourages students traveling to and from their clinical assignment in distant counties to carpool for the trip. This is for safety as well as economic reasons.*

## **EMPLOYMENT**

Employment during the course of study is left to the discretion of the student. Students who work in addition to attending class must realize that they are expected to remain alert and responsible while in class or clinical setting.

If the student is employed by a healthcare facility, they should be aware that the nature of their duties while at work is in no way related to duties that are carried out as an EMS student. The student's employer must take responsibility for the employee's actions while on duty. Neither the EMS faculty nor Alexander County Education Center shall be responsible for any student's activities while on duty as another entity's employee.

## **MEDICAL SERVICES**

Alexander County Education Center maintains no student health facilities other than simple first aid equipment and supplies. The responsibility for medical services rests with the student and his or her parents or guardian.

Should emergency facilities be needed, such services are available at Catawba Valley Medical Center or Frye Regional Medical Center, both located in Hickory. Students from out of town may want to locate a local physician for their needs.

If a student becomes ill while in the clinical area, they should report to their preceptor. The student will not be treated on the unit. Any charges incurred for utilization of medical services available in the clinical facility will be the responsibility of the student. All students are encouraged to carry health and accident insurance. If a clinical facility requires that students carry health and accident insurance and a student does not have coverage, they may not be allowed at that facility and therefore may not be able to complete those objectives required for successful completion of the program. Most if not all clinical sites require that students have received the Hepatitis B vaccine. Therefore the student is responsible for obtaining the vaccine. The EMS faculty has information that may be of help in identifying the availability of the vaccine.

Should the student find that their physical and/or mental health becomes challenged in such a way as to be a possible danger to patients or others, it is considered the student's ethical responsibility to bring a change in health status to the attention of the EMS Department Head. Should a student not make such a change known to the Department Head this could be grounds for dismissal from the class. Any information of this sort will be dealt with in a strictly confidential manner.

The ACEC EMS Medical Director is not employed by ACEC as a physician to provide medical care for its students. Therefore students are instructed not to approach said Medical Director for such purposes.

### **INFECTIOUS DISEASE CONTROL POLICY**

All students will receive required OSHA training on communicable diseases and blood borne pathogen protocol. All ACEC students and faculty are to adhere to OSHA and CDC

guidelines at all times. Failure to do so may result in a disciplinary action that could result in dismissal from the class.

## **CLASSROOM ATTENDANCE AND GUIDELINES**

Students who are not in compliance with the attendance guidelines of the class will be notified by a faculty member and will be asked by the faculty to submit the reason for excessive absences. The faculty will then make a determination as to the eligibility of the student to continue at that time. A student who is absent from class on an exam day will have to make arrangements with his/her instructor for a make-up exam. The make-up exam will be scheduled at the instructor's discretion. The student will be responsible for doing all make-up exams on a day designated by the instructor. Should a student arrive late for an exam, it will be up to the instructor to determine if they can then begin the exam or will have to wait until the make-up date to test. The instructor has the privilege to change the format of the make-up test at his/her discretion. Any student who misses one half or more of a class will be marked as absent. As an example, if the class is two hours long and the student misses more than one hour of class they would be marked absent for the entire class period of two hours.

Student behaviors in the classroom that are disruptive or distracting to others may be cause for the student to be asked to leave the classroom. As per ACEC policy children are not allowed in the classroom without instructor permission.

## **GUIDELINES FOR EMS CLASSROOM**

Pagers, cell phones or other electronic devices are to be turned on silent in the classroom, unless on duty. If on duty, sit close to the back row nearest to the door. *EMS faculty will start on time for a class regardless of how many students are in the classroom.*

Faculty members will not go in search of students on break before resuming class at the designated time following a break. The back row of each classroom should be left empty for those that come late. Latecomers are to find a place in the back row to keep disruption to a minimum. To be reasonable, the faculty will allow drinks if there is a lid; however, food is not allowed during class time. The student is responsible for obtaining information that they have missed in a classroom. Any instructor may ask a student to leave the classroom if the instructor feels they are disruptive. EMS faculty members do not accept late papers. An assignment that is not handed in on time will receive a zero. At all times in the EMS classroom instructors and students will be treated in a respectful manner.

