

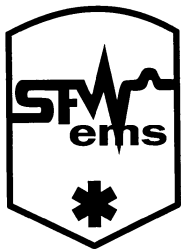


WAUBONSEE
COMMUNITY COLLEGE

Health Professions and Public Service

Emergency Medical Technician-Paramedic Student Handbook

Student Handbook 2025



Southern Fox Valley Emergency Medical Services System
Northwestern Medicine-Delnor

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1.0 WELCOME

Dear Paramedic Student,

Welcome to the Waubonsee Community College EMT-Paramedic Training Program. We are happy to have you with us and sincerely hope that we can help you fulfill your desire to become a State and Nationally licensed entry-level paramedic. We are here 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 Responders. By completing this program to its entirety, you will be able to challenge the NREMT Paramedic Exam.

You were selected because you possessed the necessary qualities for successful completion of the program. This means that you must be willing to assume the responsibility for your learning. You must read your text prior to attending class, ask questions about content you do not understand, and take advantage of the resources available to you through the SFVEMSS, faculty, and WCC. This may be the first time that some of you are taking an adult learning program. We expect you to read throughout the program, perform discussion board questions on Canvas (WCC), and be an advocate for your learning. We want to congratulate you on your hard work through the application process, entrance exam, and interview process.

It is important that you become familiar with the policies outlined in this Paramedic Program Student Handbook, as well as the Waubonsee Community College Student Handbook so that you may always remain in good standing with the training program and college.

Please note that the Paramedic Training Program Student Handbook is a general guide. The Program Administration and faculty reserve the right to edit content and requirements, and exercise discretionary measures on an individual basis in cases where a situation arises that is not specifically addressed in this handbook, or in cases where extenuating circumstances may have an influence on situations addressed in this guide.

If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

WCC/SFVEMS Faculty

This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. Signed acknowledgements of the receipt and understanding of this handbook (located in Appendix) constitute a contract between program students and faculty, staff, and administration during the effective period stated on the handbook cover page.

2.0 FACULTY AND STAFF

Southern Fox Valley Educators and Staff

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Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454.

3.0 ACCREDITATION

The Waubonsee Community College Emergency Medical Technician-Paramedic Program is approved by the [Illinois Department of Public Health \(IDPH\) Division of Emergency Medical Services](#) and Highway Safety. The coursework is accredited by the [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#) upon the recommendation of the [Committee on Accreditation of Educational programs for the Emergency Medical Services Professions \(CoAEMSP\)](#), which is recognized as the most valued EMS education accreditation agency in the country. Accreditation ensures students who graduate from this program have achieved the required competencies and skills to enter the professional workforce as an entry-level Paramedic. The accreditation process is governed by an annual review process and comprehensive site visits to ensure compliance with national standards and criteria for educational quality.

4.0 PROGRAM PHILOSOPHY AND GOALS

The EMT-Paramedic Program at Waubonsee Community College is provided in affiliation with the Southern Fox Valley EMS System Paramedic Training Program. The goal of this 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.

The program is organized to provide students with knowledge of acute and critical changes in physiological, psychological, and clinical symptoms pertaining to prehospital emergency medical care of pediatric and adult populations. Students will acquire practical skills, clinical and field experience related to the emergency medical care of patients. Courses and hands-on experience provide an understanding of the ethical and legal responsibilities students will assume as licensed paramedics.

In alignment with the college community and mission, the Paramedic Program seeks to provide exceptional learning opportunities for accessible, equitable, and innovative education, and a foundation for professional development and lifelong learning.

4.1 Philosophy and the Paramedic Occupation

Paramedics have prescribed requirements to practice the art and science of Paramedicine in conjunction with medical direction, functioning as initial treatment providers and facilitators of access to care as the scope of the profession expands. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting, serving as an essential component of a continuum of medical care. Paramedics are responsible and accountable to medical direction, the public, and their peers through life-long professional development, peer evaluation, personal education, and active roles in professional and community organizations.

High quality health care is a central tenant of the paramedic profession. As advocates of patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with medical 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.

4.1 Didactic Instruction & Skills Laboratory

- Lectures, discussions, and demonstrations presented by instructors, Paramedics, physicians and RN's who are competent in the field of EMS and patient care.
- Demonstrations and practice opportunities to develop the necessary psychomotor skills of a paramedic.
- Practice opportunities in Sim-Lab to evaluate and develop critical thinking skills.

