



INDIAN RIVER STATE COLLEGE

Paramedic Student Handbook

IRSC is an EA/EO educational institution.

INDIAN RIVER STATE COLLEGE
Paramedic Program
Student Handbook

The IRSC Paramedic program reserves the right to make any revisions, deletions, or additions to the procedures which, in the opinion of the faculty and/or Indian River State College, serve in the best interest of the program and its students. If changes from these procedures are necessary, those changes will be noted in class syllabi which supersede this handbook or in notification by email or in writing.

The paramedic student is subject to the regulations in this handbook as well as the regulations in the Indian River State College Student Handbook/Planner.

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Program Philosophy

Education impacts learning and the development of individuals by improving verbal skills, quantitative skills, and the ability to use higher-level thinking, decision-making skills, intellectual flexibility, reflective judgment, and communications. Education also impacts attitudes and values by developing a more positive self-image, encouraging autonomy and independence, increasing the ability to deal with change and ambiguity, developing a structure for principled reasoning and moral judgment, and improving career mobility.

Program Goal

The goal of the Paramedic program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency medical Technician, and/or Emergency Medical Responder levels.

Program Learning Outcomes

1. Demonstrate an ability to understand, interpret, and apply EMS and general medical knowledge necessary to function as a paramedic in healthcare and public safety settings.
2. Demonstrate technical proficiency in a broad range of paramedic level EMS skills, both difficult and routine.
3. Demonstrate effective teamwork in managing simulated emergency scenarios.
4. Demonstrate proficiency in advanced patient assessment and formulation and implementation of treatment plans for patients with a variety of medical and traumatic emergencies.
5. Demonstrate leadership in the management of prehospital care.
6. Demonstrate an ability to conduct oneself as a paramedic in an ethical and professional manner.

Program Accreditation

The Indian River State College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N, #7709

Seminole, FL 33775

727-210-2350

www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312

Rowlett, TX 75088

214-703-8445

Fax: 201-703-8992

www.coaemsp.org

Certification Exams

Students completing the entire Paramedic program will be eligible to take the National Registry of Emergency Medical Technicians' paramedic certification exam, which also serves as the certification exam for the State of Florida. The psychomotor exam serves as the final psychomotor exam of the program. The cognitive exam is not part of the program and is taken at the student's expense.

Requirements for Progression

The Paramedic program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Paramedic course (determined by a minimum grade of "C" or better.) In the event that the student obtains a grade lower than a "C" in any of the Paramedic courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Academic Requirements

1. All paramedic students must obtain a "C" or better or "S" in ALL Paramedic courses. A grade lower than a "C" or "S" in any Paramedic course will result in dismissal from the Paramedic program. Courses in the Paramedic program are offered in a programmed and sequential manner. It is essential that students master the knowledge and skills of each Paramedic course (determined by a minimum grade of "C" or "S") prior to progressing to the next semester. In the event the student obtains a grade lower than a "C" or "S", they will be required to withdraw from the program and follow the procedure for readmission in the program.
2. The student must meet all the requirements established by IRSC for the Technical Certificate.
3. At the beginning of each course, the student will be given a syllabus listing the specific requirements for the course. All requirements must be met to complete the course. Grading will be based on the degree of achievement.
4. In addition to specific course objectives, students must meet core performance standards and demonstrate professional conduct in accordance with program regulations at all times while enrolled in the Paramedic program. If at any time the faculty's evaluation of a student's ability to meet core performance standards on professionalism is identified as below average, the student will be removed from the Paramedic program, regardless of academic performance.