## **EMS CLINICAL ROTATIONS**

Students that who may need clinical will be assigned to clinical rotations with designated regional EMS services and at local hospitals. Students are responsible for their transportation to and from assigned EMS services (see Transportation Section).

Students must attend clinical rotations as assigned, when assigned, where assigned and with the assigned preceptor. Changes are not to be made on clinical schedules after approval by specified EMS services and the schedule has been posted in the EMS Department. Changes may be made **only** by the Clinical Coordinator. Students are required to present at the clinical

site, on time, in the specified EMS uniform (not carrying it), and must have an extra uniform change during each rotation to be in accordance with OSHA and CDC regulations.

An incomplete for a field clinical may be assigned by the EMS faculty only under very unusual circumstances. A student who has an insufficient number of hours for their clinical will receive an "F" as their final grade unless otherwise indicated by the EMS faculty. If a student should receive an incomplete grade, that student will be required to complete the requirements for that clinical prior to the end of the following course.

***Students may be required to complete additional hours if competencies are not met.***

Required clinical skills are to be carried out on patients under the direct care of the paramedic preceptor or as indicated by the nurse preceptor. All scheduled clinical hours must be satisfactorily completed. In the event that a scheduled clinical is missed, **the student is responsible for contacting the clinical agency at the time they were expected to arrive**. If the student fails to make this contact they are not in compliance with ACEC policy.

Any student not attending a scheduled clinical must present to the Clinical Coordinator documentation explaining the reason why the clinical was not attended. This documentation must be presented to the Coordinator on the *student's first day back to class*. If the student fails to provide this documentation on the first day back they are not in compliance with ACEC policy and will be subject to failure of class. The instructors will meet to evaluate the circumstances of the missed clinical. Should the faculty find the circumstance acceptable, the student may have to make up the scheduled clinical time at a place and time convenient to the instructor. If the faculty finds the circumstance unacceptable the student may receive an F for the clinical and will be unable to continue in the course. The EMS faculty reserves the right to

require proof of illness, car trouble, etc. in a reasonable manner. All required forms are to be signed by the *EMT-Paramedic* preceptor or shift supervisor.

Should a weather situation arise that is felt to be potentially dangerous to the student in regard to traveling to and from a clinical site, the student should use reason and caution to avoid putting themselves or others in a dangerous situation. Students are excused from clinical any time the local schools in the clinical area are closed for inclement weather and should not go to the clinical site. In the event the on-duty paramedic at a clinical site identifies a potentially dangerous situation at the scene, the student should remain inside the ambulance until the scene has been declared safe.

Students should understand they are a guest of the agency to which they are assigned. Therefore, they should act accordingly when present at the clinical site. ***Any request for a change in the clinical schedule must be submitted in writing prior to the date of the request.*** Students that change clinical schedules without following this guideline and who have not received prior approval by the Program Director will be considered out of compliance with these guidelines.

***All students must meet the requirements set by clinical agencies. These requirements may include but are not limited to health and vaccination policies, drug testing and criminal checks. Students who cannot meet requirements set by clinical agencies will not be able to complete the clinical objectives set by the curriculum and will not be able to complete their training.***

## **EVALUATION**

Students will be evaluated through written, verbal and psychomotor evaluations. The student must prove competence in all areas of evaluation in order to be successful. Students will also be evaluated by demonstrated behaviors. Any student found to be cheating will receive a grade of zero (0) for that exam.

A student may be recommended for dismissal from class if problems in their physical and/or emotional health and are seen as a threat to the patient or the safety of coworkers. The Medical Director will in conjunction with the Training Officer will make the final decision regarding dismissal of students from the course due to reasons other than academics.

## **PROGRESSION OF THE EMS STUDENT**

Students must complete EMS courses with a minimum grade of 80 or higher. Any student who does not achieve a minimum grade of 80 or higher in an EMS course will not receive credit for the class.

Any student who finds himself or herself in academic or clinical distress should go to their Instructor and/or Training Officer and determine what remediation is available to them.

Students who fail out of the class will not be readmitted to the course unless they have completely satisfied the faculty that whatever situation(s) leading to the prior failure have been corrected.