4.2 In-Hospital Clinical Education

- Instruction and supervised practice of emergency medical skills, primarily in the Emergency Departments at local area hospitals and facilities.
- Other experience maybe be obtained in critical care units, operating rooms, labor and delivery, pediatric medical offices, assisted and/or skilled nursing centers.

4.3 Field Clinical Experience

- Supervised prehospital experience with an ALS vehicle equipped with telecommunication to medical control, equipment, and drugs to provide advanced life support.
- The phase of instruction where students learn how to apply cognitive knowledge and the skills developed in class, lab, and hospital clinicals, to the field environment.

4.4 Field Internship

- Evaluation phase, during which students serve as an entry level paramedic under supervision of an Illinois licensed paramedic, RN, or physician who has been approved by the EMS system.
- Students will participate in ambulance calls, assessing patients and establishing priorities in patient care. Students maintain patient contact from onset of the call, throughout the transport, to transfer of care at the hospital.
 - Must be third on ambulance and run the entire call.
 - 75% of your time must be completed with Primary Preceptor.

5.0 PROGRAM OUTCOMES

Waubonsee Community College and Southern Fox Valley EMS recognize that knowledge is constructed uniquely and individually, in multiple ways, through a variety of tools, resources, and contexts. Self-awareness of learning style is an important accomplishment of program outcomes. The program acknowledges that students learn best when they actively transfer prior learning and experiences to newly acquired content. Each course enriches knowledge, skills, and attitudes through active clinical experiences; self, peer, and instructor evaluation; group interaction; and facilitating self-direction and personal accountability for each student.

Faculty and staff seek to prepare students with knowledge of the discipline and cognitive skills that facilitate the transfer to higher order thinking. Teaching strategies and assessment support educational theory and evidenced-based teaching practices through a curriculum arranged to help students develop and maintain knowledge through the program.

Students who successfully complete the EMT-Paramedic coursework will be able to demonstrate the following competencies:

5.1 Competency of the Paramedic

- Recognizing a medical or traumatic emergency: assessing the situation, managing emergency care and if needed, extrication.
- Coordinating efforts with other agencies involved in the care and transport of the patient and establishing rapport with the patient, and significant others to decrease their state of crisis.
- Assigning priorities of emergency treatment and recording and communicating data to the designated medical command authority.
- Initiating and continuing emergency care under medical direction: including the recognition of presenting conditions and initiation of appropriate invasive and non-invasive therapies (e.g. surgical and medical emergencies, airway and respiratory problems, cardiac dysrhythmias, cardiopulmonary arrest, and psychological crises), and assessing the response of the patient to the interventions.
- Exercising personal judgment in case of interruption in medical direction caused by communication failure or in cases of immediate life-threatening conditions. (Under these circumstances, the Paramedic provides such emergency care as has been specifically authorized in advance, i.e., via current SMO's).

5.2 Examination and Licensure

Students who received a Certificate of Achievement or associate's in applied science (AAS) in EMT-Paramedic are prepared to take the [National Registry of Emergency Medical Technician Examination](#). Examination fees are student responsibility. Instructions and important forms will be distributed at the end of program coursework.

To be eligible to take the National Registry certification exam, the student must meet the following criteria:

- Completion of all courses, including lab hours, required rotation (OR, OB, AP, MD), hospital and field clinical requirements, and field internships, with a grade of 'C' or better. (Grading Criteria given at Clinical Orientation in EMT-235)
- A grade of 75% or better on all course final exams (Final exams will be cumulative. Students must successfully pass the overall course final exam within one attempt or receive a failing grade for that course, despite overall class grade)
- Complete ACLS Provider class
- Complete PALS Provider class
- Complete ITLS Provider class
- Interview with EMS Medical Director or Alternate
- Meetings with Clinical Coordinator or designee.
- Final Psychomotor

6.0 EMT-PARAMEDIC PROGRAM PATHWAYS

Waubonsee Community College offers two pathways for students pursuing the paramedic profession: the EMT-Paramedic Associates in Applied Science (AAS) Degree, and the EMT-Paramedic Certificate (Please refer to mywcc.waubonsee.edu for major and course codes). **Both program options require a special application and evaluation of pre-entrance requirements for admission, which includes documentation of a current EMT-Basic License.**