5. The grading scale for the Paramedic program is as follows:

- A = 90.00 - 100
- B = 80.00 - 89.99
- C = 70.00 - 79.99
- D = 60.00 - 69.99
- F = Below 60.00

Student Refunds

A full (100%) refund of matriculation, tuition and other fees will be granted to a student only under the following circumstances:

1. A student officially drops a class prior to the published Drop Deadline for the Full Term and Express Schedule.
2. A student officially drops a Special Registration class prior to the published Drop Deadline. A Special Registration class is defined as a class with beginning and ending dates that do not coincide with the beginning and ending dates published for the Full-Term Schedule.
3. A student is registered for a class that is cancelled by the College.
4. A student is called to active military duty and officially withdraws from classes. The student must present his or her formal "Orders to Report for Duty".

A student receiving Financial Aid may receive refunds based on the Federal Refund regulations.

Other than the four conditions outlined above, the only other refund requests considered by the College will be those in which extraordinary circumstances beyond the student's control are supported by third party documentation.

Students who believe their situation qualifies for consideration have one year from the end of the semester for which the refund is being requested to submit an official Request for Refund and any required documentation to an advisor. The advisor will verify all the documentation and forward to their Campus President or Administrative Director. Those individuals will then make a recommendation and students will be informed in writing of the decision.

The process of refunding fees for classes begins as soon as possible following the published Drop Deadline for that semester and continues on a periodic basis for the remainder of that semester. Any monies owed to the College by a student will be deducted before a refund is issued.

Refunds will be mailed 2-4 weeks after the Drop Period ends. Individuals can refer to the District Board of Trustees policy Manual, 6Hx11-7.14, for detailed information regarding student refunds.

Please contact the Cashier's Office at 772-462-7330 for more information.

EMT & PARAMEDIC CORE PERFORMANCE STANDARDS

Introduction

The following general position description for the EMT and Paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each emergency medical services (EMS) entity.

Qualifications & Competencies

A candidate for the EMS profession must have the following qualifications and competencies: observation, communication, motor, intellectual-conceptual, integrative, and quantitative, and behavioral/social attributes. Technological compensation may be made for disabilities in certain areas, but candidates should be able to perform in a reasonably independent manner, with or without accommodation.

Visual: Candidates must be able to observe and participate in experiments in the basic sciences (for example, physiologic and pharmacological demonstrations and microscopic studies for micro-organisms and tissues). In order to make proper clinical decisions, candidates must be able to visually assess a patient, interpret x-rays and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs with or without the assistive devices. Candidates must be able to read small print. The functional use of vision is necessary.

Oral-Auditory: Candidates must be able to communicate effectively and sensitively with patients. Candidates must be able to communicate effectively and efficiently with other members of the health care team. In an emergency situation, Candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and rapid fashion. Candidates must also be able to relate information to and receive information in a caring and confidential manner. Candidates must be fluent in and able to read, write, converse, and comprehend the English language. Candidates must be able to listen and respond to radio communications. Candidates must be able to effectively hear through a stethoscope.

Physical/Motor: Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Candidates must be able to execute motor movements reasonably required to provide general emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of lacerations. These skills require coordination of both gross and fine muscular movements, equilibrium, and integrated use of the senses of touch and vision. Candidates must be able to lift and carry 125 pounds (250 pounds with assistance) and manipulate and handle equipment such as stretchers from floor level to a height of 48 inches. They must be able to walk and work in small spaces, various weather conditions, and various physical environments. Candidates must be able to function effectively during a 24-hour shift without sleep.

Cognitive: Candidates must be able to measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion. Candidates must comprehend three-dimensional relationships and understand the special relationships of structures. They must have a concept of time and be able to record times to the second from a clock or watch. Candidates must be able to follow written and verbal directions. Candidate must have the ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.

Social: Candidates must possess the emotional health required for the utilization of their intellectual abilities for the exercise of good judgment, for the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Candidates must be able to interact with individuals from varying social, cultural, and economic backgrounds.

Curriculum Requirements: Candidates must be able to successfully complete, with or without reasonable accommodation, all required components of curriculum.

Test and Evaluation: In order to evaluate the competence and quality of candidates, the IRSC EMS Program employs periodic examinations as an essential component of the EMS curriculum. Successful completion of these examinations is required for all candidates as a condition for continued progress through the curriculum. Reasonable accommodation will be made in the form or manner of administration of these evaluations where necessary.