***An instructor's/preceptors professional opinion regarding a student's ability to provide safe patient care shall at all times outweigh any previous clinical evaluation of the student if***



**the grades and opinion differ. The final decision in regard to the student's competence will be made by the Medical Director.**

## **READMISSION TO THE PROGRAM**

Students who have previously been in the course, but whose studies are interrupted for any reason, may reapply at the next available class. Readmission is contingent upon the following:

1. Student's past performance in the program.
2. Reason(s) for interruption of the student's progress.
3. Judgment by the EMS faculty as to how well the student can benefit from readmission.
4. Meeting the minimum requirements that may have changed since prior admission.
5. Additional requirements necessary for the student's success.

## **ETHICS**

The ACEC student will be held to the same ethical standards as the practicing paramedic.

## **THE EMT OATH**

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

*I shall also share my medical knowledge with those who may benefit from what I have learned.*

*I will serve unselfishly and continuously in order to help make a better world for mankind.*

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

***Adopted by the National Association of Emergency Medical Technicians, 1978***

## **THE EMT CODE OF ETHICS**

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

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

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

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

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

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

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

*An EMT assumes responsibility in defining and upholding standards of professional practice and education.*

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

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

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

*EMT's, or groups of EMT's, who advertise professional services, do so in conformity with the dignity of the profession.*

*The EMT has an obligation to protect the public by not delegating to a person less qualified, any service that requires the professional competence of an EMT.*

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

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

***'The National Association of Emergency Medical Technicians'***

## **ACCEPTABLE USE OF ALEXANDER COUNTY EDUCATION CENTER TECHNOLOGY RESOURCES**

As an employee the Alexander personnel policy will be followed concerning the use of technology. Refer to the Alexander county website <http://alexandercountync.gov/employee-information>.

Technology resources include, but are not necessarily limited to computers, software, networks, internet access, telephones, voice mail, printers, scanners, copiers, and electronic (e-mail) services provided by ACEC. Technology resources also include Alexander County web pages, social media sites sponsored by ACEC, and other online resources provided or sponsored by ACEC. This policy applies to all users of technology resources provided by ACEC. Compliance is critical to the security and integrity of technology resources and is mandatory.

Use of technology resources shall be in compliance with local, state, and federal law. Use of technology resources shall comply with any contractual or professional obligations of ACEC. All users are responsible for using technology resources in an efficient, responsible, considerate, ethical, and lawful manner. Any information distributed by a user must accurately identify the creator, distributor, and recipient of that information.

Access to technology resources is a privilege rather than a right. Access may be withdrawn from those who use it inappropriately or irresponsibly. Users who violate any of the technology resource policies may be subject to disciplinary action and/or legal action.

Acceptable uses by faculty and staff include:

- Use to complete the official work of the ACEC (including instruction and administration)
- Use directly related to academic research activities approved by the ACEC
- Use directly related to service on behalf of the ACEC
- Use directly related to professional development activities approved by Alexander County Director.

Technology resources may not be used for any purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the Alexander County Education Center, inconsistent with the mission of the ACEC, or which may subject the County to liability.

Unacceptable uses of the ACEC technology resources include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the County or to others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized access of electronically stored information
- Infringement of copyrights, trademarks, or the rights of others
- Use of the Alexander County logo without prior approval from the Director
- Violation of computer system security

- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail accounts) assigned to others
- Unauthorized access to the County's information systems, Internet or other networked computers
- Use of computer communications resources in ways that disrupt or impede the computing activities of others
- Use of technology resources for commercial business purposes unrelated to the County, for personal profit, or for solicitation of resources for non-County sponsored activities
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting, sending, or intentionally accessing pornographic, sexually explicit, or offensive material
- Posting, sending, or intentionally accessing material that is contrary to the mission of the Alexander County Education Center
- Intentional distribution of computer viruses, Trojan horses, time bombs, worms, or other rogue programming
- Use of electronic mail (e-mail) for chain letters, pyramid schemes, unsolicited mass mailings (spamming)



All installations, modifications, and/or repairs of technology resources must be authorized by the Executive Officer of Alexander County Technology Services. Unauthorized resources are subject to seizure by the County.