The program is designed to provide students with the experience to become certified Paramedics in one academic year, progressing in the curriculum through full time commitment to coursework, testing, regular theory lectures, labs, and clinical experiences. The program is based on the U.S. Department of Transportation National EMS Education Standards. Successful completion of program requirements will determine student eligibility for licensure by the State of Illinois Department of Public Health and/or the National Registry of EMT. The program consists of the following components:

6.1 Didactic/Lab Courses/Clinical Experience

- **EMT225 – Paramedic I (16 Weeks)**
- **EMT235 – Paramedic II (11 Weeks)**
- **EMT245 – Paramedic III (8 weeks)**
- **EMT299 – Paramedic IV (8 Weeks)**

Note: Advance placement is not granted for this program.

7.0 PROGRAM PROGRESSION

Once admitted into the program, students must enroll in and complete each successive paramedic course with a grade of C or higher to successfully progress with their cohort and complete the program. Grades of D, F, or W, and/or clinical failure are not considered passing. Grade determination for the purpose of progression is based upon the program grading scale and Southern Fox Valley EMS Office records of student performance.

7.1 Passing Grade Not Earned

Students who do not earn a passing grade will not be allowed to enroll in the next successive course. The student is given an opportunity to reenter the program one time, based on the program reentry process below.

The second time a student does not receive a passing grade in a course. the student will not be permitted to continue in the program and will not be allowed to re-apply for the program. (Special considerations will be permitted at the discretion of the Paramedic Advisory Committee. Contact the Program Director for details.)

7.2 Withdrawal

Students who seek to withdraw from a course **for any reason** must withdraw by the college deadline (see [Waubonsee Community College Academic Calendars](#)) and **be aware of the following**:

- Students who wish to withdraw from the course or the program should **first** speak with the course instructor and/or the program director.
- Faculty who determines students at risk for academic or clinical failure will inform the student prior to the academic withdrawal date (see [Waubonsee Community College Academic Calendars](#)).
- Students who withdraw will have their grade recorded with the current earned grade within the program at that time.

7.3 Program Re-Entry

Re-entry refers to students whose class sequence was interrupted for **any reason** (non-passing grade, clinical failure, withdrawal due to failure or personal circumstances, etc.), who desire to continue in the program.

Petitions for re-entry must be discussed with and submitted to the Program Director. Petitions must contain an explanation of why the student left program, including what will be done to prepare for reentry and plans to succeed in completing coursework. Submissions must be submitted with application for following cohort as well. Requests will be evaluated on an individual basis and on a space-available basis.

Students who successfully petition for reentry must agree to a learning contract, which may include a competency exam and skills testing of material covered in previously completed courses. Students will be required to complete the application process including entrance exam and interview.

NOTE: Students requesting reentry must start at the beginning of the program regardless of where they filed for withdrawal.

8.0 GENERAL COURSE CRITERIA

8.1 Passing Grade

Students must receive a passing grade (minimum C or better) for each paramedic course and each required course in the program. **A NON-PASSING GRADE WILL CONSTITUTE A FAILURE OF THE COURSE.** Grades of D, F or W are not considered passing. All of the individual course criteria and requirements must be met or a passing grade will not be awarded. The grading scale and evaluation for the Paramedic program is specific to the type of course. The grading scale for all didactic courses is as follows:

8.1.1 Grading Scale

The following will be used as a guideline for calculating grades in all didactic courses:

A	93% - 100%
B	84% - 92%
C	75% - 83%
D	66% - 74%
F	below 65%

For all WCC/SFV courses (EMT 225,235,245,299) the students' aggregate score will consist of:

- **50% Final Examination (>75%**
- **40% Knowledge Assessments**
 - **225 Mid-term is graded as a Knowledge Assessment.**
- **10% Class Participation/Canvas Quiz & Discussion Board. (Required)**

The grading scale for all clinical courses will be as outlined in each specific course grading policy.

8.2 Attendance

Consistent attendance is required to demonstrate adequate performance. The number of contact hours for each class is prescribed by the program's accrediting body and meets the mandatory hour requirements for National Certification.