Clinical Assessment: Demonstration of clinical competence is also of fundamental importance to the career curriculum progression of the candidate. The process of faculty evaluation of clinical performance of candidates is an integral and essential part of the curriculum. Although reasonable accommodation may be made, participation in clinical experiences and the evaluation of participation is required.

Attendance: Class attendance is deemed an important component of the educational experience. Reasonable accommodation will be provided, but attendance requirements must be satisfied for successful completion of these courses.

Description of Tasks

1. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
2. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
3. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient.
4. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
5. Reassures patients and bystanders, avoids mishandling patient and undue haste, and

searches for medical identification emblem to aid in care.

6. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
7. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
8. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
9. Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
10. Identifies diagnostic signs that require communication with facility.
11. Moves the patient into the emergency facility from the ambulance
12. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care in route to facility and provides assistance to emergency department staff as required.
13. Maintains familiarity with all specialized equipment.
14. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Student Accessibility Services (SAS) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

IRSC offers many disability resources at on-campus labs. The SAS works with online students to ensure accessibility. A quick link is located to the SAS in the Institutional Resources section in the course control panel. Students who wish to request an accommodation for a documented disability should contact the SAS immediately at 772-462-7809 or via email at accessibilityservices@irsc.edu.

Reasonable Accommodations

The Americans with Disabilities Act does not exempt the student from these Core Performance Standards. These standards are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Indian River State College EMS Program uses the rules of the Florida Department of Health along with the National Registry of EMT's, as a template with regards to what accommodations will be provided. Students must work with the SAS staff in conjunction with the EMS Program Director and instructor of record in order to be considered for accommodation. It is the student's responsibility to contact the Student Accessibility Services office.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Core Performance Standards. These include, but are not limited to:

1. **Students are not allowed additional time for skills with specific time frames.**
 - Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
2. **Students are not allowed unlimited time to complete a written or computer exams or quizzes.**
 - This request is not considered reasonable because a candidate should be able to complete an exam or quiz within a finite amount of time.
 - Exams and quizzes are designed, at least in part, to measure the ability to quickly recall information.
 - Students will be allowed a maximum of time and one-half to complete written or computer exams or quizzes.
3. **Students are not allowed to have written or computer exams given by an oral reader.**
 - The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
4. **Students are not provided a written or computer exam with a reading level of less than grade nine.**
 - The EMS profession requires a reading level of at least grade eight to work safely and efficiently.
5. **Students must answer all written or computer test questions as written. No explanation of the question can be provided by the test proctor or any other individual.**
 - Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
 - Students must be able to understand and converse in medical terms appropriate to the profession.
6. **Students are not allowed to use calculators.**
 - Students must be able to perform the calculations required for patient assessment and care even if assistive technology was not available.

LATEX ADVISORY – Latex-based products are used in all health care facilities.

Attendance

Attendance during all phases of the Paramedic program is extremely important because of the nature of the material to be presented. Class attendance for each Paramedic course is mandatory. Specific attendance requirements for each course will be provided in the course syllabus.

Student Records

The EMS Program complies with the College's student records policy under the Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment. For additional questions, contact the Office of Student Records at 772-462-7460.

Accidents/Unusual Incidents

Students must report any unusual incidents they experience during their participation in the Program as soon as possible after the event and no more than 24 hours after the event. These include, but are not limited to major incidents especially those involving the media, student injuries or exposures, medication errors by the student, and injury to a patient.

Under no circumstances should any student write an official incident report for or be interviewed by non-IRSC staff regarding unusual events (e.g., questions on patient care, inappropriate behavior, accident reports, procedural issues) occurring during a clinical or field shift without the permission and/or representation of the Program Director or another Program faculty member.