The usage of County technology resources may be monitored as authorized by the Executive Officer of Technology Services or designee.

County personnel or designees will generally not access the content of user files except as follows: the user gives prior consent, the County needs to ensure the security or operating performance of its systems or networks, the County has a reasonable concern that a violation of County policy or law has occurred, or the County is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction, other reasons as determined necessary. Therefore, the County does not guarantee privacy regarding the use of County technology resources.

Any questions as to the appropriate use of technology resources should be directed to the Executive Officer of Technology Services.

### **Electronic Mail Services**

E-mail is a service provided by the County to facilitate communication and the transfer of information related to the mission of the County. This policy addresses the expectations for and use of e-mail services established and/or sponsored by the County ("County e-mail").

County e-mail is a County technology resource. Users are subject to all other policies regarding Alexander County technology resources.

## SOCIAL MEDIA POLICY

### **Social Media Procedures**

“Social media” is a conversation between the students, prospective students, parents, the community and many other entities and individuals. It is a very public social arena where the rules of engagement change frequently.

Social media offers a chance to build a sense of community and to empower our students and ourselves by offering an open exchange of ideas and fostering interaction. This tool allows us to share both insights and information in a globally distributed conversation. To foster that atmosphere, the following should be observed:

1. All social media sites representing the County must clearly state this by including “Alexander County” in the name of the site.
2. Posts that are obscene, harassing sexually or racially, personally insulting, profane or derogatory will **not** be tolerated.
5. Conduct on official ACEC social media sites that is not acceptable at ACEC may result in disciplinary action of Alexander County personnel policy.
6. All students or employees are expected to abide by the ethics and conduct established in the personnel policy. Any violation will subject the person to disciplinary action. Policy can be found <http://alexandercountync.gov/employee-information/>

## **General Guidance for Social Media:**

1. Remember, it is a conversation, but avoid unnecessary or unproductive arguments.
2. Be authentic—be YOU.
  - Be transparent.
  - Speak for yourself and ensure the audience knows that you are not speaking on behalf of others.
3. Respect your audience.
  - Take responsibility; you are what you write.
  - If you alter a previous post, note that you have done so.
  - If you make a mistake, be the first to correct it.
  - If you think your comment may be inappropriate, stop before you hit SEND. You may delete the comment, but an impression is made once it is read by others.
  - Do not engage in any conduct that is unacceptable by Alexander County (no obscenity, racial slurs, personal insults, profanity, etc.).
  - Do not post confidential or proprietary information about Alexander County, our students, patients, alumni or fellow employees.
4. Like email, posts to social media sites are public record. Any communication via the sites may be subject to monitoring and disclosure to third parties.
5. When posting in an official capacity as a faculty or staff member, uphold ACEC mission and vision. Keep your personal views separate.
6. Know and follow Alexander County guidelines for employee and student behavior.

7. Respect and follow copyright and fair use laws.

### **EMS EQUIPMENT USE**

The equipment provided to students for education is costly. This equipment must be updated and maintained in order to keep it in good running order. The faculty and students must work together in order to make equipment readily available for out-of-class practice while also maintaining safety and security against theft or misuse. Students must understand that unless they inform instructors of problems with the equipment, repairs cannot be made. Students that do not follow designated procedures and safety precautions in using the equipment may face disciplinary actions, including removal from the course. Students are responsible for replacing all equipment after use. It is up to each student to verify all items have been replaced and put back in original location.

### **GRADING POLICY**

No grades will be rounded up. For example, if your grade is 73.3%, your grade will be the whole number 73. If your grade is 73.8%, your grade will be the whole number 73.

### **ATTENDANCE POLICY**

All students are expected to attend 90% of scheduled classes. At the instructor's discretion, a student may be dismissed from any class in which excessive absences have occurred. Students who have justifiable reasons for absences may be readmitted at the discretion of the instructor.

## **DISABILITY STATEMENT**

Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990) wishing to make a request for reasonable accommodation or wishing to file a complaint of alleged discrimination on the basis of disability should contact the EMS Director. It is the student's responsibility to request these services. Current documentation of the disability by an appropriate professional may be required. All information is kept confidential. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

If you have a disability and wish to discuss reasonable accommodations, please contact EMS Director at 828-632-4166.