Every student is expected to be on time and to attend all classes, including lectures, clinicals, field experiences, and Sim-Labs. If a student is unable to attend clinical/laboratory, or will be tardy, proper notification as determined by the course instructor must be made in advance whenever possible. **You must notify the program coordinator in writing as well as the daily instructor.** Failure to make proper notification will result in penalties. Students will be responsible for any material presented and any assignments given during an absence. Chronic tardiness/absence from lecture may result in lowering of final grade and/or dismissal from the program.

2 Tardies will constitute 1 absence.

NOTE: Being on duty and not being able to find coverage is not considered an excused absence. Please contact the program coordinator if a scheduling conflict should arise.

Attendance policies vary depending on course requirements and didactic, lab, clinical, and internship portion of the program. See individual syllabi for details. Schedule is subject to change based on availability.

8.2.1 Didactic Attendance and Absence Policies (EMT 225-245)

Class attendance is recorded on canvas. Students who are marked absent or tardy will receive zero points for their affective grade for that day.

Students in EMT 225-245 are allowed two absences during each course. Students who accrue a third absence in a single course may be withdrawn from the course at the discretion of the program administration.

It is the responsibility of the student to coordinate with the instructor in order to make up any missed skills or scenario day. **If the student fails to make up the time they will not progress through clinical courses.**

8.2.2 Clinical/Internship (EMT 235-299)

Attendance during the hospital clinical, field clinical, and internship portions of the program is essential for students to gain proficiency in acting in the role of a Paramedic. Students will be responsible for attending hospital and field clinical/internship shifts that they sign up for in Platinum Planner or with a system department. Attendance will be documented and verified through the student uploading time sheets for the corresponding shift in Platinum planner. See individual syllabi for details on absences and makeup hours. Students must conform to the policies determined by the course faculty.

Absences, tardiness, late paperwork (48 hr), and lack of participation may result in a lowering of the final grade and/or failure of the course. **Notification of tardiness or absence from clinical must be made directly to the clinical nursing instructor & Program Coordinator.**

8.2.3 Punctuality and Lateness

Class begins promptly at the posted time (0900 or 1800), unless otherwise noted. Students should come to all courses ready to participate at the time they signed up for in Platinum Planner or agreed to at the field clinical/internship site. Students attending classes on shift days need to arrange coverage to allow punctuality and readiness. Tardiness is inconsiderate to the educator/staff and the other students, and points will be deducted from class participation for that day. Repeated tardiness will not be tolerated and passed to the Program Administration.

Students that are late three times will be required to meet with the Program Director and/or designee(s), and will be charged with one absence and deducted points from class participation. Excessive tardiness may lead to dismissal from the course if the tardiness exceeds two absences as outlined above.

8.3 Deadlines

Assignments are due on the date indicated by the instructor and syllabus to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies that are set forth in the course syllabus.

8.4 Missed Information/Assignments

The student is responsible for obtaining missed information, announcements and for submitting all assignments or papers that were due. The guidelines for a student to make-up a missed examination is determined in the course syllabus. Please contact your course instructor and CC the program coordinator.

8.5 Class Cancellations or Changes

Students should refer to instructors and syllabi regarding class cancellations. College closures will be announced via student emails and mywcc. Students may also check the WCC homepage for current announcements. Students will be notified of any change in course delivery or modality through the Waubensee website, mywcc and student email per college protocol. Students should always check with instructors to confirm procedure after changes are announced.

8.6 Course-Specific Policies

In addition to the general and specific course policies outlined in this handbook, students are required to follow the criteria outlined in the course syllabus and by the course instructor/clinical facility.

8.7 Records and Mandates

The Southern Fox Valley EMS System (SFVEMSS) Office must be notified in writing and within five days of any change in name, address, phone number, employment, or department.

8.7.1 EMS Licensure

It is each student's responsibility to maintain a **current** IDPH EMT-Basic license throughout the **entire** Paramedic Training program. This means that the student must maintain a current status in the Southern Fox Valley EMS System. If a student does not meet this requirement or is suspended from Southern Fox Valley EMS System, they will not be allowed to participate in any clinical setting. If a clinical rotation is scheduled and missed due to suspension from the system, it will be considered an absence.

Waubensee offers an EMT-Basic Certificate for prospective Paramedic applicants, which can be earned by completing EMT120 – a total of 9 credit hours that prepares students for the state licensure exam for the State EMT Basic or National Registry of EMT Examination through IDPH.