Health Insurance

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, information about how they can obtain coverage, at their own expense, can be obtained from the IRSC Health and Wellness Center. Student's must provide the program director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

Student Employment

Classroom, lab, and clinical rotation scheduling will not be arranged around a student's employment schedule. It is expected that the student's education comes first. Employment should, in no way interfere with the student's academic or clinical responsibilities. Students have some flexibility in scheduling field experience, but minimum requirements must still be met. Employment cannot be substituted for clinical education.

Transportation

Students must have reliable transportation to and from IRSC and to and from assigned clinical, field, and special event sites. No transportation will be provided by the College, faculty, or sites.

Conduct

1. Any Paramedic student caught in an act of academic dishonesty on an exam, quiz, or assignment will receive a grade of "0" for that work and will not be permitted a retake or makeup. Two (2) such occurrences will result in dismissal from IRSC Paramedic program.
2. Any student willfully creating a hazardous situation for themselves and/or others will be dismissed from that class with an unexcused absence. Continual practice of this nature will result in dismissal from the Paramedic program.
3. The student must exhibit courtesy and respect for the instructors and fellow students while in class.
4. Any student failing to maintain a professional demeanor/conduct while in the Paramedic program will be dismissed immediately.
5. Students must demonstrate appropriate etiquette and netiquette at all times including, but not limited to: being respectful at all times; refraining from cursing and rude or inappropriate comments/behavior; using proper English in emails without slang or inappropriate language; not writing in all caps and reading messages before sending them (interpretation is subjective and may not be perceived as intended).
6. Specific conduct expectations for each course will be provided in the course syllabus.

Disciplinary Procedures

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The Program strives to assure due process in the event of any disciplinary action that is taken against a student who violates the standards of conduct and/or fails to meet the academic requirements of the Program as outlined in this manual. Corrective action is generally progressive. For most minor incidents, personal coaching, documented warnings, and/or a written reprimand may precede probation and/or dismissal/withdrawal from the Program. The purpose of this disciplinary action is to provide feedback that encourages accountability and behavior that reflects Program values. Correction action plans are intended to be positive, non-punitive interventions that allow an individual time to correct an identified deviation from expected behavior. In each instance, the correction action is to be fair, just, and in proportion to the seriousness of the violation. Feedback is to be communicated privately, out of sight and sound of peers or coworkers, and delivered in a timely manner. For more severe offenses, the disciplinary process may begin with probation or dismissal/withdrawal from the Program.

Grounds for Written Counseling

The following are grounds for written counseling:

1. Failure to follow proper notification procedures
2. Missing a field or clinical shift without proper notification
3. Unprofessional conduct
4. Safety concerns
5. Failure to follow established policies
6. Attendance issues
7. Failure to comply with due dates
8. Poor academic performance

Students who have received more than two (2) written counselings or who have received two (2) written counselings for similar issues will be required to meet with the lead instructor and Program Director to develop a plan for improved performance. The Medical Director may also be advised and/or participate in the meeting. Continued poor performance may lead to dismissal/withdrawal from the Program.

Probation

Students who violate any of the administrative or conduct policies and are placed on probation or dismissed/withdrawn at the discretion of the Program. Students placed on probation will be notified in writing along with the specific probation plan. A student who fails to comply with the terms of probation will be withdrawn from the Program.

Dismissal/Withdrawal from a Program of Study

A student may be terminated from his/her program of study for not satisfying the academic or disciplinary policies and rules outlined in this handbook. Those include, but are not limited to:

- Failure to meet academic standards as outlined in the grading policy
- Failure to meet the conditions of a probation plan
- Failure to meet course requirements during any phase of the program
- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this handbook
- Repeated absences, tardiness, or early departure as outlined in the attendance policy
- Repeated failure to comply with applicable uniform and dress codes
- Failure to complete submission of documents required for matriculation (i.e., medical screening information, application information, licenses, certifications) after notice by Program administration
- Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field station decorum

- Repeated or substantial failure to comply with the exposure control policy
- Repeated or substantial failure to comply with the reporting procedures for Incidents and Unusual Occurrences
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence

Upon dismissal/withdrawal, the student will be notified in writing of the reason(s) for the dismissal. This documentation will also be placed in the student's file. The Program Director may require an exit interview at the time of dismissal. Students who are dismissed from the Program for disciplinary reasons can reapply to the Program; however, the documentation related to the dismissal will be considered as part evaluating the student eligibility.