## **EMERGENCY PROCEDURES**

### **ACEC EMERGENCY PROCEDURES**

**To Report a Serious Emergency  
Dial 6-911 from Station one any phone, or  
911 from mobile phones or at Station Two.**

#### **Lockdown**

Quickly get all persons behind a **locked** door, close blinds, lock all windows/doors, and turn off lights. Sit against an interior wall away from windows and doors (hide). **Keep cell phones ON in silent mode or vibrate.** Do not leave the locked area until notified by a known ACEC administrator or by law enforcement that the emergency is over.

#### **Seek Shelter** (tornados, hurricanes, etc.)

Move to hallways and/or other inner rooms. Stay away from windows and doors. Sit on floor facing the inner wall and shield head with hands. Remain in shelter until notified by ACEC administration or by emergency personnel that the danger is over.

#### **Building Evacuation**

Leave the building immediately and proceed to a parking lot location at least 100 feet from the building. Do not delay to retrieve books or other personal items. Do not use elevators.

Do not touch suspicious objects. Stay clear of the building once outside. Faculty should take class rosters if possible and account for all students at evacuation locations. Report any special assistance needed to ACEC faculty/staff or to emergency personnel. If you are aware or suspect someone is trapped in a threatened building, notify ACEC faculty/staff or emergency personnel. Remain at your building evacuation location until further instructions are provided by ACEC administration or by emergency personnel. **In case of bomb threat, avoid using cell phones and wireless devices; this may detonate the bomb.**

### **Smoke, Fire or Hazardous Materials**

Activate the nearest fire alarm. Before attempting to fight a fire, notify someone nearby. Never attempt to fight a fire larger than wastebasket size. Close doors and windows to isolate the problem if the situation permits. If trapped in a building during a fire, use wet towels or cloths to protect you from flames and smoke. Stop/drop/roll if your clothes catch on fire. Do not open doors that feel hot. Always stay between the fire and an exit. Stay low to the floor as you try to exit.

### **Personal Emergencies**

Unless you feel threatened, stay with the victim until emergency personnel arrive. Avoid contact with bodily fluids. Stay calm and try to minimize panic.

## **RELIGIOUS OBSERVANCE STATEMENT**

Students shall be permitted excused absences from all classes two days per year for religious observances required by their faith. The absences requested in accordance with this policy are “one of” and not “in addition to” any absences otherwise permitted by the faculty for a class. The excused absence request must be submitted by the second class meeting and a minimum of two (2) weeks in advance of the absence. Please contact your instructor for the required forms.

## **ACADEMIC HONESTY POLICY**

Students at ACEC are expected to be honest in all academic pursuits, whether class, lab, shop, or clinical. Acts of academic dishonesty are considered unethical and subject to behavior sanctions. Examples of academic dishonesty include, but are not limited to the following:

1. Sharing information about the content of quizzes, exams, classroom/lab/shop/clinical assignments (scheduled or make-up) without approval of the instructor including but not limited to unauthorized copying, collaboration, or use of notes, books, or other materials when preparing for or completing examinations or other academic assignments (scheduled or make-up).

2. Buying, selling, or otherwise obtaining a copy of a quiz, exams, project, term paper, or like document, without approval of the instructor.
3. Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas (from any source) as one's own.
4. Failing to follow approved test taking procedures by performing such acts as:
  - Looking on another student's test
  - Use of unauthorized notes; written, electronic, or otherwise
  - Changing answers after exam is scored
  - Verbal, non-verbal, or electronic communication with another student during an exam

Instructors have the authority to impose a warning, probation, or dismissal from the class for acts of academic dishonesty relative to classes under their supervision.

Students have an obligation to report any acts of academic dishonesty to the instructor or appropriate campus authority when reasonable grounds exist for such a report. Students also have a responsibility to cooperate in the investigation of any alleged acts of academic dishonesty.