8.7.2 CPR Provider Status

All students enrolled in the EMT-Paramedic Program are required to maintain a **current** American Heart Association (AHA) Basic Life Support (BLS) for Health Care Providers card, on file with Waubonsee Community college throughout the duration of the Paramedic Program.

Waubonsee offers CPR and First Aid classes, BLS training and renewal classes. For more information, visit: <https://www.waubonsee.edu/cpr>

9.0 MEDICAL REQUIREMENTS AND HEALTH SCREENINGS

Screening requirements for the Paramedic Program are processed and monitored by **Viewpoint Screening**, an outside vendor partner with the college. Each student is responsible for creating a personal account with **Viewpoint Screening** and ensuring all required documents are uploaded and received in a timely manner by the designated deadlines. Questions regarding deadline exceptions should be made to the Program Director and cannot be guaranteed. Details and instructions will be provided through Waubonsee student email accounts after program acceptance.

9.1 Illinois Background Check

In compliance with requirements of clinical partner organizations, a criminal background check will be required before students begin externship experiences.

Students who present with a criminal record may be asked to discuss their history with a clinical/externship partner organization for approval before beginning work. Prior criminal convictions may preclude or impede future employment and/or potential state or national industry-certification or licensing opportunities. Students are encouraged to contact counselors, faculty, and the Dean with questions or concerns PRIOR to registration.

9.2 Drug Screening

In order to comply with clinical agency requirements, paramedic students must submit to a mandatory drug screening (initial, random, and reasonable suspicion). Drug screenings are completed through Viewpoint Screening – instructions and registration forms will be in your personal account.

All drug screens include tests for amphetamines, benzoylecgonine- cocaine metabolites, marijuana metabolites, opiates and phencyclidines. **Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program. The student may apply for readmission and/or re- entry after one year pending evidence of subsequent treatment, counseling and negative drug screen.** Refusal by a student to submit to testing will result in that student's dismissal from the program.

NOTE: The Paramedic program follows the Federal law and WCC policy related to marijuana use. There is **zero tolerance** for marijuana use, whether it is recreational or medicinal, while on any college property or while participating in any college sponsored programs or events on or off campus. This includes all clinical, field, and internship experiences. Students who have a positive marijuana drug test

may be referred to the student conduct board and be dismissed from the program. The Paramedic program and clinical affiliates reserve the right for randomized drug testing. See the Waubensee Community College Student Handbook for the college policy on medical marijuana.

9.3 Medical Requirements

A Pre-Entrance Medical Clearance Form must be completed by the student and the student's licensed physician/primary healthcare provider and submitted to Viewpoint Screening. Details and instructions will be provided to students upon program acceptance. In addition to the medical clearance, students must submit the following to Viewpoint Screening in order to participate in clinical experience:

Note: *In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to a student's health and medical status is confidential and cannot be released except to agents of the college (e.g., clinical sites) when in the best interest of the student and any patients/clients the student may have direct contact with during the clinical experience.*

9.3.1 Tuberculosis Screening

Documentation of freedom from active TB is required prior to beginning the program and annually. This can be done by submitting documentation of a QuantiFERON Gold TB Test or less desirable, 2-step TB test.

- A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis

9.3.2 Influenza (Flu)

Documentation of current flu season vaccine required. Documents **must be dated** within the current flu season (August-May, annually). All flu vaccines thereafter are required by October 1 of each year.

10.3.3 COVID-19

A COVID-19 vaccine is **recommended** to participate in the Paramedic Program due to recommendations at each clinical facility.

9.3.4 Titers and Immunizations

All students are required to provide titer information (proof of immunity) regardless of whether childhood immunizations were completed. If the student's titer does not show immunity, a booster vaccine, as required by the Centers for Disease Control and Prevention (CDC), will be required prior to the first clinical date. Your physician may recommend a second booster 28 days after the first booster has been completed, based on the titer results. The following titers are required:

- Mumps, Rubella, Rubeola/Measles (MMR)
- Varicella Zoster (Chicken Pox)

The following immunizations are also required:

- Tetanus/diphtheria/pertussis-a (T-dap). Dated within last 10 years.

- Hepatitis B Series: two to four doses based on physician recommendation. Students who are in process with immunization series **must** submit a signed declination waiver to be in compliance until series is completed. Students who do not plan to complete a series must submit documentation of a titer (proof of immunity) **or** a signed declination waiver.