Student Identification

Students are required to have an approved IRSC Student ID card. Students will be supplied an ID badge holder. Student ID cards are to be placed in the badge holder and worn at all times.

Student Grievance

• **Board Policy Number 6Hx11-7.26 & A.P. 7.26 Student Grievance** (Please refer to Appendix) The District Board of Trustees recognizes the right of individual students to seek redress of grievances and authorizes the President, or designee, to develop and implement procedures to assist students and faculty in resolving students' grievances while facilitating and supporting student success. Students who have grievances shall have an opportunity to express them through proper channels. The President has established the following review committees to handle all forms of student grievances:

- Academic Review/Admissions Committee
- Appeals Committee
- Scholarship/Financial Aid Committee
- Student Affairs Committee
- Athletic Committee

Clinical and Field Rotation Regulations

1. Any paramedic student who violates college or hospital regulations while in a clinical or field facility will be reported, in writing, by the clinical educator, preceptor, or designee. This is especially important in matters concerning confidential patient information. The report should include the nature of the infraction, the date, the student's name, and the name of any other staff members involved.
2. The report will be sent to the Paramedic lead instructor and the Paramedic Program Director and will be reviewed with the reporting party and the student.
3. Any student whose performance is deemed unsafe or inappropriate will be removed from the site and required to remediate their skills in the lab prior to being permitted to resume their rotation. All clinical objectives must be met prior to the start of final exams. In the event a site refuses admission to any Paramedic student or requests that a student be removed from that site, the Paramedic program will attempt to reassign that student. If the student cannot be reassigned to another site, they will be withdrawn from the program.

4. If it is agreed by the Paramedic Program Director and Paramedic lead instructor that the incident is of a serious nature, the student may be suspended from the Paramedic program for the semester or withdrawn immediately depending on the nature of the incident. If more than two (2) incidents occur, regardless of the nature of the incident, the student will be dismissed from the program.
5. All students have a right to appeal their actions as outlined in the Health Science Student Disciplinary Process.

Student Dress Code

Unless otherwise directed, students will wear the required uniforms at all times while participating in Paramedic program classes and activities specified. Students in any program of study that does not require uniforms will be required to adhere to a minimum dress code. Students may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and hygiene regulations may result in student dismissal from class, lab, clinical, or field shifts.

Uniforms

Uniforms must be kept neat, clean, pressed, and well-maintained. Due to the possibility of uniforms becoming soiled in the course of class, clinicals, or field experience, students must have a change of uniform accessible at all times (e.g., in their vehicle). This generally requires a minimum purchase of two (2) of each uniform.

Any time the uniform is worn and the student is in the public view, all regulations regarding the wearing of the uniform must be followed.

Generally, uniforms should not be worn at any offsite locations that are not directly associated with the class. Exceptions to this would include travelling to or from class, during lunch breaks for full-day courses, and other times with preapproval from program faculty; however, understand that any time a student is in uniform he/she is representing the program, Health Sciences, and the College and is subject to these rules and regulations, including dismissal from the program. At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant unless just passing through to a non-bar seating area), except while on a call at such a location while on a field rotation. Under **NO** circumstances will the uniform be worn while the wearer is consuming or with individuals who are consuming alcohol, including in a restaurant. **NO** smoking or tobacco use, including smokeless or electronic nicotine delivery devices, is permitted while in uniform, irrelevant of location.

Specifications for required uniforms will be provided in the provisional letter of acceptance.