## **MISCELLANEOUS INFORMATION**

Alexander County Education Center  
621 Liledoun Road  
Taylorsville, NC 28681

EMS Director:	Jeff Sigmon	828-632-4166
Medical Director:	Joel Inman, MD	j_inman@charter.com
EMS Training Officer:	Kevin M. Richards	828-632-4166
EMS Station one:		828-352-7764
EMS Station two:		828-352-7805

Alexander County Administration Office

828-632-4166



## **PREPARATION FOR CERTIFICATION**

Students are eligible for certification when they successfully reach the following endpoints **and have completed** the clinical skills as required by the State of North Carolina and ACEC. Students are responsible for setting up testing through the NC CIS system that can be accessed by the NCOEMS website [www.emspic.org](http://www.emspic.org). All students must bring a photo ID for each state-certifying exam.

Student records of exams, skills evaluations, and clinical experiences will be kept for a period not to exceed five years.

DRIVING RECORDS AND ARREST RECORDS ARE SCRUTINIZED BY EMPLOYERS AND THE OFFICE OF EMERGENCY MEDICAL SERVICES. STUDENTS WHO HAVE QUESTIONS ABOUT THEIR ABILITY TO CERTIFY THROUGH THE STATE BECAUSE OF THE PRECEDING SHOULD CALL OEMS TO ASCERTAIN THEIR ELIGIBILITY FOR CERTIFICATION.

Should a student be turned down by any clinical agency due to any reason or at any point during the program process, the student will not be allowed to progress into the clinical area and therefore will not be able to complete the program of study.

Should the need arise, EMS faculty reserves the right to make revisions or adaptations to the preceding guidelines. Prior to the effective date of such changes the student will receive proper notification and explanation of the change.

## **EMS TECHNICAL STANDARDS**

The following activities are examples of the kind of activities, which a student in EMS will be required to perform in order to successfully completion.

1. **Critical Thinking:** Paramedic students should possess critical thinking abilities sufficient for clinical judgment. For example: the paramedic student must be able to prioritize the care of the critically injured or ill patient.
2. **Interpersonal Skills:** Paramedic students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds. For example: student shall establish rapport with clients/patients and health care team members.
3. **Communication Skills:** Paramedic students shall possess communication abilities sufficient for interaction with others in verbal and written forms. For example: providing verbal encode to medical direction from the field and documentation of patient care.
4. **Mobility:** Paramedic students shall possess physical abilities sufficient to move from room to room, maneuver in small spaces, stand and walk for extensive periods of time and lift average size adults with help. For example: transferring patients on to stretchers, loading and unloading stretchers into the ambulance, and moving about the scene to search and discover patients.
5. **Motor Skills:** Paramedic students shall possess gross and fine motor abilities sufficient to provide safe and effective care. For example: calibrate and use

- designated equipment, insertion of tubes, initiation of intravenous and intraosseous infusions, and administration of medications.
6. Hearing: Paramedic students shall possess auditory abilities sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, cries for help, and auscultate breath and bowel sounds.
  7. Visual: Paramedic students shall possess visual abilities sufficient for observation and assessment necessary for care. For example: observe patient/client responses to treatment, use of designated equipment, and assessment of patient.
  8. Tactile: Paramedic students shall possess tactile abilities sufficient for physical assessment. For example: perform palpation and percussion, assessment of skin vital signs.
  9. Weight Bearing: Paramedic students shall possess ability to lift and manipulate/move 45-50 pounds on a daily basis. For example: position patients/clients, carry designated equipment.
  10. Cognitive Abilities: Paramedic students shall possess ability to be oriented to time, place and person; and organize responsibilities, make decisions and function effectively in critical situation. For example: student shall assess client/patient complaints and implement appropriate plans for care.
  11. Occupational Exposures: Paramedic students may be exposed to communicable diseases and/ or body fluids, toxic substances, medicinal preparations, and latex. Students shall use appropriate precautions at all times. For example: student maybe

be assigned a client/patient with a communicable disease and shall provide total care using universal precautions.

12. Driving Skills/Abilities: Paramedic students must have a valid NC Driver's License in order to complete their coursework at ACEC.

**Please note:**

**Examples are not all inclusive.**

## **GUIDELINE AGREEMENT**

I have read and understand the EMS Program Student Guidelines.

I agree to abide by these guidelines \_\_\_\_\_.

Signature of Student: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

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

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