9.3.5 Health and Liability Insurance

Southern Fox Valley EMS System, Northwestern Medicine-Delnor Hospital and Waubensee Community College are not liable for any illness, injury and/or disability incurred by the student during the EMT-Paramedic Program. It is mandatory that students carry current personal health insurance policies and personal liability coverage throughout the program. Copies of insurance cards must be submitted to Viewpoint Screening, and resubmitted annually upon policy renewal, in order to participate in clinical experience.

Students are responsible for insurance policy fees and individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. Students injured during the program are responsible for individual personal health care costs.

10.0 CHANGES IN HEALTH STATUS

Health Professions and Public Service staff and administration reserve the right to request a physical or mental examination following a change in health status from the initial program admission medical record. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed physician/primary health care provider to attend the clinical component of the Paramedic courses **without limitations restrictions**.

It is the responsibility of the student to report changes in health status and provide official documentation that the student can enter the clinical site and participate without restrictions. It is possible that changes in the student's health status may negatively affect the student, members of the health care team, and patient/client health. Any student that experiences a change in health status and does not follow the reporting/documentation policy outlined in this paragraph may be withdrawn or dismissed from the course and or program.

Waubensee Community College assumes no responsibility and is not liable for negative impact, outcome, and injury.

10.1 Pregnancy

In the event a student becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical release to continue in the course/program without limitations or restrictions. There are potential health risks to both the mother and the fetus while performing various activities in nursing courses and clinical experiences. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to the Program Director and/or faculty. In the event a student is not able to continue in the program based on

health risks, the faculty will work with the student to determine the best course of action related to their educational needs.

10.2 Use of Prescribed Medications

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect lab/clinical /field performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

While the use of medical marijuana (cannabis) is allowed in Illinois law, the Paramedic Program follows the Federal law and the Waubensee Student Handbook for marijuana use. There is **zero tolerance** for marijuana on campus or participating in college-sponsored programs. See WCC Student Handbook.

10.3 Injury/Exposure During Training

If a student sustains an injury/exposure in training classes or in a clinical area (including ride time at the fire department), an incident report must be completed, and faculty **MUST** be notified.

11.0 RESPONSIBILITIES AND EXPECTATIONS IN CLINICAL/FIELD SETTINGS

Waubensee Community College's Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining public trust. The rights, responsibilities, and conduct of all students are described in the Waubensee Community College Student Handbook.

Paramedic students have additional responsibilities as a member of the health care team to ensure the emotional and physical safety of patients during the educational process. Students are required to achieve competency in essential skills during assigned clinical rotations and must perform required skills under the supervision of a licensed therapist, RN, or physician in the clinical setting. Competency is the ability to perform a skill in its entirety and in a clinically appropriate environment, with the end goal of skills to be performed unsupervised.

Mandatory Clinical Areas:

- Emergency Department
- Labor & Delivery
- Surgery

Optional Clinical Areas:

- ICU/CCU
- IV Therapy
- Cathlab

- Other clinical areas as allowed
- Possible Autopsy Opportunities

During clinical rotation, students are subject to the policies and procedures outlined in this handbook, in the Professional Behavior and Dress Code, Student Standards of Conduct, and the Waubensee Student Handbook; as well as any guidelines paperwork and policies dictated by outside facilities. All clinical rotations, along with all required assignments and competencies, must be completed to pass the course. **Students must always follow policies, procedures, and student affiliation guidelines of the clinical agencies. Students who have failed the didactic portion of the course will not attend clinical.**

Responsibilities and expectations include, but are not limited to:

- Respect the dress code designated by the department and/or facility.
- Arrive fully prepared with appropriate gear and materials, including ID badge, hour logs, any required documentation.
- Be punctual, ready to participate, and maintain a professional attitude. Excessive tardiness may lead to dismissal from the course, as outlined under the Attendance Policy in this handbook.
- Protect the rights of patient confidentiality and privacy. Any breach of confidentiality will terminate the clinical experience, and the student will be dropped from the course. Students must NOT make copies of any patient record or report.
- Leave personal pagers, radios, cell phones, and electronic devices outside the clinical/field/internship environment. Pagers and radios must be turned off while in the classroom.
- Students that are employed or previously employed at a system hospital will not be allowed to complete any clinical rotations at that hospital without permission from the EMS System Coordinator.
- Any procedures beyond the scope of the student's current level of EMS certification must be performed under the direct supervision of a nurse or physician.