General Dress Code & Personal Hygiene

The IRSC Student Handbook/Planner addresses student dress in a general manner and grants faculty permission to dismiss any student with offensive or distasteful attire. This handbook clarifies what is permitted attire for courses conducted by the EMS department.

Shirts must be worn tucked in and buttoned. Only the top button may be left open. Only approved pins may be worn on the shirt. Scrub tops may be untucked, but t-shirts worn underneath must be tucked in.

Pants must be an appropriate length and size with finished hems that do not drag on the floor or ride down the hips/buttocks. Pants may not be tucked into boots.

Shirts and pants must be laundered, generally free of wrinkles, and smell fresh.

Boots/shoes should be clean, polished if possible, and fully tied/zipped. Closed-toe footwear is required.

Hair should be neat, clean, and worn in a natural style. Hair that is shoulder length or longer should be secured off the face and base of the neck. Hair coloring outside of usual and customary colors is unacceptable. Facial hair must be neatly groomed. Specific facial hair, including but not limited to beards, goatees, soul patches, and long side burns are prohibited as they are generally prohibited by hospitals, ambulance services, and fire departments as they may interfere with a student's ability to wear required respirators.

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical alert bracelets. Wedding bands and medical alert bracelets must meet safety requirements.

All body art/tattoos must not be visible. Students required to wear uniforms with body art/tattoos on their arms that is not covered by short sleeves, including when arms are raised or extended, must choose the long-sleeve options. Body art/tattoos that cannot be covered by the required uniform or general dress may prohibit a student from participating in program courses.

Students may not wear caps, hats, bandanas, or other head coverings while indoors. Religious head coverings may be acceptable per individual agreement with the Program Director as long as they do not jeopardize student and/or patient safety. While in uniform, only the approved ball cap may be worn while outdoors.

Sunglasses (not including photoreactive, prescription lenses) are not to be worn indoors.

Good hygiene is essential. Students should be freshly bathed. Use of personal hygiene products is required. Body odor is to be controlled and deodorant used. Teeth should be clean.

Use of conservative makeup is acceptable. Students must avoid excessive use of perfume, cologne, or after-shave due to increasing allergies and the potential they may offend other students/patients.

Fingernails must be clean and trimmed. Nail polish, if worn, must be clear, colorless, and kept in good condition. Fingernails may not exceed $\frac{1}{2}$ inch from fingertips. Artificial nails are not permitted in these areas.

Appropriate hosiery and undergarments must be worn at all times. Undergarments should not be visible.

Overall, clothing should be clean, neat, in good repair, and of appropriate size. Uniforms that become faded must be replaced. Clothing that is soiled, torn, too loose, or too tight may cause the student to be dismissed from class that day.

Certificates of Completion

Certificates of completion will be issued within fourteen (14) days of course completion as per Florida Statute Title XXIX Chapter 401.2701. Students completing the program late will have the Technical Certificate transcribed and the Department of Health will be notified within fourteen (14) days of course completion; however, physical certificates may not be issued until a later date.

Restriction on Students as Staff or Being Subject to Call

Although assisting patients in a “hands-on” capacity is encouraged during the clinical and field phases, at no time shall a student be used to replace, substitute for, or take on the responsibilities of any regular qualified staff member at a clinical or field site. All individuals enrolled in the Program are classified as **students** until such time that they receive notification of successful completion of their program of study and successfully obtain the certifications and licensure that are required to operate at their new level.

Chapter 64J-1.020(1)(a), Florida Administrative Code prohibits a student being subject to call while participating in class, lab, clinical, or field experiences. This policy is not intended to prohibit a sponsoring agency from paying a student while they are on a scheduled clinical or field shift, if it is the agency’s policy to do so; however, that student may not be considered part of required staffing. For example, if a student is riding with his/her employer and the agency allows minimum staffing on their ambulances of one EMT and one Paramedic, the student may not be counted as the EMT to meet this minimum staffing requirement.

Students should never be in the patient compartment alone during patient transport.

At no time while considered a student will a student do any firefighting duties or extra work, for example mowing grass or painting that other non-employee students would not be permitted to do. This does not preclude the student helping with basic station duties/chores.

Criminal Penalties and Loss of Licensure for Falsification of Documentation

Every piece of documentation submitted by a student as part of the EMS Program is used to document the student’s having met program requirements with regard to licensure and certification. As such, pursuant to Florida Statutes, Chapters 401.41 and 401.411, any misrepresentation in that documentation is a misdemeanor of the first degree. The State may also deny, suspend, or revoke the license or may reprimand or fine any licensee or other person operating under its authority, including preceptors, for misrepresenting any information related to licensure.

Internet Access, Computer Requirements, Blackboard, RiverMail, & Platinum

All of the program courses are web-enhanced, and some may be provided entirely online using the College’s learning management system and/or other course delivery systems. While students are not required to have their own Internet access, students are required to access these online resources.

Course instructors will communicate with students using their RiverMail as well as the built- in messaging tools in the LMS. Students are required to check their messages at least once a day.

Students will also be required to use Platinum®, the program’s online scheduling and skills tracking system, to schedule lab, clinical, and field shifts and enter all of their lab, clinical, and field experience skills and patient contacts.

Students must have a computer with webcam to view online lectures as well as a smartphone or tablet for skills documentation in the clinical and lab settings.

APPENDIX

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STUDENT GRIEVANCE POLICY AND PROCEDURE

• Board Policy Number 6Hx11-7.26 & A.P. 7.26 Student Grievance

The District Board of Trustees recognizes the right of individual students to seek redress of grievances and authorizes the President, or designee, to develop and implement procedures to assist students and faculty in resolving students' grievances while facilitating and supporting student success. Students who have grievances shall have an opportunity to express them through proper channels. The President has established the following review committees to handle all forms of student grievances:

- Academic Review/Admissions Committee
- Appeals Committee
- Scholarship/Financial Aid Committee
- Student Affairs Committee
- Athletic Committee

Students in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice students must follow the Process for Disciplinary Review as described in the Criminal Justice Policy Manual.

(Rev. 2017)

Procedure for submitting a grievance per 7.26 is as follows:

Other students seeking review of a grievance should make a written request for review to the:

- Vice President of Student Affairs for grievances related to the Student Standards of Conduct
- Administrative Director of Recruitment and Admissions for grievances related to scholarship/financial aid
- Vice President for Student Success for grievances related to academic concerns
- Vice President for Student Success for grievances related to admissions or requesting an appeal to an earlier grievance.

Academic Review/Admission Committee—This committee handles investigations into instructional matters, including but not limited to consideration of the waiver of academic rules. It is a committee which is established to hear cases and requests involving, among other things, petitions referred to the committee by any member of the College community and/or student body and also acts on all cases in which students do not meet stated requirements in matters concerning admissions or readmissions. The committee's primary function is investigative; the committee makes no decision in the case of student petitions, but serves the sole purpose of recommending to the President various actions and conclusions including a candidate's appeal for readmission.

The procedures and actions of this committee are established at the pleasure of the committee membership and generally follow the principles of Roberts Rules of Order. The committee may entertain information from any resource it deems appropriate. This committee comprises one element in an established procedure for the purpose of due process at IRSC. In the course of its investigations the committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

A student, faculty member, or other member of the College community initiates an investigation by this committee by presenting a petition to the appropriate Vice President for academic review, admissions or appeals, for permission to present his case to the committee. The petition must state clearly in writing the petitioner's reasons for requesting an investigation. The Chair of the Academic Review Committee is the Vice President of Student Affairs and the Chair of the Admissions Committee is the Vice President for Student Success who serves in that capacity without vote.