11.1 Standards of Student Conduct

The Standards of Conduct are applicable to all students during the entire program, at all clinical settings, and at any area in conjunction with the Field Internship experience. While instructors strive to establish an informal classroom environment, students must conduct themselves in a manner that continues to facilitate learning:

- Come to class, clinical, internship and lab prepared for the scheduled subject or activities.
- Behave in a manner that does not interrupt or disrupt classroom or skills lab activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, sleeping in class, offensive language, inappropriate or offensive behavior, defiance of or disrespect toward the instructor, ignoring the instructor's instructions, or attempting to redirect or disrupt the orderly flow of instruction. **Disruptive behavior may result in the removal of the student from the class, and will be considered an absence for that day.**
- Interact with and address all instructors and proctors with appropriate respect for their position and authority.

Any student who creates an interruption of the normal function of the Paramedic Program, **either in or out of the classroom**, may be asked to leave the area or be subject to disciplinary action as outlined in the Student Standards of Conduct. Failure to comply will result in documentation of the student's actions placed in the student's permanent records. Students committing any of these behaviors will be subject to disciplinary action in accordance with the policies of Southern Fox Valley EMS System and the Code of Student Conduct, as outlined in the Waubensee Community College Student Handbook.

11.2 Use of chemical substance in the clinical agency

Per the Waubensee Community College Student Handbook, "Students at Waubensee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the use, possession, or distribution of a narcotic or other chemical substance; the use, possession, or distribution of alcoholic beverages...as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions."

Use of the above-mentioned substances in the clinical setting is prohibited. Any student who places a patient in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's health care provider) chemical substances in the clinical setting will be immediately removed from the clinical setting, and will be subject to the conditions described in **Section 16.0 Physical or Emotional Jeopardy**.

11.3 Confidentiality

The student must act to protect confidentiality in all situations. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to patients, health team members, or agency-related incidents will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. The student will not discuss these issues with other patients, friends, family, or in public places.

The student will refer to patients and staff by initials only on written work or while relating clinical/laboratory experiences in the classroom setting and will exercise caution as to the location and disposition of clinical data. **A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient's chart or personal records for use outside the clinical agency. No student shall take any pictures of computer screens within the hospital.**

Students will refer to patients and staff by initials only in written work and will exercise caution as to the location and disposition of clinical data. Any HIPAA violations will be subject to disciplinary action.

The student is NOT allowed to carry cell phones, cameras, recording equipment, or any other electronic devices on them during the clinical experience. See your instructor's syllabus for specific classroom and cell phone rules.

11.4 Transportation to/from the clinical setting

Students are responsible for their transportation to and from clinical sites, which may be located anywhere from 9 miles to 50 miles from the college. Students are subject to the parking regulations established by the agencies and are not considered to be part of the staff of the facility.

Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical experiences and related trips.

11.5 Progression of Disciplinary Action

- **First Infraction**: verbal warning documented by student's didactic and/or clinical Instructor(s). The Paramedic Course Coordinator, Program Director, and EMS Medical Director(s) will also be notified.
- **Second Infraction**: documented written warning and a meeting with the student's didactic and/or clinical instructor(s) and Paramedic Course Coordinator. The program Director and Medical Director(s) will also be notified.
- **Third Infraction**: second documented written warning and meeting with the student's didactic and/or clinical instructor(s), the Paramedic Course Coordinator and the Program Director. Medical Director(s) will also be notified.
- **Fourth Infraction**: third documented written warning and meeting with the student's didactic and/or clinical instructor(s), the Paramedic Course Coordinator and the Program Director, a Waubensee Representative and EMS Medical Director(s)

The severity of certain infractions, which will be individually reviewed by Waubensee administration, the Program Director and Medical Directors, may result in immediate removal from the program.

The student may request a disciplinary review by the Education Review Board, consisting of faculty, Waubensee Representative, Medical Director or designee, EMS System Coordinator, a field preceptor, and a department Chief/EMS Coordinator or any combination thereof.