The quorum shall be three-quarters of the membership. The committee's recommendation is sent to the President or his designated representative. The individual who initiated the investigation may appeal the committee's recommendation by petitioning the Appeals Committee through the Vice President for Student Success. (See following Appeals Committee description for conditions under which an appeal may be instituted.)

Appeals Committee—This committee considers appeals from individuals who have been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This committee will hear appeals on only two conditions:

- a. If the subsidiary committee has violated its own due process procedures.
- b. If there is substantive new evidence to be presented which was not available to the subsidiary committee.

An individual seeking a hearing before this committee must state clearly in writing to the Vice President for Student Success, his/her reasons for appeal. If the committee members decide that the appeal is sufficiently based on one of the two aforementioned conditions, they may decide to hear the appeal. This committee's function is investigative and it makes no decision in the case of petitions, but serves the sole purpose of recommending to the President one of two available options. If an appeal is heard, the committee may recommend:

- a. That the action of the subsidiary committee be upheld, or
- b. That the case be returned to the subsidiary committee for additional consideration of the new evidence.

This committee's procedures and actions are established at the pleasure of the membership and generally follow the principles of Roberts Rules of Order. Material witnesses, resource persons, and the individuals making appeals may be present during the hearing, up to the point of committee deliberations. The Chair of the Appeals Committee is the Vice President for Student Success. Attorneys may attend the committee hearing, but only as silent observers. If attorneys are to be present, the committee will meet only in the presence of the Board of Trustee's legal counsel. Recommendations of the committee will be sent in private directly to the President of the College, and all activities and information within the committee hearing are completely confidential. This committee's activities are not subject to the Florida Sunshine Law as determined by a ruling of the Attorney General of the State of Florida.

The membership of this committee is appointed by the President or his designated representative. The membership is anonymous and remains anonymous.

Scholarship/Financial Aid Committee—This committee formulates and administers policies governing all financial assistance to students, including assisting the Financial Aid Office in defining academic policies regarding federal financial aid.

The committee meets to review appeals from students who have been suspended from scholarship/financial aid participation due to poor academic performance or misuse of funds. Membership on the committee includes the Executive Director of the IRSC Foundation (or appointee), Administrative Director of Recruitment and Admissions (or appointee) and the Director of Financial Aid (or appointee), as well as appointed members of the faculty.

Student Affairs Committee—This is an administrative hearing committee which investigates student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are chosen by the Vice President of Student Affairs. The Chair is the Vice President for Student Success, who serves in that capacity without vote. A quorum shall be the entire membership. The Vice President of Student Affairs prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President. As a result of the committee's recommendations or other information at his disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions he deems appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation the committee may bring to light other individuals or issues which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, he may petition the Appeals Committee. See the description of the Appeals Committee for the restrictions and limitations which apply.

Athletic Committee—This committee serves as an advisory board to the College's athletic program. It may recommend policies and guidelines on conduct, studies and surveys. The committee supports College athletic activities. At least one member of the Athletic Department shall be a member of the committee, and the Director of Athletics is an ex-officio member.

Safety and Security

- **Board Policy Number 6Hx11-3.15—Campus or Workplace Violence**

Indian River State College is committed to supporting a violence-free workplace/study place for all full-time, part-time, and temporary IRSC employees, administrators, faculty, staff; employment applicants; students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests, contractors, vendors and/or other affiliates for actions occurring in the course of official College business, events or programs.

Any acts of violence, threatening behavior, harassment, stalking or other actions that disrupt an individual's work performance or educational activities or the College's ability to execute its mission are prohibited. Threats, threatening behavior, acts of violence, and disruptive acts directed toward IRSC employees, student and affiliates engaged in the conduct of official College business are violations of this policy. This includes prohibited actions executed on College property, in buildings and/or property that the College controls, or made via telephone, fax, electronic or conventional mail, or any other communication medium. Violation of this policy may result in disciplinary actions such as suspension, expulsion or termination, as well as appropriate actions by law enforcement and/or governmental agencies.