12.0 DRESS CODE AND GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. Students are required to follow the clinical dress code set forth herein in all clinical areas (except as otherwise provided in the course syllabus). Excellent personal hygiene practices are required. Exceptions to the dress code for religious attire may be considered on an individual basis through written request to program administration. Failure to comply with the dress code may result in dismissal from the clinical/laboratory area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

12.1 Classroom and Clinical Uniform

Paramedic students must wear uniforms for skills lab and clinical assignments as stated per course syllabi. Clothing must be clean and free of odors, perfume, stains and wrinkles. NO EXCEPTIONS. Shoes should be carried to the site and changed upon arrival in certain clinical settings. Hospital dress code supersedes student attire where applicable. Required WCC uniform includes:

- WCC Paramedic polo shirt
- Navy blue, or black slacks or uniform pants
 - Pants must be full length – no shorts or capri pants. Jeans are not allowed.
- Uniform boots or shoes (no sandals)
 - Must be worn with socks.
- Hats and sunglasses of any kind may not be worn during class or at any hospital clinical setting.
- Students must have the following items available to them at all times during clinical and lab classes:
 - Stethoscope
 - Pen – black ink, and pencil for Simulation Lab
 - Watch with a second hand
- **Some clinical areas may require hospital scrubs, which will be provided. Scrubs are hospital property and must be returned. Theft of scrubs is grounds for dismissal from program. Sneakers will be allowed in OR setting per request from hospital staff.**

12.2 Jewelry and Tattoos

Jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn during clinical:

- Earrings are the only acceptable visible body piercing: only small stud (post) earrings may be worn with no greater than one earring per ear. **No hoop or dangle-style earrings.**
- Ornamental tongue piercing, facial piercing, or other visible body piercing are not allowed.
- Other jewelry such as necklaces or bracelets shall not be worn during clinical experiences.
- **Rings are limited to plain, flat bands (no stoned or pronged settings.)**
- Visible tattoos and body art must be covered by makeup (Derma blend, Cover FX), bandages, or clothing.
- Colored nail polish and artificial nails are not allowed.

12.3 Hygiene and Grooming

Excellent personal hygiene practices (bathing, clean groomed hair, brushed teeth) are required. The student shall abide by the following:

- Hair must be neatly groomed, pulled back and secured. No extremes with hair color or style. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn during clinical experiences.
- Beards or mustaches must be neat, clean and well-trimmed.
- Fingernails are to be short, clean, and neatly manicured. Nail polish must be clear. Some clinical assignments may require nail polish to be removed completely. **Artificial nails are not allowed in any health care agency.**
- Smoking, vaping, chewing gum or tobacco is unacceptable behavior.
- Perfume and/or cologne are not permitted.

13.0 SMOKING/VAPING/TOBACCO

Smoking, vaping, chewing gum or tobacco is unacceptable behavior. Students shall adhere to the smoking policy established by Waubonsee during lecture classes and by each facility during clinical hours. These policies must be followed, or the student will be subject to disciplinary action, including possible expulsion from the course. Chewing tobacco will not be allowed in the classroom or in any clinical setting.

Waubonsee Community College abides by the Drug-Free Schools and Communities Act. See the Waubonsee Student Handbook.

14.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The purpose of the student grievance procedure/grade appeal is to ensure students due process in the resolution of student complaints. The student grievance procedure, and/or grade appeal procedure, is delineated in the Waubonsee Community College Student Handbook.

15.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS

Students enrolled in the Paramedic Program are expected to display conduct in accordance to the legal, moral, and ethical standards of the massage therapy profession and the Waubonsee community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade. Such conduct may be referred to the Waubonsee Student Conduct Board for consideration.
- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.

- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of clinical/laboratory documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. **Such conduct is in violation of the Waubensee Code of Student Conduct as described in the Waubensee Community College Student Handbook and will be referred to the Waubensee Student Conduct Board for consideration.**

16.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place peers, instructors, or patients in emotional and/or physical jeopardy may be dismissed from the lecture or clinical site, and possibly dismissed from the course.

Physical or emotional jeopardy is described as, but is not limited to (either intentional or unintentional): causing patient(s) harm or injury, placing patient(s) at risk for harm or injury, causing a patient emotional distress, disregard for patient(s) safety, placing patient's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient status to instructor/supervisor).

A Waubensee Intervention Form (WIF) will be completed for student incidents involving placing others in physical or emotional jeopardy.

17.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform responsibilities or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.